

MERRIMACK VILLAGE DISTRICT
BOARD OF COMMISSIONERS
SEPTEMBER 16, 2019
MEETING MINUTES
(Approved November 18, 2019)

A regular meeting of the Board of Commissioners was conducted on September 16, 2019 at 5:10 p.m. at 2 Greens Pond Road, Merrimack, NH.

Chairman, Donald Provencher presided:

Members of the Board present: Joseph Comer, Vice Chairman
Wolfram von Schoen
Kenneth Ayers

Members of the Board Absent: Anthony Pellegrino, Personnel Liaison

Also in Attendance: Ron Miner, Superintendent
Jill Lavoie, Business Manager
Michele Holton, Finance/H.R. Director

NON-PUBLIC SESSION

MOTION BY COMMISSIONER VON SCHOEN THAT THE COMMISSION, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3, II (a); RSA 91-A:3, II(d); and RSA 91-A:3, II(e)

MOTION SECONDED BY COMMISSIONER COMER

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Donald Provencher, Joe Comer, Wolfram von Schoen,
3
Nay: 0

MOTION CARRIED

The Commission went into non-public session at 4:05 p.m.

The Commission came out of non-public session at 5:00 p.m.

SEALING OF MINUTES

Board of Commissioners Non-Public Sessions September 16, 2019

MOTION BY COMMISSIONER W. VON SCHOEN TO SEAL THE MEETING MINUTES OF THE SEPTEMBER 16, 2019 BOARD OF COMMISSIONERS MEETING NON-PUBLIC SESSION

MOTION SECONDED BY COMMISSIONER K. AYERS

MOTION CARRIED

4-0-0

FINANCIAL REVIEW

A. Analysis of Revenue and Expenditures Report

Michele Holton, Finance/H.R. Director, informed the Commission that being through August, the year is 16.67% complete. Director Holton noted the rate increase while reviewing revenue. To compare to last years budget, she brought last years rates up by 19%, totaling roughly \$828,000. The current year totals roughly \$886,000, which includes \$36,000 in grant money for the matching grant for Wells 4 & 5. This grant money is posted to Miscellaneous Income, but will be moved to Grant Revenue. Adjusting for that change would bring the total revenue to roughly \$850,000 for the first two months of the year, compared to last years adjusted revenue of roughly \$828,000. At this time last year, revenue reflected at 19.3% above budget. Currently, the revenue is reflected at 23% above budget.

Director Holton noted that she will be adding the detail under “Expenses” for the payroll for the budget column. Director Holton also informed the commission that Officers Salaries, account 50010, will be above budget. This is due to the decision to increase the level of detail to the meeting minutes which is posted to Officers Salaries - Secretary. Director Holton noted that there will be no problem finding the offsets.

Director Holton noted that some items reported higher than the 17% of the budget due to timing issues. MVD vehicle inspections are due in September, due to this, R & M for motor vehicles will always be frontloaded for the year. Accounts above budget due to timing are expected to fall back in line as the year moves forward.

Commissioner K. Ayers asked about account 40401, Fines & Penalties, stating a significant increase from the previous year. Director Holton noted that MVD has been much more diligent about assessing fines & penalties.

Director Holton noted the lower expense for account 70550, R & M Pump Station, informing the commission that in the previous year the pump station broke down and required emergency repairs.

Director Holton informed the commission that it was important to note that while reviewing the Profit & Loss Previous Year Comparison, account 50450, Retirement – Employer Contribution, August’s portion was posted inadvertently to September 1, 2019. The amount of \$8,700 will be posted correctly to August for September’s financial reports. Additionally, the statements for the Trustee of Trust funds (account 10300), as well as the related MS9 reporting, were not available in time to be included. This will provide an additional \$9,000 in other income for the net interest of fees, and there will be \$15,000 in additional unrealized gains, which will be posted to August.

B. Bank Account Summary Review

At this time, Director Holton informed the commission that she and Kathy Stack, Treasurer, will be meeting to test out the transfer process with *New Hampshire Public Deposit Investment Pool (NHPDIP)*, as well as reviewing the contributions to be forwarded for payroll via ACH processing through TD Bank online banking (NHRS, 457 Plan & FSA).

REGULAR SESSION

1. Board of Commissioners to discuss Capital Projects with Underwood Engineers to include:

a) Wells 2 & 3 treatment plant site layout sketches

Peter Pitsas, of Underwood Engineers, informed the commission that the water line connecting Wells 2 & 3 has been roughly laid out. The water line will start at Well 2, go down Wood Road, cross to the wetlands area, and require a directional drill through the wetlands, and come out on the south side of Well 1, go through the MVD maintenance area, come up along the north side of the access road, do a directional drill underneath Continental Boulevard, and pop out on Camp Sargent Road. From there, the plan is to conduct pipe bursting inside an existing abandoned asbestos concrete water main along Camp Sargent Road. This is still being investigated.

P. Pitsas noted that Geotech would be out doing borings on September 17, 2019, to determine soil conditions. He does not believe that any ledge will be hit. This will take place at both the treatment plant site and along the raw water line route between Wells 2 & 3.

P. Pitsas informed the commission that surveying of the treatment plant site will likely take place the week of September 23, 2019 and will be complete by the end of September. The chosen site for the treatment plant is in front of Well 3. The potential of a future MVD office is also being accounted for at this site. Vice Chairman J. Comer asked who owned the land. It was noted that MVD owns the land. Vice Chairman J. Comer asked if it would be easier to get an easement from the company located on the former Atrium property, and do a straight line. Superintendent R. Miner informed the commission that that had been looked into but was not a feasible option. P. Pitsas noted that there are a lot of wetlands and ledge in that area.

Based on the proposed site plan presented by Underwood Engineers, Commissioner W. von Schoen asked about the ability for a tractor trailer to make the turn onto the access road. P. Pitsas noted that a tractor trailer should be able to make the turn.

Chairman D. Provencher asked if Underwood was doing any property line surveys to be sure this was all MVD's property. K. Pratt will double check that.

Commissioner W. von Schoen asked how much of the proposed parking lot will be completed. P. Pitsas noted that much of it will remain undone. This will avoid additional constraints for the future office building.

Concern was raised about the capabilities of adding an office building to this site. K. Pratt informed the commission that he will lay out the treatment plant first and then determine if there is an opportunity to build an office, whether as an addition or a separate building.

Additionally, Commissioner W. von Schoen noted that the treatment plant is pretty boxed in on the current proposal, and should there be another contamination in the future, there isn't anywhere to expand. This concept will be discussed at a future meeting. A few options will be drawn up prior to that.

Vice Chairman J. Comer suggested rethinking a previous idea to have the home of the future office be in the proximity of the MVD warehouse.

It was noted that this is a treatment site first and will be viewed as such.

b) Wells 4 & 5 treatment plant construction

Peter Pitsas, with Underwood Engineers, informed the commission that the contractor has started the work on Wells 4 & 5 construction. The site has been cleared and is on schedule. Yard piping is expected to be complete by mid-November. The concrete work, in reference to the foundation walls and the slab, is expected to be complete by the end of November. The masonry walls should be completed by mid-January. The treatment vessel is currently scheduled for mid- to late-February. Chairman D. Provencher asked if the treatment vessel needed to be scheduled before the roof. P. Pitsas answered that the roof is designed in three sections for future planning, should the vessel ever need to be replaced/removed, the middle section of the roof could be taken out. Final plans for the roof are still being decided.

The warranty for the treatment vessel has been reviewed and accepted by Underwood Engineers. A purchase order has been signed with Evoqua Water Technologies.

Keith Pratt noted a possible attempt to move forward with a meeting regarding the sewer connection and requested Chairman D. Provencher's help with such a meeting. Primarily the goal is to have the carbon filter backwash be able to go into the sewer, so far this has been rejected. By award, this decision needs to be made by the end of September (60 days from the time of contract). K. Pratt informed the commission that it is possible to ask the contractor for an extension.

c) Wells 7 & 8 treatment plant expansion design/cost report

K. Pratt informed the commission that the draft report for Wells 7 & 8 was issued, comments were given and addressed, and the report was reissued. K. Pratt noted that he would like to schedule another work session in the near future to go through the detailed issues as the operational questions start to arise. Discussion about standardization amongst the three treatment plants will also take place.

Chairman D. Provencher requested the 30% Preliminary Design Report to be available in PDF format.

d) Turkey Hill

K. Pratt informed the commission that the Turkey Hill Booster is ready to bid but has not yet been advertised. Underwood is waiting on the written waiver from the town for the fire alarms and sprinklers. This will be advertised once the written waiver is received. Commissioner W. von Schoen asked if they have looked at waterproofing the electrical cabinets. K. Pratt answered that he believed they had, but he will look into it. Superintendent R. Miner noted that they were looking at solid curtains. Commissioner W. von Schoen noted that should someone forget to close the curtain, the curtain will then be deemed useless.

Commissioner W. von Schoen mentioned sprinkler safe electrical cabinets and requested that this be looked into. P. Pitsas noted that he would ask the contractor what the cost of this would be.

2. Board of Commissioners to review the draft Public Notice of New PFAS MCLs (Maximum Contaminant Levels) as proposed by Commissioner W. von Schoen.

Chairman D. Provencher informed the commission that the purpose of this public notice is to inform customers that PFAS regulations have changed, effective October 1, 2019. For one year, MVD will sample the wells and will then determine if the wells are out of compliance by October 1, 2020. Based on history, MVD believes that it is very likely that all MVD wells will be out of compliance with the new PFAS MCLs. MVD has already taken steps to rectify the PFAS levels within their wells. The current plan is to have all active MVD wells filtered to non-detectable PFAS concentration by the end of 2022.

Commissioner W. von Schoen offered amendments to the draft. This notice will be sent out after October 1, 2019, and wording will need to reflect that, changing “current and upcoming” to “previous with current.” He also noted that he would like to see units of measure in the section of chart showing the average PFAS results from August 2018 – July 2019. This should be labeled in PPT (parts per trillion). Commissioner W. von Schoen also noted that the third paragraph seems difficult to read and would like to remove the complexity. Commissioner W. von Schoen would like to edit the third sentence in that paragraph to read “Water supplies are compliant to the new regulation until sampling shows PFAS levels above the MCLs for the average of four consecutive quarters after October 1, 2019.”

Business Manager J. Lavoie asked if this would be a town wide mailing, to which the commissioners answered that it would be. Commissioner W. von Schoen questioned the cost of a town wide mailing in letter form. Business Manager J. Lavoie answered that she was unsure but would find that information.

The commissioners would like to see the public notice sent out prior to October 1, 2019, if possible.

MOTION BY COMMISSIONER W. VON SCHOEN TO APPROVE SENDING A PUBLIC NOTICE OF NEW PFAS MCLS BY LETTER TO ALL MERRIMACK RESIDENTS AND BUSINESSES PENDING FINAL EDITS
MOTION SECONDED BY COMMISSIONER J. COMER
MOTION CARRIED
4-0-0

3. Board of Commissioners to review results of PFAS sampling in the Continental Boulevard area.

Chairman D. Provencher informed the commission that there were two monitoring wells that were electively sampled for PFAS by MVD, one located at 6 Dobson Way, Merrimack, NH, and the other at 18 Continental Boulevard, Merrimack, NH. The results of the sampling were as follows:

WELL	PFNA (ng/L)	PFHxS (ng/L)	PFOA (ng/L)	PFOS (ng/L)
MW 12-43 (6 Dobson)	0.69	ND	45.00 ppt	0.99
MW 12-D1 (18 Continental)	0.59	1.5	23.00 ppt	3.20
NHDES MCL	11.00	18.00	12.00 ppt	15.00

PFOA levels for MW 12-43 were found to be 45.00 parts per trillion (ppt), and for MW 12-D1 were 23.00 parts per trillion. PFOS for both monitoring wells came back at less than four, while PFNA and PFHxS levels came back at one and a half or less for both monitoring wells. Chairman D. Provencher noted that as typical with the contamination, PFOA is the only one that exceeds the new MCLs (Maximum Contaminant Levels) all others are below the newly proposed limits.

Chairman D. Provencher informed the commission that the PFOA levels for Well 2 for July 2019 was 18 ppt. The sampling of Well 2 took place on the same date as the sampling of MW 12-43 and MW 12-D1.

Superintendent R. Miner asked the board if this sampling were something they would like to continue testing monthly. Chairman D. Provencher noted that quarterly testing might suffice. Commissioner W. von Schoen noted that he would like to be selective when sampling. Business Manager J. Lavoie informed the commission that she would speak with Jaime Emery of Emery & Garrett to gather his insight.

4. Board of Commissioners to review draft letter to property owners in the wellhead protection area regarding the Sodium and Chloride reduction project.

Chairman D. Provencher informed the public that the reasoning behind the letter was to inform property owners in the wellhead protection area. A few months back, MVD had Emery & Garret plot the sodium and chloride levels for all MVD's wells going back prior to 2012 for some. They found an alarming trend with the consistent increase of sodium and chloride levels. MVD has determined that it is in the best interest of the residents of the Town of Merrimack to bring awareness to this issue. There are properties within the well head protection area that are exempt from salt restrictions. The goal of this letter is to bring awareness to the property owners of the dangers that road salt could potentially have on drinking water. MVD is asking property owners that are exempt from the salt restrictions to consider finding alternative means of de-icing.

This letter will be sent to property owners in the Well Head Protection Area (WHPA) that are exempt from salt restrictions. Chairman D. Provencher noted that he would eventually like to have this letter sent to all property owners within the WHPA.

Superintendent R. Miner informed the commission that he will move forward with a draft that will include a graph to show the consistent increase of sodium and chloride levels.

MOTION BY COMMISSIONER W. VON SCHOEN TO SEND PUBLIC NOTICE TO ALL PROPERTY OWNERS IN THE WELL HEAD PROTECTION AREA REGARDING SODIUM AND CHLORIDE USE

MOTION SECONDED BY COMMISSIONER J. COMER

MOTION CARRIED

4-0-0

5. Board of Commissioners to discuss the proposed Emergency Interconnect Water Purchase Policy (first reading - tabled from July 15, 2019 and August 19, 2019 BOC meetings).

The proposed Emergency Interconnect Water Purchase Policy reads as follows:

The MVD has the option of utilizing the Route 101A Interconnect or the Bedford Interconnect should an emergency arise or supply from the wells is insufficient. Those interconnections will provide additional water to the MVD system to augment water supply as needed.

At this time, Commissioner W. von Schoen noted that he would like to see the addition of a line stating that if the decision is being made to use the interconnect system, the commissioners will be notified within three business days. This addition will be made to the procedure.

Grammatical amendments were offered by Chairman D. Provencher.

**MOTION BY COMMISSIONER W. VON SCHOEN TO APPROVE EMERGENCY INTERCONNECT WATER PURCHASE POLICY AS AMENDED
MOTION SECONDED BY COMMISSIONER K. AYERS
MOTION CARRIED
4-0-0**

6. Board of Commissioners to hear update on the private well hook ups funded by Saint Gobain.

Superintendent R. Miner informed the commission that work is almost complete on Pearson Road. Equipment has been moved to Knollwood Drive and Ridgewood Drive. Work is expected to start in those areas during the week of September 16, 2019.

Kathryn Stack, Knollwood Drive, State Representative, asked the commission how residents in these areas will receive notification of when the interhouse connect will take place. Superintendent R. Miner answered that an email will be sent to residents.

7. Board of Commissioners to discuss a possible ribbon cutting ceremony at wells 4 & 5 and thank you letter to DWGTF.

Commissioner W. von Schoen informed the commission that he has been approached by multiple people who are very excited about this step in the process. It was noted that this proves to be something tangible in the process and represents something hopeful, and they would like to celebrate this milestone. One idea that was presented was to provide an open house style event where the equipment and process could be viewed. Commissioner K. Ayers noted that he liked this idea, but this should wait until wells 4 & 5 are operational.

Chairman D. Provencher stated that his idea of who would be in attendance of a ribbon cutting type of ceremony would be MVD, Underwood Engineers, the contractor, NHDES, the Drinking Water Groundwater Trust Fund (DWGTF), and the Commissioners.

Vice Chairman J. Comer noted his agreement with commissioner K. Ayers, with the idea of a celebratory open house once the wells are operational. He suggested that an MVD staff member post occasional progress photos to the MVD website as well as the MVD Facebook Page.

Commissioner W. von Schoen suggested a press release.

Chairman D. Provencher expressed interest in issuing a thank you letter to the DWGTF. Commissioner J. Comer suggested that Chairman D. Provencher write the letter, to be reviewed at the October Board of Commissioners meeting.

8. Board of Commissioners to discuss possible new support position with Superintendent Ron Miner.

There is discussion of a possible new support position within MVD in the form of a Junior Engineer. Commissioner W. von Schoen noted that in the next few years, MVD is expected to grow rapidly. It is believed that a support position will prove to be beneficial during this time of growth, allowing Superintendent R. Miner to delegate some of the technical tasks to this person. A clerical position is also being discussed.

Superintendent R. Miner noted that he does anticipate some of these needs being met by the new Construction Inspector position as well as the Operations Manager position.

Vice Chairman J. Comer questioned if this would be a full-time position or a contracted position. Commissioner W. von Schoen answered that he believes it should be an appointed position. The possibility of a support position will be discussed again at a later date.

9. Board of Commissioners to review the minutes from the July 15, 2019 Public and Non-Public sessions (tabled from the August 19, 2019 meeting) and the August 19, 2019 Public and Non-Public sessions.

APPROVAL OF MINUTES

Board of Commissioners Public Session July 15, 2019

The following amendments were offered:

Commissioner W. von Schoen requested a change to page 8, somewhere between lines 19 and 23, to include that he is opposed to a forced main. It is his belief that a sewer pump forced main is not acceptable.

Commissioner von Schoen would also like to include his statement that in the worst case, sanitary and backflush plumbing could be physically separated to avoid any risk of backflush making it into the public sewer.

**MOTION BY COMMISSIONER K. AYERS TO ACCEPT THE MEETING MINUTES OF THE JULY 15, 2019 REGULAR SESSION OF THE BOARD OF COMMISSIONERS, AS AMENDED MOTION SECONDED BY COMMISSIONER W. VON SCHOEN
MOTION CARRIED**

3-0-1

Commissioner Comer Abstained

Board of Commissioners Non-Public Sessions July 15,
2019

No amendments were offered

**MOTION BY COMMISSIONER K. AYERS TO ACCEPT THE MEETING MINUTES OF THE
JULY 15, 2019 NON-PUBLIC SESSION OF THE BOARD OF COMMISSIONERS
MOTION SECONDED BY COMMISSIONER W. VON SCHOEN
MOTION CARRIED**

3-0-1

Commissioner Comer Abstained

Board of Commissioners Public Session August 19,
2019

No amendments were offered

**MOTION BY COMMISSIONER J. COMER TO ACCEPT THE MEETING MINUTES OF THE
AUGUST 19, 2019 REGULAR SESSION OF THE BOARD OF COMMISSIONERS
MOTION SECONDED BY COMMISSIONER K. AYERS
MOTION CARRIED**

4-0-0

Board of Commissioners Non-Public Sessions August 19,
2019

No amendments were offered

**MOTION BY COMMISSIONER W. VON SCHOEN TO ACCEPT THE MEETING MINUTES
OF THE AUGUST 19, 2019 NON-PUBLIC SESSION OF THE BOARD OF COMMISSIONERS
MOTION SECONDED BY COMMISSIONER J. COMER
MOTION CARRIED**

4-0-0

OLD BUSINESS – None

NEW BUSINESS – None

SUPERINTENDENT’S REPORT

Superintendent R. Miner informed the commission of the statistics related to MVD’s website. During the time from December 14, 2018 until August 20, 2019, there were 50,327 total reads, encompassing a total of 25,349 visitors. There were 1,844 visitors in the month of August with an average of 83 visitors daily.

Commissioner K. Ayers asked if there was information regarding how many people use the bill pay feature on MVD’s website. Business Manager J. Lavoie explained that bill pay is done through a third party and she does not have that information.

Commissioner W. von Schoen asked if there were statistics available to show how the website was being used, for example how many visitors were accessing the information regarding PFAS versus the information on the odd/even restriction. Superintendent R. Miner noted that he did not have that information readily available but would investigate that further.

Business Manager J. Lavoie noted that fifty (50) people had signed up for email notifications and of those fifty (50) notifications that had been sent, only twenty-eight (28) had been read.

QUESTIONS FROM THE PUBLIC – None

QUESTIONS FROM THE PRESS - None

ADJOURNMENT

MOTION BY COMMISSIONER J. COMER TO ADJOURN
MOTION SECONDED BY COMMISSIONER W. VON SCHOEN
MOTION CARRIED
4-0-0

The September 16, 2019 meeting of the Board of Commissioners was adjourned at 8:10 p.m.

Submitted by Amanda McKenna, Recording Secretary