

**MERRIMACK VILLAGE DISTRICT  
BOARD OF COMMISSIONERS  
MARCH 26, 2020  
MEETING MINUTES  
(approved April 20, 2020)**

A regular meeting of the Board of Commissioners was conducted on March 26, 2020 at 3:30 p.m. at 2 Greens Pond Road, Merrimack, NH.

Chairman, Donald Provencher presided, via electronic participation:

Members of the Board present:       Wolfram von Schoen, electronic participation  
  Kenneth Ayers

Members of the Board Absent:       Joseph Comer, Vice Chairman  
  Anthony Pellegrino, Personnel Liaison

Also in Attendance:                   Ron Miner, Superintendent  
  Jill Lavoie, Business Manager

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**REGULAR SESSION**

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

**a) ESR #49 – Well #2 – Final Design**

Keith Pratt, of Underwood Engineers, informed the commission that ESR #49 is to advance the Final Design Phase related to the engineering at Well 2. This is to advance the PFAS treatment facility at and for Well 2 and does not include the raw water transmission main or anything at Well 3. ESR #49 includes the Final Design, surveying the project site, subsurface geotechnical work, borings and probes, and a geotechnical report, as well as soils analysis for the building and infiltration basin. Also included is permitting work, an RSSCT at Well 2, and bidding services.

<b>Task</b>	<b>Final Design Phase – Well 2</b>
Task 1 – Final Design Phase	\$292,600
Task 2 – Survey	\$11,500
Task 3 – Subsurface/Geotechnical	\$11,000
Task 4 – Permitting	\$17,200
Task 5 – RSSCT – Well #2	\$26,300
Task 6 – Bidding	\$16,000
<b>TOTAL (This ESR #49)</b>	<b>\$374,600</b>

It was noted that the facility at Well 2 will be designed to accommodate expansion if other sources are to be treated at this facility to the extent possible. This means provision for additional building space to be added.

At this time Commissioner W. von Schoen questioned the “work not included” listed on page 6 or the ESR. K. Pratt noted that under this section, the design of treatment other than GAC

facility for PFAS treatment recognized that there was no iron and manganese facility going in. The right of way has already been recognized, and the future construction phase is done in another engineering contract. K. Pratt also noted that water quality sampling or analysis should be corrected because the pilot study was added, so analysis will take place under the RSSCT.

**MOTION BY COMMISSIONER W. VON SCHOEN TO MOVE FORWARD WITH ESR #49 AS PROPOSED, WITH FUNDING FROM THE DWGTF AND SRF  
MOTION SECONDED BY COMMISSIONER K. AYERS**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,

3

Nay:

0

**MOTION CARRIED**

**b) ESR #50 – System-Wide Evaluations (SCADA and Radios, Corrosion Control, and Master Plan Update)**

K. Pratt informed the commission that ESR #50 included a system-wide SCADA evaluation and radio assessment, corrosion control evaluation and chemical feed optimization, and a master plan update for source options.

<b>Task</b>	<b>Evaluation Services</b>
Task 1 – SCADA and Radio Evaluation	\$TBD
Task 2 – Corrosion Control Optimization	\$23,200
Task 3 – Master Plan	\$16,900
<b><i>TOTAL (This ESR #50)</i></b>	<b><i>\$TBD</i></b>

K. Pratt noted that Underwood is waiting on one number from TCS on the radio evaluation. Without numbers, no further action can be taken on ESR #50.

It was noted that work on Well 3 has stopped. Underwood Engineers will provide a final report documenting the movement and decisions for Well 3.

**c) ESR #51 – Well 4/5 – Technical Assistance with SGPP Negotiations**

K. Pratt informed the commission that ESR #51 is an allowance for attendance at monthly commissioner’s meetings, prepare cost opinions, summarize technical information, assistance in preparing materials for and participating in meetings/negotiations with Saint Gobain Performance Plastics (SGPP) and any other work requested by the MVD in reference to the SGPP negotiations.

<b>Task</b>	<b>Technical Assistance – Wells 4 and 5</b>
Task 1- Meetings, Negotiations, Technical Assistance, etc. relating to SGPP	\$15,000 Allowance
<b>TOTAL (This ESR #51)</b>	<b>\$15,000</b>

**MOTION BY COMMISSIONER W. VON SCHOEN TO MOVE FORWARD WITH ESR #51 AS PROPOSED, IN THE AMOUNT OF \$15,000, TO ASSIST THE MVD WITH NEGOTIATIONS, FUNDS TO COME FROM THE OPERATING BUDGET  
MOTION SECONDED BY COMMISSIONER K. AYERS**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,  
3  
Nay: 0

**MOTION CARRIED**

**d) ESR #52 – Well 7/8 Bidding**

K. Pratt informed the commission that ESR #52 regards bidding services for Wells 7 & 8. Underwood is ready for bidding on these wells once authorization is provided. P. Pitsas noted that NH DES approval is needed. K. Pratt recommended that should the MVD make a motion to approve ESR #52, they couple it with the approval to bid pending NHDES approval.

<b>Task</b>	<b>Bidding Services – Wells 7&amp;8</b>
Task 1 – Bidding Services for Wells 7&8	\$16,000
<b>TOTAL (This EST #52)</b>	<b>\$16,000</b>

**MOTION BY COMMISSIONER K. AYERS TO APPROVE ESR #52, IN THE AMOUNT OF \$16,000 TO COME FROM WELLS 7 & 8 PROJECT FUNDS, INCLUDING THE ABILITY TO BID THE PROJECT PENDING NHDES APPROVAL  
MOTION SECONDED BY COMMISSIONER D. PROVENCHER**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,  
3  
Nay: 0

**MOTION CARRIED**

K. Pratt noted that due to the effects of COVID 19 things, such as pre-bid meetings, would likely be done in an unconventional manner (conference calls, etc.). It was also noted that it is important to solidify whether work on the infrastructure would be deemed essential, by the Governor’s orders. A letter requesting exemption will be sent.

**2. Board of Commissioners to discuss next steps for Emery & Garret/GZA’s Sodium and Chloride Reduction Project.**

Jamie Emery noted that Emery & Garret/GZA has been asked to do chloride measurements in areas around Wells 2, 3, 4, 5, 7 and 8. Emery & Garret identified the storm drains, the direction the storm drains were flowing, as well as where the storm drains were discharging. J. Emery informed the commissioners that storm water run-off, including the salt load from parking lots, was found to be discharging in the areas of the MVD wells. J. Emery specifically noted high levels in the region of wells 2 & 3, and wells 4 & 5. The data shows high salt loads in the areas where the state of NH DOT plows the roads. It was also noted that the areas of wells 7 & 8 show much lower chloride levels, showing that salt measures are being abated in that region. J. Emery stated that he would like to put together a proposal for the next MVD Board of Commissioners meeting. J. Emery also noted that he feels as though he has the data to go before the state in order for changes to be made.

Chairman D. Provencher recommended that Jamie Emery includes in his forthcoming scope of work a task to meet with DES to present his findings to them, and to ask for DES’s support at a future meeting with landowners located within the wellhead protection areas.

Additionally, J. Emery informed the commission that drilling of new well 4 would take place on March 30, 2020.

At this time, Commissioner W. von Schoen noted that he would like a list of all ESRs with the budgeted values and the billed to date values. He stated that he felt this was important to track. Superintendent R. Miner noted there is a similar document available and he would be able to supply this to the board. Chairman D. Provencher noted that he would like to include details summarizing the outstanding ESRs from both Underwood Engineers and Emery & Garret, as well as how the bill-to-date amount compares to the ESR budget. He would also like to categorize which ESRs are applicable to the engineering amount that was included in the warrant articles. Superintendent R. Miner noted that something similar already exists and will be provided to the board along with the budget reports that align with each project.

**3. Board of Commissioners to assign Commissioners to speak to individual Warrant Articles and to review the procedure for the Annual Meeting on March 31, 2020.**

Business Manager J. Lavoie informed the commission that the annual meeting is only allowed to be postponed in two-week increments. The annual meeting was initially scheduled for March 31, 2020 and has been postponed until April 14, 2020. Given the Pandemic, New Hampshire’s Governor, Chris Sununu, has waived the requirement that annual meetings take place by May 1, 2020. Governor Sununu has also made an allowance for the notice of the annual meeting to mark the location as “To Be Determined.”

At this time, the commissioners were assigned to speak to individual warrant articles.

- Warrant Article 4: *W. von Schoen*
- Warrant Article 5: *D. Provencher*
- Warrant Article 6: *J. Comer*
- Warrant Article 7: *K. Ayers*
- Warrant Article 8: *D. Provencher*

**4. Board of Commissioners to review the minutes from the February 24<sup>th</sup>, 2020 Public and Non-Public sessions and the February 24<sup>th</sup>, 2020 Public Hearing.**

**APPROVAL OF MINUTES**

Board of Commissioners Public Hearing . . . . . February 24,  
2020  
*No amendments were offered*

**MOTION BY COMMISSIONER K. AYERS TO ACCEPT THE MEETING MINUTES OF THE  
FEBRUARY 24, 2020 PUBLIC BOARD OF COMMISSIONERS PUBLIC HEARING AS  
PRESENTED**

**MOTION SECONDED BY COMMISSIONER W. VON SCHOEN**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,  
3  
Nay: 0

**MOTION CARRIED**

Board of Commissioners Public Session . . . . . February 24,  
2020  
*No amendments were offered.*

**MOTION BY COMMISSIONER D. PROVENCHER TO ACCEPT THE MEETING MINUTES  
OF THE FEBRUARY 24, 2020 PUBLIC BOARD OF COMMISSIONERS MEETING AS  
PRESENTED**

**MOTION SECONDED BY COMMISSIONER K. AYERS**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,  
3  
Nay: 0

**MOTION CARRIED**

Board of Commissioners Non-Public Session . . . . . February 24,  
2020  
*No amendments were offered.*

**MOTION BY COMMISSIONER D. PROVENCHER TO ACCEPT THE MEETING MINUTES OF THE FEBRUARY 24, 2020 NON-PUBLIC BOARD OF COMMISSIONERS MEETING AS PRESENTED**

**MOTION SECONDED BY COMMISSIONER K. AYERS**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,	3
Nay:	0

**5. Superintendent’s Report**

At this time, Superintendent R. Miner informed the commission that the Governor and Council approved MVD’s drinking water SRF funding as well as the trust fund for wells 7 & 8 and 2 & 3.

**6. Questions from the Public**

*None*

**7. Questions from the Press**

*None*

**ADJOURNMENT**

**MOTION BY COMMISSIONER K. AYERS TO ADJOURN**

**MOTION SECONDED BY COMMISSIONER W. VON SCHOEN**

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

Yea: Donald Provencher, Wolfram von Schoen, Kenneth Ayers,	3
Nay:	0

**MOTION CARRIED**

The March 26, 2020 meeting of the Board of Commissioners was adjourned at 6:15 p.m.

Submitted by Amanda McKenna, Recording Secretary

**MERRIMACK VILLAGE DISTRICT  
BOARD OF COMMISSIONERS  
MARCH 26, 2020  
PUBLIC  
ACTION ITEMS**

1. R. Miner to create a summary table of outstanding ESRs from Underwood and Emery & Garret, to include:
  - Bill-to amounts compared to the ESR budgets
  - Which ESRs are applicable to the engineering amount that was included in warrant articles
  - Budget reports that align with each project