

**MERRIMACK VILLAGE DISTRICT
BOARD OF COMMISSIONERS
APRIL 20, 2020
MEETING MINUTES
(approved May 18, 2020)**

A regular meeting of the Board of Commissioners was conducted on April 20, 2020 at 5:01 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
 Michele Holton, Finance/H.R. Director

FINANCIAL REVIEW

Michele Holton, Finance/H.R. Director, informed the Commission that being through March, Merrimack Village District (MVD) is 75% through the fiscal year. The total income and revenues are at 85%, compared to the previous year at 71%. It was noted that \$30,000 was deducted from the unbilled accrual, a projection done each month to estimate the next few months of billing, to allow for the possible impact of New Hampshire's stay at home order. This deduction took 10% from residential and industrial and 15% from mercantile usage sales. There has not yet been a significant change in the actual billing that has been completed.

Director Holton noted that System Development Chg (account 40600) had seen a significant increase, totaling over \$100,000 for the month of March. Chairman D. Provencher asked about the Industrial Water Sales (account 40300) reflecting at 57.5%. Director Holton noted some billings that were previously falling into Industrial Water Sales have been reclassified to Mercantile (account 40200).

Director Holton informed the Commission that the Payroll is coming in at 67.8% against budget. She also noted that R & M Communications (account 70100) is nearing 100% and is merely a timing issue. Engineering (account 81900) has jumped to 87% of budget and is also a timing issue. Capital Budget Expense – Vehicles (account 90000.6) is at 94% with the purchase of two vehicles but will come in under budget.

Director Holton reported the overall net income to be at \$964,000.

REGULAR SESSION

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

a) Wells 4 & 5 treatment plant progress

Pete Pitsas, of Underwood Engineers, informed the commission that the vessels for the Wells 4 & 5 treatment plant had been delivered and set inside the building. The roof, insulation, and siding are being worked on. The Well 4 replacement well has been drilled and soil samples have been taken. Emery and Garret will size the screen for the well.

P. Pitsas noted a change in the schedule. The Variable Frequency Drives (VFD), the drives that run the well pumps, are delayed. Penta initially shared an 8-week lead time, which may be closer to 12 weeks due to the global pandemic. Underwood will reach out for an update. The update will also allow for a more realistic date of completion. Keith Pratt, of Underwood Engineers, noted that P. Pitsas should ask Penta if there are options to make the process faster.

b) Wells 7 & 8 treatment plant progress

P. Pitsas informed the commission that the design for Wells 7 & 8 has been completed and advertised in newspapers as well as plan agencies. The design is out to bid, and contractors can call and request plans and specifications. This is on schedule.

P. Pitsas noted that in prior meetings there had been conversations about the possibility of standardizing certain equipment, including the GAC Vessels. He informed the commission that when the 100% design was sent to NH DES for review, NH DES felt that that piece of equipment was very expensive and a large percentage of the project. They felt that it should not be a sole source item. Commissioner W. von Schoen questioned what would happen to the warranty, on both the vessel and the media, if the media came from a different manufacturer than the vessel. P. Pitsas answered that the specifications call out which media MVD wants to use and believes the warranty would need to fall into place with that information. K. Pratt noted that although it would be nice to have them standardized, Underwood did not see it worthy of pushing back.

K. Pratt informed the commission that due to COVID-19 things are being handled in an alternative manner and the pre-bid meeting will be held electronically. An addendum with more guidance on how the bids will be received will be issued in the coming weeks. The bid is currently due on May 18, 2020. K. Pratt suggested moving this date out a few days. The commissioners saw no issue.

c) Wells 2 & 3 design progress

P. Pitsas noted that the design progress was only for Well 2, as Well 3 has been put on hold. He noted that a contract was signed in March for the Final Design Phase. The surveyors completed the fieldwork a few weeks prior to this meeting and base plans are getting finalized. The borings have been drilled. The Rapid Small Scale Column Testing (RSCCT) will be done by EPS Labs, and will include testing three different carbons (Evoqua, Cabot Norit Lignite, Calgon F400 plus).

d) Turkey Hill booster progress

K. Pratt informed the commission that there is activity on the site. They are preparing to cut in some valves, which had been previously delayed. The plan is to do a lot of site work, get the foundation in for the booster station, and get the retaining wall in. They will then wait for the delivery of the station and the generator. It was noted that the completion date has not changed.

e) ESR #50 System Wide Evaluations Services

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. This was reviewed at the Board of Commissioners Meeting on March 26, 2020 but was missing cost for Task 1 – SCADA and Radio Evaluation.

Underwood has provided the following Scope of Work:

Task 1 – System-Wide SCADA Evaluation and Radio Assessment: With changes being made to most of the existing well facilities, a review of the District’s SCADA system is proposed. We propose to review the existing hardware, software and the communication equipment (PCs, HMI software, RTUs, PLCs, OITs, etc.).

Additionally, the existing radio system is obsolete, as the radios are no longer manufactured, nor is support available and the MVD noted that there are interruptions in communication during months when there is heavy leaf cover on the trees. Therefore, an assessment of the radio system will be done.

Task 2 – Corrosion Control Evaluation and Chemical Feed Organization: There have been a few complaints of corrosion which initiated conversation about pH and the effect of changing from lime to sodium hydroxide. This task is included to evaluate the impact of proposed treatment improvements on corrosion control.

Task 3 – Master Plan Update – Source Options: This task is included to work with the MVD and GZA to develop cost effective alternatives for treatment at Well #3. The purpose of this work is also to determine available capacity vs. needed capacity.

Task	Evaluation Services
Task 1 – SCADA and Radio Evaluation	\$15,900
Task 2 – Corrosion Control Optimization	\$23,200
Task 3 – Master Plan	\$16,900
TOTAL (This ESR #50)	\$56,000

Commissioner W. von Schoen referenced a conversation that took place in a prior meeting, regarding the concern of using radio to transmit SCADA data, which is digital data, and that radio may or may not be state of the art technology. He noted that a comment was made during that prior meeting that it may be a state requirement to remain with radio transmission protocols because it's part of a larger emergency response system that is reporting up to the state. Commissioner W. von Schoen stated that he wants to have an understanding that MVD is investing in the appropriate technology. He asked who would inquire about that. K. Pratt stated that Underwood would find the correct answer.

At this time Superintendent R. Miner asked K. Pratt about a credit. K. Pratt informed the commission that there is a \$3,200 credit due to a change order. He gave the option to deduct the credit from this contact or from a future invoice. It was determined that applying the credit to a future invoice would make it easier for MVD to track.

MOTION BY COMMISSIONER K. AYERS TO MOVE FORWARD WITH ESR #50 AS PROPOSED, IN THE AMOUNT OF \$56,000, WITH FUNDS TO BE PAID OUT OF WARRANT ARTICLES 2 AND 3 FROM 2019

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

2. Board of Commissioners to review engineering contracts and project cost status.

Superintendent R. Miner presented the commissioners with an ESR tracking sheet. This sheet includes the issue date of each ESR, ESR number, PO number, Original Cost, Balance to Finish, and notes. He noted that this would be a working document and would need to be updated with each invoice.

3. Board of Commissioners to review the minutes from the March 26th, 2020 video conference call meeting

APPROVAL OF MINUTES

Board of Commissioners Public Session March 26,
2020

The following amendments were offered:

Page 1, line 44, has a typographical error and should read as, "...there was **no** iron and manganese...".

MOTION BY COMMISSIONER W. VON SCHOEN TO ACCEPT THE MEETING MINUTES OF THE MARCH 26, 2020 PUBLIC BOARD OF COMMISSIONERS MEETING AS AMENDED

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

4. Board of Commissioners to review Action Items to be recorded in the minutes of this meeting.

Chairman D. Provencher noted one previously identified action item, which was for Underwood Engineers to investigate the mixing of vessels and media manufacturers, and the consequences on the warranties. Additionally, Underwood Engineers was tasked to inquire whether radio transmission is a state requirement or if there is a more appropriate, state of the art, technology.

5. Old Business

Chairman D. Provencher noted that he was not sure if he was clear with his intentions while speaking with Jamie Emery previously and would like for Emery to graph the water quality, particularly the PFOA and PFOS, for the Pennichuck system that feeds MVD's interconnection booster pump. He stated that it would be good to know what to expect for the water quality should MVD ever need to use the Pennichuck connection. A follow up with Jamie will be added to the list of action items.

6. New Business

Chairman D. Provencher noted that Jamie Emery, from Emery and Garret, provided an update via email. He is making good progress on the geophysical work in the Naticook Brook corridor. They are looking to determine the potential for a new well location. The information will be compiled and presented to the MVD. J. Emery also noted that drilling at Well 4 was ongoing. A pump test plan will be submitted to NHDES. J. Emery also indicated that he had pumped Well 6 and sampled for PFAS. He will submit a report to Superintendent R. Miner. He will also be submitting the annual monitoring report for the production wells.

Business Manager J. Lavoie informed the commissioners and the public that Mike Metcalf, of Underwood Engineers, has published an article entitled MVD's PFAS Journey Chapter 1, and it is available to read on MVD's website.

At this time, Chairman D. Provencher informed the public that the annual meeting is targeted for May 26, 2020, at 7:00 pm. Absentee ballots are available and can be obtained via mail. To obtain an absentee ballot please call Jill Lavoie, Business Manager, at 603-424-9241 ext. 103.

7. Superintendent's Report

At this time, Superintendent R. Miner informed the commission that the annual report is complete and has been posted on the MVD website, along with the Consumer Confidence Report (CCR).

Superintendent R. Miner noted that the MVD office is closed due to COVID-19, with most office staff working remotely. Despite these changes, MVD is operating business as usual. Payments can be made online or via check, which can be dropped in the drop box.

8. Questions from the Public

None

9. Questions from the Press

None

ADJOURNMENT

MOTION BY COMMISSIONER D. PROVENCHER TO ADJOURN

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

The April 20, 2020 meeting of the Board of Commissioners was adjourned at 6:43 p.m.

Submitted by Amanda McKenna, Recording Secretary

**MERRIMACK VILLAGE DISTRICT
BOARD OF COMMISSIONERS
APRIL 20, 2020
PUBLIC
ACTION ITEMS**

1. Underwood Engineers to investigate any warranty consequences should there be a mixing of vessels and media manufacturers.
2. Underwood Engineers to inquire whether radio transmission is a state requirement or if there is a more appropriate, state of the art, technology.
3. Follow up with Jamie Emery to graph the water quality, particularly the PFOA and PFOS, for the Pennichuck system that feeds MVD's interconnection booster pump. This will allow MVD to have a better understanding of what to expect should the need to use the Pennichuck connection ever arise.
4. Publish an update to Facebook regarding Wells 4 & 5, posting a photo with the vessels in place.
5. Publish an update to Facebook with a link to the article by Mike Metcalf.