

B. Bank Account Summary Review

Director Holton informed the commission that \$250,000 from the operating account (10100) has been transferred to both the Turkey Hill account (10160) and the Treatment 2/3/7/8 account (10170). This provides cushion as sometimes the loan and grant payments that are awaiting and the applications that are due overlap. Director Holton has also move \$273,000 from the operating account (10100) to the Wells 4 & 5 account (10102). An additional \$400,000 will be moved to account 10102 when needed to mee the total of \$673,000. This amount will then be reimbursed from Capital Reserves once the invoices are paid and approved.

C. Senior Accountant Job Description – new position

As discussed during the October 2020 Board of Commissioners meeting, a new position, Senior Accountant, has been created at MVD. Director Holton provided clarity for the role’s supervisory direction. The Senior Accountant position will report directly to the Finance/HR Director. This is a hands-on position requiring extensive knowledge in accounting computer systems in the areas of Accounts Payable, Purchasing, Accounts Receivable, Cash Receipts, Payroll, General Ledger maintenance, Financial Statements, and internal report preparation, and Audits, with general knowledge of Human Resources. This position will also used to back up multiple roles within the MVD office.

The salary schedule range is \$24.00 - \$36.00 hourly, which equates to an annual salary of \$49,920 - \$74,880. Director Holton provided the commissioners with local salary ranges for comparable roles, which ranged from \$65,900 - \$69,600.

Vice Chairman W. von Schoen asked if this position was budgeted for. Director Holton noted that it was budgeted for at an hourly rate of \$24.40 but would also shift monies from the overtime budget, with the assumption of an offset.

MOTION BY COMMISSIONER W.VON SCHOEN TO ACCEPT THE SENIOR ACCOUNTANT POSITION AS PRESENTED
MOTION SECONDED BY COMMISSIONER K AYERS

A Viva Voce was conducted, which resulted as follows:

Yea: Donald Provencher, Wolf von Schoen, Kenneth Ayers, John Lyons

Nay: 4
0

MOTION CARRIED
4-0-0

MOTION BY COMMISSIONER J. LYONS TO ACCEPT THE UPDATED SALARY SCHEDULE AS PROPOSED, TO INCLUDE THE SENIOR ACCOUNTANT SALARY RANGE AT \$49,920 - \$74,880

MOTION SECONDED BY COMMISSIONER K AYERS

A Viva Voce was conducted, which resulted as follows:

Yea: Donald Provencher, Wolf von Schoen, Kenneth Ayers, John Lyons

4
Nay: 0

MOTION CARRIED
4-0-0

D. Motion regarding acceptance and expenditure of CARES funds received in the amount of \$13,756.32

Director Holton informed the commission the CARES funds received were for expenses that MVD incurred directly related to the COVID situation, above and beyond what normally would have been spent in specific areas. Expenses incurred in the area of safety were approximately \$3,030, setting up remote access for staff totaled roughly \$5,974, additional cleaning was \$720 in products, staff wages were \$3213, and legal fees were \$820, totaling \$13,756.32. That amount was reimbursed to MVD through the state via the Governor’s office for emergency relief and recovery as part of the Coronavirus CARES Act. The funds have been expended and the reimbursement has been received. The receipt needs to be acknowledged by the commissioners and allowed to cover the expenses to date.

MOTION BY COMMISSIONER W.VON SCHOEN TO ACCEPT THE FUNDS GRANTED TO THE MVD VIA THE CARES ACT IN THE AMOUNT OF \$13,756.32

MOTION SECONDED BY COMMISSIONER K AYERS

A Viva Voce was conducted, which resulted as follows:

Yea: Donald Provencher, Wolf von Schoen, Kenneth Ayers, John Lyons

4
Nay: 0

MOTION CARRIED
4-0-0

E. Encumbered Funds

Director Holton presented the board with a spreadsheet and informed the commission that for the Fiscal Year 20 (FY20), ending in June, there were encumbered funds that needed approval. She noted roughly \$14,000 from Hutchinson & Turkey Hill Tank Improvements from FY17. There was roughly \$21,000 from Itron Professional Services – MVRS Upgrade to FCS Meter Reading, Elements Asset Management – Treatment Configuration, and Alternative Landscaping Project – Clean up & New Planting, in FY19. Director Holton also noted roughly \$52,000 from FY20 for Wells 7 & 8 Repair & Cleaning, Road Salt Mitigation, Office Walkway Construction, Turkey Hill Tank Inspection & Cleaning, and two iPads. Time frames and exact dollar amounts are outlined on the spreadsheet presented to the commissioners. The total proposed encumbered balance is \$86,703.33. Director Holton informed the commissioners that she would email this information to each of them along with the Auditor’s summary of what makes something permissible to be encumbered and the ability to DocuSign.

Commissioner J. Lyons expressed a lack of understanding as to why the commissioners approve the expenses of the day-to-day operations as he does not feel there is an intimate enough understanding by the board. Director Holton explained MVD’s process of approval to Commissioner J. Lyons. Director Holton noted that the person closest to the expense documents said expense. This could be Director Holton, Business Manager J. Lavoie, or Operations Manager D. Fredrickson. From there, the expenses are reviewed by Superintendent R. Miner and placed in an AP Manifest. The Commissioners review that there has been proper due diligence on the part of MVD staff. It is the commissioners’ responsibility to approve the manifest and forward it to the Treasurer. Director Holton stated that she would be happy to send along the RSA to the commissioners.

Director Holton noted that the FY20 audit will wrap up in December 2020.

REGULAR SESSION

1. Board of Commissioners to discuss the Herrick Street project with Jeff Kevan and Maureen Kelly of TF Moran

Jeff Kevan introduced himself as being from the TF Moran team, the civil engineers preparing a site plan representing Ultimate Bimmer. Ultimate Bimmer is proposing a car dealership on the north corner of Herrick Street and Daniel Webster Highway in Merrimack. There is currently a 6” water line at Herrick Street and King Street. TF Moran had initially planned to connect to water at that location. MVD had informed TF Moran that the Master Plan for the MVD is to extend an 8” water line from that location to the corner of Herrick Street and Daniel Webster Highway. A previous unrelated approval south of the proposed location had been expected to bring the 8” water line up to form a connection, helping boost the system. TF Moran was informed they would need to bring the water line to the corner of Herrick Street and Daniel Webster Highway to allow for the future connection to the 8” system. Kevan has asked if there are hook up fees or system fees that could be waived to offset some of the cost as the client, Ultimate Bimmer, would be investing in the extension. Kevan also asked if the client could be reimbursed or have the cost mitigated in some way should an abutting property be developed in the next few years. At this time, Superintendent R. Miner informed Kevan of the MVD Bylaws, in which section 7-H states, “if during the period of seven years, immediately following the original construction as additional customers are connected to the end of the extension or laterally, a fee of \$300.00 per unit; or for commercial or industrial a fee of \$.30 per square foot shall be paid by the connector to the Merrimack Village District and same refunded to the original petitioners; the sum total of which will not exceed

seventy-five percent of the total cost, additional fees will go back to the Merrimack Village District. The above funds are non-transferable.”

Kevan asked if there would need to be a booster station if the connection between the 8” and 6” systems was not made. A fire flow test has not been done and was recommended. Chairman D. Provencher asked Kevan if there were plans for an irrigation system on site. Kevan noted that TF Moran typically recommends is a temporary drip type system for establishment, but not to be used long-term. He informed the commission that he would return with an exact answer.

2. Board of Commissioners to discuss Capital Projects with Emery & Garret Groundwater to include:

a) Naticook Brook Groundwater development project/Well 3 replacement

Jamie Emery informed the commissioners that the contractor plans to start setting up the week of November 29, 2020, to begin the construction of Well 3 Replacement. This is ahead of schedule. Emery is working on the preliminary report, which will be sent to NHDES, likely during the first week of December 2020.

b) Salt Mitigation project

J. Emery informed the commission that the Salt Mitigation discussion will take place On November 17, 2020. He noted that Ted Diers, the head administrator of the Watershed Management Bureau, will be speaking and Pierce Rigrod will also be available for questions and answers with NHDES. Emery also noted that Kyle Fox with the Merrimack Department of Public Works (DPW) will be a part of the discussion. The discussion will be recorded for use in the future.

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

a) Wells 4 & 5 project update

Peter Pitsas noted that Well 5 has been operating for just over a month. There are still some items that the contractor is working through and hopes to be completed soon. He informed the commission that the change order amount was roughly 1.5% of the contract.

b) Wells 7 & 8 project update

Pitsas informed the commissioners that the contractor is continuing to work on Wells 7 & 8. The site subcontractor has removed most of the fill from the back of the building and has rough graded the area. The infiltration basin has also been rough graded. Pitsas also noted that the masons are starting their work. The modifications at the Well 7 building are continuing. Pitsas noted that they are putting in a temporary caustic system to make sure that is operational before demolishing the lime and constructing a new caustic system. Pitsas informed the commissioners that the contractor stated that due to the vessel delivery date he believes the schedule will be pushed out. It is believed that the schedule will be pushed from the beginning of August 2021 to the middle of September 2021. Wells 7 & 8 will remain operational during this time. More information will be available once the shop drawings are approved.

c) Well 2 project update

P. Pitsas informed the commission that the Well 2 project is on schedule and the design has been submitted to both MVD and NHDES. Underwood would like review comments returned by November 26, 2020. Underwood stated a goal of January 8, 2021 for submitting 100% design. Pitsas informed the commission that the schedule has this project out to bid on January 24, 2021, and the bid opening on February 24, 2021. The construction is set to start around the beginning of April 2021. Well 2 is set to produce 2,000 gallons per minute (gpm).

Chairman D. Provencher asked what the electrical service options ended up being. Pitsas answered that initially there was discussion of carrying the electrical feed into the treatment plant building and having a line from there to Well 2. Well 2 would have the VFDs for Well 2 and Well 9. Underwood was informed that only a 3% voltage drop between buildings is allowed. The total voltage drop on this set up cannot be more than 5%. Underwood was informed that it would make more sense to have the electrical feed go to Well 2 with a small set of wires going up to the treatment plant. A conduit bank would still be needed from the treatment plant down to the well but it would use much smaller wires. The only additional cost would be extending the gas line for the generator.

Chairman D. Provencher asked if the water line from the new Well 9 would go directly to the treatment plant. Pitsas answered that it was designed to tie into the water line after the hydrant branch. This would allow Well 9 to continue operating if Well 2 was shut down for maintenance. The meter for Well 2 would be in the Well 2 building and there would be a meter pit outside for Well 9. The meter pit would be located outside of Well 2. Underwood will be GPSing the road to the wells in the upcoming week. Additionally, Pitsas noted that Underwood will be reaching out to Superintendent R. Miner to discuss directional drilling.

d) Turkey Hill Booster update

Keith Pratt informed the commission that the site work and paving is expected to take place in November 2020. There is some electrical work needing to be done. A changed order adjustment was needed for conduit replacement up to the tank. The change order amount was roughly \$76,000. Despite the change order the project is roughly \$100,000 under budget. The station is expected to be started up in early January 2021.

Vice Chairman W. von Schoen noted that he found it difficult to get in and out as well as to park at the Turkey Hill Booster site. He asked if there were planned improvements to this. K. Pratt stated that there are some improvements happening but noted that he would have to refer to Tim Puls.

e) Corrosion Control

K. Pratt informed the commissioners that corrosion control has started. A site visit has taken place and data is being collected. The goal is to update the target parameters for operating. With one treatment plant online and one pending, this will first be a target draft and adjustments will likely need to be made as the other plants come on.

Vice Chairman W. von Schoen informed K. Pratt that he is frequently met with complaints from community members about the chlorination levels. K. Pratt stated that he will remind his team that this is something Underwood and MVD wish to improve.

When asked about Chloramine, K. Pratt noted that it would be discussed more when looking at the master plan and the connection to Manchester Water Works. Underwood discusses the switch to chloramine in ESR #54. Commissioner J. Lyons asked if placing more chemical feeds throughout the system would be more cost effective than switching the entire system over to chloramine. Pratt noted that he was not sure but the current scope may determine if that is worth investigating further.

f) Master Plan Update

K. Pratt explained that the Master Plan update will look at the pros and cons of source options, including cost, quality, and reliability. This project will investigate five sources of additional water supply. Underwood would like to identify a replacement for Well 3 but also a needed supplemental source. Underwood is looking into Artificial Recharge (AR) at Wells 4 & 5, Well #3 replacement, Mitchell Woods, Pennichuck Water Works (PWW) connection, and Manchester Water Works (MWW) connection. Pratt informed the commission that Underwood has feedback on the connections with both PWW and MWW. Pratt informed the commission that he proposed a work session to Superintendent R. Miner for December 9, 2020. This would provide guidance with decisions as Underwood finalizes some of the initial work. He noted that MWW and PWW both have detectible levels of PFAS, both of which are within the compliance of the current standard. PWW is actively treating for PFAS.

Chairman D. Provencher asked if it was possible to run a connection from MWW directly to Wells 4 & 5 to use rather than using AR. Pratt answered that this had been brought up in the past and will be included, but it may be cost prohibitive due to a long transmission main. Chairman D. Provencher asked Pratt if carbon removes chloramines. Pratt answered that he was not sure. Pitsas noted that a brief search provided information stating that carbon does remove chloramine.

Vice Chairman W. von Schoen reminded the commission and the public that MVD has not abandoned Well 3. Discussions have taken place surrounding a replacement well being more cost effective than the necessary treatment of Well 3, but Well 3 has not been deemed worthless and Vice Chairman W. von Schoen expressed the need to be clear that Well 3 has not been abandoned. There are no current plans to stop the use of Well 3.

K. Pratt informed the commissioners that it is likely there will not be the need for decisions to be made at the work session on December 9, 2020. Some options should have real costs available for the commissioners to review at the work session.

4. Board of Commissioners to discuss extension of the Manchester Water Works agreement relative to the Emergency Interconnect on Daniel Webster Highway.

Superintendent R. Miner explained to the commissioners that the Emergency Interconnection Agreement between MVD and MWW is a 10-year agreement and needed to be renewed. This agreement enhances the reliability of the MVD water system by connecting to a backup source to meet emergency conditions if needed.

MOTION BY COMMISSIONER J. LYONS THAT THE BOARD OF COMMISSIONERS OF THE MERRIMACK VILLAGE DISTRICT EXECUTE THE EXTENSION OF THE EMERGENCY INTERCONNECTION AGREEMENT BETWEEN MVD AND MWW

MOTION SECONDED BY COMMISSIONER K. AYERS

A Viva Voce was conducted, which resulted as follows:

Yea: Donald Provencher, Wolf von Schoen, Kenneth Ayers, John Lyons 4
Nay: 0

**MOTION CARRIED
4-0-0**

5. Board of Commissioners to discuss PFAS concentrations in the distribution system.

Vice Chairman W. von Schoen informed the commissioners that this discussion point was based off comments he received from Merrimack citizens. He noted that the public has voiced that it was not clear what Wells 4 & 5 coming online, and being non-detect for PFAS, resulted in for individual homes in different areas of the community. Vice Chairman W. von Schoen clarified that no area in town receives water from one specific location, but rather it fluctuates based on consumer usage. There are no specific answers as to whether certain areas will receive PFAS-free (non-detect) water. Community members have asked Vice Chairman W. von Schoen if additional sample points in the system would help give clearer answers. He noted that the MVD staff had been proactive and added additional sample points to the system prior to these questions. Superintendent R. Miner noted that four additional sample points were added to the MVD system. These sample points are in the areas of (1) Society Hill, (2) Continental Boulevard, (3) Hutchinson tank, and (4) Parker tank. The results are not yet available. The goal is that within the next two-years the entire MVD system is PFAS non-detect. Superintendent R. Miner noted that he would like to add a few more sampling points in the regular pressure zone.

6. Board of Commissioners to review the minutes from the September 21, 2020 and October 19, 2020 Public Sessions

APPROVAL OF MINUTES

Board of Commissioners Public Session September 21, 2020

No amendments were offered.

MOTION BY COMMISSIONER J. LYONS TO ACCEPT THE MEETING MINUTES OF THE SEPTEMBER 21, 2020 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, John Lyons, Kenneth Ayers, 4
Nay: 0

**MOTION CARRIED
4-0-0**

Board of Commissioners Public Session October 19, 2020

The following amendments were offered:

Page 2, section D, Vice Chairman W. von Schoen noted that it should be known that the additional funds in the amount of \$100,000 that were accepted from SGPP was only a small portion of what was requested from the MVD. He requested a review of the meeting recording to determine whether an additional comment to include this information could be added to the meeting minutes.

Page 3, line 6, should read “...Underwood began pumping **Well 5** into the system...”

Page 2, line 28, should read “**4-0-0**”

Acceptance of the meeting minutes from the October 19, 2020 public session has been tabled until clarification on the first requested edit is available.

7. Board of Commissioners to review Action Items from previous meetings and those to be added from this meeting.

The Commissioners reviewed the list of Action Items, removing tasks that have been completed.

8. Old Business

Chairman D. Provencher discussed having the board packets distributed in PDF format rather than hard copy. Vice Chairman W. von Schoen stated that he prefers the hard copy of the board packet for the ease of note taking but noted that he would likely be out of the country for the December commissioners’ meeting. Chairman D. Provencher explained the ease of creating a PDF packet in Adobe despite having various size documents and maps. Superintendent R. Miner noted that MVD’s IT person will be in office in the near future and this will be discussed with him.

9. New Business

W. von Schoen voiced that he had previously questioned increasing the meeting frequency to avoid meetings running late into the night. He noted his belief that staying on point would remedy the late meetings. Commissioner J. Lyons stated that he would be in favor of increased meeting frequency to decrease the length of each meeting. Vice Chairman D. Provencher noted that he feels the opposite. Commissioner K. Ayers voiced that he feels one monthly meeting is sufficient unless special circumstances dictate otherwise. Commissioner J. Lyons suggested capping the monthly commissioners’ meeting at a specific end time, followed by a second meeting if needed. Vice Chairman W. von Schoen suggested that Business Manager Jill Lavoie, or Superintendent R. Miner reach out to the commissioners if the monthly meeting agenda becomes weighted down, to discuss the possibility of a second meeting for that month. Chairman D. Provencher recognized that a second evening meeting puts additional burden on salaried staff.

10. Superintendent’s Report

Superintendent R. Miner noted that the roadway to the new Well 9 has been completed. He also informed the commissioners that the stump dump that was incorrectly placed on MVD property has been dug up. The stumps are on the abutting property waiting removal.

Chairman D. Provencher informed the commission that there are improvements happening on 101A that will require some of MVD's water lines to be moved. Superintendent R. Miner will be heading out to complete markups in the near future. Some of the cost will be incurred by MVD and some will be covered by the State of New Hampshire. MVD will cover the cost of the pipe for the water line.

11. Questions from the Public/Press

NONE

ADJOURNMENT

MOTION BY COMMISSIONER J. LYONS TO ADJOURN
MOTION SECONDED BY COMMISSIONER W. VON SCHOEN
A Viva Voce was conducted, which resulted as follows:

Yea: Donald Provencher, Wolf von Schoen, John Lyons, Kenneth Ayers
4
Nay: 0

MOTION CARRIED

The November 16, 2020 meeting of the Board of Commissioners was adjourned at 8:55 p.m.

Submitted by Amanda McKenna, Recording Secretary