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## **MOTION CARRIED**

**4-0-0**

### **FINANCE/HUMAN RESOURCES REVIEW**

#### **A. Analysis of Revenue and Expenditures Report**

Kristen Maher, Senior Accountant, informed the Commission that she is still waiting for a couple of adjustments for the audits of FY '23. She announced that the audit went very well and that they will likely be looking at a single audit for 2, 3, 7 & 8, particularly for the grant that was received. The grant was a \$3M federal grant and presents a very unique situation because the \$3M already paid for invoices that a single audit had already been done on. By law, the audit will need to be done again, but it is expected to be very quick because the invoices have already been reviewed. The adjustments for year end should be available by the October BOC meeting.

K. Maher informed the commissioners that having completed the month of August, Merrimack Village District (MVD) is roughly 17% through the fiscal year (FY '24). She noted that the overtime for field techs (account 50202) is running a little higher than normal. This is because there were two projects that were done after hours. Maher noted that the fluctuations with Account 70040.2 is because some of the larger meters at industrial sites have been replaced. They were not factored into the meter exchange program. Maher noted that Account 70250, R&M entrances, is higher than expected because MVD was responsible for paying for a partial repair on a customer's driveway. This is because the driveway was torn up when installing the entrance for this particular address.

Commissioner von Schoen asked about previous discussions regarding a Finance Liaison. Maher explained that Commissioner E. Clement would be getting brought up to speed in the near future in order to take on this role.

#### **B. Capital Reserve Balances**

K. Maher informed the commissioners that she had added a few items to the trust funds based on conversation with Underwood and Superintendent R. Miner regarding the Capital Improvement Plan (CIP). Maher noted that she added some of the DOT projects to potentially come from Capital Reserves. This brings Capital Reserves to \$4.8M after these purchases. She explained that she also provided the commissioners with suggestions for the Warrant Articles at the Annual Meeting in March. These suggestions are outlined in the Board Packet. K. Maher informed the commissioners that at this time, the Unrestricted Fund Balance is \$23M. Maher noted that MVD is currently at \$400,000 in net income for all accounts, not just the budgeted months.

#### **C. Audit Update**

The audit update was provided in the analysis of revenue and expenditures above.

#### **D. Level of Service Overview**

K. Maher reminded the commissioners that the Level of Service is part of an asset management agreement with NHDES. MVD had to have all of their assets listed vertically and horizontally into an

asset management system, which Underwood helped with. Part of the grant agreement was to come up with a level of service, which Maher explained to mean that MVD had to come up with a way of managing all of their assets, now that they were known. NHDES wanted to review all assets, including customers, employees, etc., not just physical assets. This was primarily done in terms of preventative maintenance. MVD was expected to create a high-level look of goals, and a low-level look of what will actually take place. Maher provided the commissioners with the high level of the level of service project. NHDES suggested reviewing the mission statement, which MVD slightly revamped to include fire protection and not just drinking water. It was also suggested that MVD review their vision. The high-level goals MVD was given were asset prevention and condition, conservation compliance, health, safety, and security, service quality and cost, and to come up with measurable ways of achieving those goals. All of the horizontal inventory has been uploaded into the asset management tool, known as Elements. Brian is working with both Foremen to come up with specific tasks to preform high level and low-level preventative maintenance everyday throughout MVD's infrastructure. In terms of customers, Maher explained that information will be provided to customers in more ways, including through the portal, in order to ensure everyone is informed. For employees, Maher explained that MVD will update their policies to make sure they are valid.

At this time, Commissioner von Schoen reminded everyone that he would like MVD to be prepared to respond to a first amendment audit, should it ever happen. It was noted that an article had gone out that touched on how to respond to a first amendment audit.

## **REGULAR SESSION**

### **1. Board of Commissioners to hear an update on the Open House at Wells 2 & 9 scheduled for September 30, 2023.**

Superintendent R. Miner informed the commissioners that the Open House at Wells 2 & 9 has been scheduled for September 30<sup>th</sup>. It has been advertised via an email blast, the Facebook page, Frontdoor, the Town Hall, the library, the post office, the MVD sign, and Merrimack TV. He shared that MVD is considering having pizza available for food due to conflicts with other options.

### **2. Board of Commissioners to hear update on the Sodium and Chloride Reduction Project.**

Superintendent R. Miner informed the commissioners that the NHDOT letter went out on August 29, 2023. The letter went to the Town Council as well as State Representatives. NH State Representative Maureen Mooney has set up a zoom call with David Rodrigue, the NHDOT Assistant Commissioner. Superintendent R. Miner stated that he had spoken with Rodrigue as well, and he noted that Rodrigue had expressed an interest in working with MVD to reduce the salt load in the aquifer. Superintendent R. Miner stated that he, Business Manager J. Lavoie, and Customer Service Representative Amy Doucette, will be on the zoom call with the State Reps, NHDOT, and the Town Council.

### **3. Board of Commissioners to review the minutes from the July 17, 2023 BOC meeting and the Public Hearing and the August 21, 2023 BOC meeting and Non-Public Session.**

**APPROVAL OF MINUTES**

Board of Commissioners Regular Meeting . . . . . July 17,  
2023  
*TABLED*

Board of Commissioners Public Hearing . . . . . July 17,  
2023  
*No amendments were offered.*

**MOTION BY COMMISSIONER W. VON SCHOEN TO ACCEPT THE MEETING MINUTES  
OF THE JULY 17, 2023 BOARD OF COMMISSIONERS PUBLIC HEARING  
MOTION SECONDED BY COMMISSIONER E. CLEMENT**  
*A Viva Voce was conducted, which resulted as follows:*

Yea: Wolfram von Schoen, Erin Clement, Kenneth Ayers  
3  
Nay:  
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**MOTION CARRIED**  
**3-0-0**  
*Commissioner J. Lyons abstained.*

Board of Commissioners Regular Meeting . . . . . August 21,  
2023  
*No amendments were offered.*

**MOTION BY COMMISSIONER E. CLEMENT TO ACCEPT THE MEETING MINUTES OF  
THE AUGUST 21, 2023 BOARD OF COMMISSIONERS REGULAR MEETING  
MOTION SECONDED BY COMMISSIONER J. LYONS**  
*A Viva Voce was conducted, which resulted as follows:*

Yea: John Lyons, Erin Clement, Kenneth Ayers  
3  
Nay:  
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**MOTION CARRIED**  
**3-0-0**  
*Commissioner W. von Schoen abstained.*

Board of Commissioners Non-Public Meeting . . . . . August 21,  
2023  
*No amendments were offered.*

**MOTION BY COMMISSIONER E. CLEMENT TO ACCEPT THE MEETING MINUTES OF THE AUGUST 21, 2023 BOARD OF COMMISSIONERS NON-PUBLIC MEETING  
MOTION SECONDED BY COMMISSIONER J. LYONS**

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

Yea: John Lyons, Erin Clement, Kenneth Ayers

3

Nay:

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**MOTION CARRIED**

**3-0-0**

*Commissioner W. von Schoen abstained.*

**4. 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, and making necessary additions. The commissioners discussed reformatting the Action Items list to better suit the needs of the Board.

In reference to action item number 83, review of the lockbox, K. Maher informed the commissioners that 52% of MVD customers are signed up for the portal, 16.8% are on e-bill only, and 18.8% of customers are on auto-bill.

**5. Old Business**

At this time, Superintendent R. Miner provided the commissioners with an update on the media changeouts. He stated that Wells 7 & 8 are back on track and are online. Superintendent R. Miner informed the commissioners that there was 6,700 pounds of makeup media received. He requested a certificate of destruction and once that was received, he noticed that it was listed with a weight of 33,300 pounds. He explained that this meant there should be only 2,700 pounds of makeup media because the original weight of the media in the vessel was 36,000 pounds. Superintendent R. Miner explained that after some back and forth, it was determined that MVD would not be paying for any media above the 2,700 pounds that was needed. The extra media will be used for the next required media change out. Evoqua/Desotec has requested all of the same information that was needed for Wells 7 & 8, for Wells 4 & 5. Commissioner Erin Clement asked if they were waiting for anymore changeouts and Superintendent R. Miner answered that all of the changeouts are currently caught up.

Commissioner W. von Schoen asked for an update on the hydrant that had been requested by residents after a fire. Superintendent R. Miner answered that they are still working on that, but they had run into an issue with location, which has since been ironed out. It was asked what budget this would be coming out of. It was answered that there is a line item for new hydrants being added to the system.

## **6. New Business**

At this time, Commissioner W. von Schoen informed the other commissioners that he had completed the annual review of the Superintendent. Commissioner von Schoen gave Superintendent R. Miner plenty of accolades and provided some suggestions for moving forward.

## **7. Superintendent's Report**

Superintendent R. Miner informed the commissioners that a police report has been filed for damage at Wells 4 & 5. He explained that someone drove all over the lawn. Cameras have been purchased and mounted. Vice Chairman K. Ayers asked if there were security cameras at all the wells. Superintendent R. Miner stated that there were not, due to obstacles, that include, but are not limited to, internet access.

## **8. Questions from the Public/Press - *None***

## **ADJOURNMENT**

**MOTION BY COMMISSIONER J. LYONS TO ADJOURN  
MOTION SECONDED BY COMMISSIONER E. CLEMENT**

**MOTION CARRIED**

**4-0-0**

The September 18, 2023 meeting of the Board of Commissioners was adjourned at 6:25 p.m.

Submitted by Amanda McKenna, Recording Secretary