

**MERRIMACK VILLAGE DISTRICT
BOARD OF COMMISSIONERS
AUGUST 18, 2025
MEETING MINUTES
(approved September 15, 2025)**

A regular meeting of the Board of Commissioners was conducted on Monday, August 18, 2025, at 5:02 p.m. at 2 Greens Pond Road, Merrimack, NH.

Donald Provencher, Chairman, presided:

Members of the Commission present: Erin Clement, Vice Chairman
Scott Sabens, Personnel Liaison
Dan Allen
Wolfram von Schoen

Members of the Commission Absent:

Also in Attendance: Ron Miner, Superintendent
Jill Lavoie, Business Manager
Kristen Maher, HR/Finance Director
Keith Pratt, P.E., Chief Operating Officer, Underwood Engineers

FINANCE/HUMAN RESOURCES REVIEW

A. Analysis of Revenue and Expenditures

As of July 31, 2025, and one (1) month into the fiscal year, shown is revenue in the amount of \$821,788 (12.57% of budgeted amount) and expenses of \$508,470 (7.78%).

Revenue

Revenue is slightly against what the budget would normally do given that the summer has been relatively warm. Our tiered rates are kicking in more than they normally would for irrigation.

Expenses

Invoices have not yet been received for account #s 60450 – Gasoline, 60460 – Diesel, and 60300 – Purchase of Water.

FY25 ending numbers have not yet been included in the report. The information should be available for next month's report.

B. Capital Reserve Balance

The Unassigned Fund Balance is at \$22,849,080. Actual cash is \$3,366,819 (14.4 % of fund balance). Total percentage considered fund balance is 63.9%.

Director Maher spoke of a balance remaining (\$1,149) in the New Hampshire Public Deposit Investment Pool (PDIP) account. Funds are attributed to those remaining at the conclusion of the 7 & 8 iron manganese contract. The account is earning \$4/month in interest.

Prior to the current interest bearing operating and checking accounts with TD Bank (opened approx. 10 years ago), there was a requirement for an interest bearing account which PDIP satisfied. At that time, the majority of the district's funds were kept in this interest-bearing account and were transferred into the operating account when needed.

Asked, Director Maher stated, other than the minimal monthly interest, there has been no activity in the account since the conclusion of the contract (approx. 2016).

MOTION BY COMMISSIONER VON SCHOEN TO TRANSFER THE BALANCE, UP TO ONE THOUSAND TWO HUNDRED DOLLARS, FROM THE NEW HAMPSHIRE PUBLIC DEPOSIT INVESTMENT POOL (NH PDIP) ACCOUNT TO THE TRUST ACCOUNT – WATER PURCHASE AND TREATMENT PLANT O&M, (ACCOUNT #10305) AND CLOSE THE ACCOUNT WITH NH PDIP

MOTION SECONDED BY COMMISSIONER SABENS

MOTION CARRIED

5-0-0

Trust Activities

Noted in the report were current balances (ending balance for FY25 and first month interest and fees). Director Maher noted she has not yet had the opportunity to verify what is shown under 2026 (CIP). As a result, there may be a few discrepancies.

Chair Provencher asked about the wholesale agreement with Pennichuck, and was told it will auto renew (in accordance with contract language) in August of next year. The price has increased 4 times since the inception of the contract. The flat fee of \$15,000 has remained steady. The calculation of the credit for each year is adjusted by usage. We have not used any of those credits (wash at the end of each year).

Chair Provencher noted Account #10304 – Extraordinary Legal, has a current balance of \$114,998.76. Legal fees are being paid out of the operating budget. This account is for extraordinary situations. Asked if the account has been utilized, Director Maher stated it has not.

Commissioner von Schoen commented, when establishing this account, the desire was to have a reserve in place for when the lawsuits kick in and when we initiate additional legal action in any shape or form, but we also added a line item in the operating budget for annual upkeep both on the lawsuit and any other legal engagements. This is basically our insurance should something else come down the line.

Noted was that additions to the fund have not been requested at the Annual Meeting. Vice Chair Clement commented on interest earned over the past few years.

Asked for additional information on the \$50,000 identified under Equipment & Facilities (Account #10302) for Hutchinson Tank, Superintendent Miner stated it to be for a recoat or painting (if needed). The amount is a placeholder. Director Maher noted the cost associated with cleaning and inspection of the Hutchinson tank.

Director Maher informed the Board she has spoken with the Treasurer who has indicated a desire to continue on.

C. Billing and Financial Software Update

Director Maher stated she continues to fill out templates for import into the financial accounting software. Those that she has provided are being reviewed. Work continues on including the chart of accounts. Being discussed is an October 1st implementation date although she is pushing for an earlier date. Utility billing is still set for November 1st.

Commissioner von Schoen spoke of having been approached by a few users regarding monthly billing. There is a desire for an option to choose when and how to pay, e.g., monthly, yearly. He asked if there is the ability, with the new software, to allow users to choose between different billing cycles.

Director Maher commented that users set up for auto pay will now have the ability to identify a date for the payment to be withdrawn. In terms of individual billing cycles, she is uncertain. Commissioner von Schoen noted the desire to obtain an answer to that question. In particular, those who are on hydrant bills only, paying the \$15/month can be a bit of a nuisance. He recognizes that users can pay in advance. He stated his understanding the district cannot absorb processing fees. Director Maher responded the district can charge users or absorb the cost. That was a discussion that was had about a year ago. The way the RSA is written is very vague. The way it is written states you are permitted to but do not have to hand out fees.

Commissioner von Schoen stated his understanding the district could pay a third party for accepting the payment, but then we would have to charge the user (could not absorb the cost). He is uncertain that is the direction that should be taken, particularly with a smaller bill.

What he was looking for was to understand if it would be possible for a user on a hydrant fee only to pay quarterly instead of monthly. He understands that users can pay in advance, but the website does not provide that information.

Commissioner Sabens suggested the problem has been presented and a request made of the staff to determine if there is a workable solution.

Director Maher suggested the website could include notice that users could pay in advance if so desired. Commissioner von Schoen stated the desire for users to have a similar experience as is the case for some utilities where there is a portal that can determine the amount of the payment/budget plan.

REGULAR SESSION

1. Board of Commissioners to review the draft procedures for:

Rules of the Board of Commissioners

- 1st Reading: 7-21-25

Given its 2nd reading;

Director Maher noted, as a result of feedback provided during the first reading, the procedure has been amended. The last three bulleted items under the heading of “Meetings” were removed. Under the heading of “Duties of Officer Positions”, added was the language “For specific duties, see RSA 21-G:9, attached”.

Chair Provencher noted the language under the heading of Meetings that reads: “All meetings need to have a quorum in order to be able to transact any business matters, which means 3 of the 5 and those 3 need to be in person.” He noted an exception called out in State Statute (RSA) that provides for an emergency situation. A request was made to incorporate the language of the RSA.

Chair Provencher requested the procedure be further amended, under the duties of the Vice-Chair by replacing “during *the* time” with “during *such* time”.

Grammatical amendments were offered; (under the heading of Duties of Officer Positions) delete the comma following “monthly meeting”, replace the colon following “Personnel Liaison” with a dash for the sake of consistency, and consistency with regard to a period at the end of each bulleted item.

The document should be compared to the By-laws to ensure the procedure does not define anything already defined in the By-laws. There should not be any redundancy between the policies/procedures and By-laws.

Rules of the Treasurer

- 1st Reading: 7-21-25

Given its 2nd reading;

The only amendment was in adding a copy of the RSA.

The document should be compared to the Bylaws to ensure the procedure does not define anything already defined in the By-laws.

Fund Capital Reserve Accounts

- 1st Reading: 7-21-25

Given its 2nd reading;

Changed to a policy. Amended, under the heading of “Policy Definition” by replacing “in a previous Board of Commissioners (BOC) meeting” with “in the previous Annual meeting”.

The same punctuation issues were noted, e.g., consistency with a period at the end of each bulleted item.

2. Board of Commissioners to discuss the 2025-2026 Capital Improvement Plan (CIP) with Keith Pratt of Underwood Engineers

Keith Pratt, P.E., Chief Operating Officer, Underwood Engineers, questioned the timing for completion of the Capital Improvement Plan (CIP), and was told the Town is looking for it by September 30th.

Mr. Pratt remarked he needs additional time with Superintendent Miner, Business Manager Lavoie and staff before being able to address questions, however, they have had the opportunity for one round of comments back and forth.

Superintendent Miner suggested scheduling a work session.

Commissioner Sabens spoke of the discussion around Granular Activated Carbon (GAC) replacements occurring every 6 months as opposed to every 8 months, and questioned why the cost would appear in the CIP as opposed to the budget.

Director Maher stated she left it in the document noting the possibility that one part of the cost would come out of the budget and the potential for the other to come out of capital reserve. However, that can change. Items identified are kind of budgetary items that exceed \$100,000 in cost/year.

Superintendent Miner remarked the Planning Board does not like to see budgetary items in the CIP. As the CIP is reviewed regularly, he wished to see items that could come out of capital reserve and planned expenses in a single document.

Director Maher noted the Planning Board does not see the entire document; it is for internal use.

Vice Chair Clement commented we have not used our CIP in the same way in which the Town does. Ours has a lot to do with monies that come out of the trusts or something that a grant or loan may be needed for. She appreciates the in-house document as it is used as a focus for the trust accounts. It is a more detailed version identifying what is likely going to occur in the current year to ensure there are funds going forward to cover everything in trusts and how much we replace every year.

Commissioner Sabens remarked ongoing maintenance is not a CIP item. Vice Chair Clement noted it has always been identified under the trust funds because one of our trusts is labeled for that purpose.

Director Maher commented as we are learning it may be that one of the GAC replacements comes out of the operating budget and another out of capital reserve. She is looking to identify the costs and from where they will be paid. Vice Chair Clement remarked when you have a trust account that says water purchase and water treatment plant O&M that ties into that. That is not for capital projects, that is for those items.

The Board discussed separating items that are truly intended to be included in a CIP and those that are identified for cost projections. The information can remain in a single document that includes a separate label for cost projections.

Asked if a rate has been locked in for the GAC replacements, Director Maher responded not officially, but they have not raised their rates.

3. Board of Commissioners to hear updates from Keith Pratt of Underwood Engineers regarding:

- Mitchell Woods
- Artificial Recharge

Mr. Pratt stated Underwood Engineers (Underwood) had a contract with MVD to do early conceptual designs to pin down the basis of design and produce higher-level cost estimates. Late '23/early '24 they sat with the Board. Costs were rising in addition to other challenges with Mitchell Woods. Those projects were put on pause. The contract still exists, they just stopped.

One of the questions that lingered on had to do with three-phase power at Mitchell Woods. Underwood looked into single-phase power back in '23/'24 and the answer was yes; you can use single-phase power and convert it to serve the 50hp pumps with the VFD. The design they have proposes three-phase power as it is more reliable and efficient and does not create impacts to the neighborhood. Because they paused they didn't do more investigation on that until deciding to pick it back up.

The answer is yes single-phase power can be used. He is uncertain they are at the point where they would recommend it, but it is one of the options to serve that station and well if it were to continue to move forward.

He believes it worthwhile to have a work session either with staff and/or staff and members of the Board to conduct a work session to look at what we need to do for next steps for water supply.

Mr. Pratt remarked the last time Underwood did master planning with the Board, identified was the need for more water. Looked at as the promising ones were Mitchell Woods and Artificial Recharge. In the interim, while looking at Artificial Recharge and Mitchell Woods, near-terms needs were solved with Pennichuck. He is of the opinion there is the need to regroup and decide if we are going to push those along or continue to utilize Pennichuck.

When the work was paused, there was approximately \$40,000 that had not been expended from those contracts. There is an opportunity to either give it back or reprogram those dollars to maybe refocus and start with a work session.

- Unaccounted for Water

Mr. Pratt remarked the hydraulic model and unaccounted for water really are not directly tied. When they set up the model they can consider lost water, leaks in the water and they do because of the amount of water being produced.

Every year they help staff put together a tracking spreadsheet (part of a volunteer program with the State). Every system shares their data so the State has a tracking system of a community's water balance and lost water. They do that in the February timeframe. The last one issued was February of 2024. In the calendar year 2024 it was 18.8% (2nd highest seen). The highest was when we were in the midst of all the treatment plant work and wasting a lot of water when putting the treatment plants online (22% in 2022).

Historically, and generally, MVD is below 15%, which is really consistent with industry standards. A few data points have popped up, and the hope was that after the treatment plant work it would fall back down. We did see 18.8% last year. We are at a point where maybe there could be some work to investigate those. He sees some meter replacement on the CIP, which is one good way to perhaps solve if one of the problems is underreading. It might be that we need to just get one more year under us to see if it was just another anomaly before chasing it. It didn't stay down like we had hoped last year.

A table was provided that showed non-revenue water and what has been seen historically; 7.5%, 13%, 11%, 16%, 15%, 9%, 13%, and then 22%, 17%, and 18%. It has been trending a little higher than historical. Some could be that we have real problems or that we have been doing a better job with data than we used to.

Commissioner von Schoen asked if there is any accumulated metering that happens. Looking at the topographical map, we have a few north/south main lines and forks in the system where a major supply line is branching off into different areas of Town. Would it make sense for us to think about adding additional metering in the field to compare with consumption that we measure and bill for?

Superintendent Miner responded he is uncertain that would help. Source readers are calibrated yearly. We are working on doing a system changeout but are regularly replacing meters. We are doing leak location.

Commissioner von Schoen remarked part of the problem is we would have to accumulate all meters behind that meter. We cannot really isolate those branches.

Chair Provencher noted all the high-pressure water system goes through the booster station. Do we have a meter in the booster station on Turkey Hill? If we read that, we would have to tag all customers in the high-pressure zone, add up their meters, and compare it to the meter in the booster station. That would tell us if we are having more losses in the regular zone or high-pressure zone.

Asked if there is a dollar value that can be associated with these losses, Mr. Pratt remarked it is hard to put a dollar on the operations and maintenance, but you can say I run a system at \$5-6 million and then divide by the gallons produced and you have a number. Where you really benefit from finding this is if we could avoid a new source. It is cost avoidance that is more important.

Commissioner von Schoen noted during the last work session a dollar amount was put to it. He spoke of 18% of the budget not being a small cost. Mr. Pratt added it is not as simple as that because there are a lot of fixed costs like debt and labor, but there are real numbers there. Commissioner Sabens stated a desire to have a dollar amount as opposed to a percentage.

Mr. Pratt noted Underwood provides a few recommendations in the water balance they typically look at every year. Often times when chasing water losses, it is hard. The American Water Works Association (AWWA) has a good stepwise approach to it. Often times you may want to do some desktop work, e.g., a little more auditing, inspection, troubleshooting before spending some money in the field. Maybe you can find a focus part of the system. The high-pressure zone could be one. Usually, it starts with a bit more desktop work. Underwood did some of that in 2007; lost water study. There were some recommendations that came out of that. It is something we should be looking a little harder at.

Commissioner Sabens noted numbers that doubled from 2016-2017, and asked if anyone came up with ideas for why that might have occurred? Mr. Pratt noted there was better tracking. That is one of the things he can remember that came out of 2007, that we need to keep track of the data better. Now that there is a better tracking system he would have more confidence in the more recent numbers than he would in the older numbers. It might not be the reason but could be one.

Mr. Pratt noted one of the things that was tough this year is that there are leaks and some were services. They had to make an assumption on the services and how much water was lost out of those, e.g., were they leaking for a day or 10 days? They were found and fixed, but how long were they leaking before that? They make reasonable assumptions. Some of it is guesswork.

Business Manager Lavoie added it was from the date we were notified of the leak to date of repair. Mr. Pratt commented it could have been leaking longer than the date on which it was reported.

Chair Provencher questioned water usage during fire events. That must have some significant error built in. Do they know what they are putting out? Business Manager Lavoie stated there are gallons/minute and how long the fire is. They also did the firefighter training and used the hydrants. There are a lot of different categories now. Asked if they report when they do training and use trucks, she stated they do.

Commissioner Sabens commented we are not losing that money it is just the production of water. We're not actually losing that much in revenue, but 15% comes out to about a million gallons/year.

Chair Provencher stated the demand is not there. The demand is what it is. We wouldn't be able to sell a million gallons more a year. We would just save the production rate. It is a lot less than the cost of the water.

Asked, Mr. Pratt stated the industry says once you are down to about 15%, it is tough to get. When you are at 15% you maybe don't have to be as diligent. Vice Chair Clement commented it is like the 90/10 principle; if you get 90% of it you are golden. That last 10% you will spend more money looking for that than will ever be worth it.

Chair Provencher commented every distribution system has an acceptable amount of leakage. Mr. Pratt spoke of the importance of noting the district now has treatment plants. You now are exhausting carbon. There is a bit more in the cost saving potential by finding some by just lengthening the life of the carbon. You will have fixed costs. Now that you have 3 treatment plants we will go through carbon faster if we are wasting a lot more water.

Business Manager Lavoie noted it is also a lot of backwashing over at 7&8. Mr. Pratt remarked you use a lot more residuals as a result of treatment too. We pump to waste more often. We have residuals from chemical monitoring. There is more of that just inherent with a treatment plant. We know what those rates are. That is non-revenue water, but at least we are aware of what those are. It is the leaks, the things we are not tracking that we want to do a better job at.

Asked if unaccounted for water does or does not include non-revenue water, Mr. Pratt responded unaccounted for water is in the non-revenue water. Non-revenue water is everything you don't bill for including things we know about like flushing and residuals and the things we don't know about. Your non-revenue water will always be higher than your unaccounted for water.

Asked if it is the unaccounted for that we want to get to that 15%, he stated yes and also maybe just do a better job managing our street sweeping or flushing; water that we use but don't bill for. We can always be more diligent with that too. Usually, it is the things that we don't know about that is the bulk of the non-revenue water. This year we used 2 million gallons in known leaks and breaks. That is probably an underestimate. In the ten-year history Underwood has with MVD, the highest ever used is 15 million gallons in 2019. A lot of years we are not using any but we know there is probably something.

If wishing to pursue this his suggestion would be to start by looking at what the guidance says and then if we need to do more metering or troubleshoot some areas then you could focus. The high-pressure zone could be one of the first steps. Start with a bit more auditing and desktop work as it is less expensive.

Chair Provencher questioned how much of a task it would be to isolate all customers on the high-pressure zone; calculate how much water they use and compare to meter in the software we have. Superintendent Miner remarked he is uncertain if the flow meter at the booster station is something we calibrate.

- Hydraulic Model

Mr. Pratt stated for years MVD had a hydraulic model that was good for solving hydraulic limitations, pipe sizes, pressure losses. Part of the CIP was a recommendation to get that up to what they call extended time simulation. That work was done in '22 and '23. The report issued in '23 basically brought the model up to the next level. Included were graphics showing samples of its capability. Rightfully, the Board pointed out things that did not look right in the graphics, and they were not correct. They were right generally; the water age in the zones that were showing strange graphics was generally correct. The model is fine. There were some set points in the model that were causing the tank to drain in the model, which resulted in some strange data. They changed the set points in the model and reprinted the graphics.

Mr. Pratt commented they use water age a lot to sort of help with water quality issues. It can tell you things like how much of well 4 water shows up in different areas on any given scenario, but there are 30 set points that can be put into the model, e.g., max day, average day, conservation, whether you have this pump on and this one off, etc. There are a lot of things that you have to assume. What they try to do is use some generic set points to get a general idea of what the water age is looking like. It is still just a guide and gives you something to point to. It is only as good as the data you put in.

When they started asking questions of why the graphics were coming out the way they were, a patch was provided for the model. It was noted that most people don't use the extended time simulation and the water age stuff. They hadn't noticed the issue until receiving complaints. That wasn't the entire problem, but interestingly enough they had a patch to provide. The model works and can be used for these types of things.

The only thing that changed in the model provided was that they had the available supply at 3.7 and system demand at 3.5. The graphics that were shared had the supply capacity at 3.3 and demand at 3.5 so the system was running in a deficit for 360 hours. It drained the tanks and did some weird things. The output was wrong. That is not a real scenario. It was set up in the model in an unreal condition. As soon as that condition was corrected the model was fixed.

Chair Provencher noted the model was done before well 9 came online. If we had well 2 and well 9, which actually supplies about 50% of our total water, if it is closer to the booster station he believes there would be more younger water through the booster station into the high-pressure one if factoring in well 9 in the model.

Mr. Pratt stated his belief the model was using well 9 with well 3. Perhaps the legend was not updated. That is a perfect use for this model. They could try different scenarios and it would give staff some guidance, if having issues up there. Usually, they would say if having water quality issues and there were complaints, we might want to try some things. Just because it has old water age does not mean we have to go fix something. If we started receiving complaints and identifying zones where issues are occurring, then we could use the model to help try something different that might fix it.

Mr. Pratt noted the particular sample graph showed the maximum water age over the 360-hour window it ran. If troubleshooting, we want to find out when the water age plateaus. If the model were to run for 720 hours there may be an older water age. It has to make it all the way to the end of the distribution system and

you have one service down there; there could be some pretty old water. He stressed; we don't cause alerts because of that. It is the water quality that matters.

If an area is identified we start looking at what we can do to reduce the water age, start looking at looping, start changing maybe operations of the pumps, etc. In a few communities they put up bleeds. That was only because they had water quality issues, and was a temporary solution until another solution came to be.

Commissioner von Schoen remarked at this point we cannot say if there is any water in our distribution system that is older than 360 hours. Mr. Pratt stated that was not run, but he can say the answer is yes because if we ran it for 720 hours he would probably see older water. The model was stopped at 360 hours. He can bring one that is 720. We don't really need to do that because we can see where the older water is in the system under this scenario.

Commissioner von Schoen spoke of a discussion that occurred a few months prior around the need for chlorine in the tanks high enough that the oldest water in the system is adequately chlorinated and sanitary. At the time, he was told we have days' older water in the lines. At the 360 hours we are already at 15 days, and it has been said there could be water that is several weeks old in the system. He wishes to understand how old the oldest water is in the distribution system on a normal day.

Mr. Pratt stated that can be run. He stressed it is just a piece of information that if we were having troubles or wanted to change something it would be a tool to help. He would not want it to cause alarm and he wouldn't want to change chlorination practices because of that unless a specific problem in part of the system was being experienced.

Mr. Pratt asked if complaints have been received, Commissioner von Schoen commented on receiving complaints and that it is very rare that people follow up with the office. The voices are clear. It seems to be a lot in areas of wells 2 and 9 (southern end of town). That makes sense as that is where the main sources are between the tanks and where the chlorination points are. The further out you are the less you have it. The smell is especially high on a hot day when the chlorine is doing what it is intended to do.

Mr. Pratt stated he would be happy to run those models and believes it would be a number that would be useful. They do some modeling and regional work with Manchester all the way down to Plaistow. That is old water. By the time the Town of Plaistow gets it, it has left Manchester, gone through Londonderry, Derry, Salem, Hampton, Atkinson, and to Plaistow. They have old water, but it is not what we use. We use water quality to dictate what we need to fix. It is a tool/piece of information, but it is water quality that counts.

Chair Provencher commented you just did a chlorination station on 101A going to Milford. What prompted that? Mr. Pratt stated a lot of times what they are doing is because that is Pennichuck's water that Milford is getting, Milford can only control it when they receive it. Often times they are putting in chemical feed systems at those entry points. Now Milford has the ability to sweeten their water. They don't have to, but it provides that flexibility. That is probably why that was done with Milford.

Commissioner von Schoen remarked he previously brought up the idea of remote chlorinating stations and the idea was shut down more than once. Mr. Pratt responded he was not suggesting MVD needs one. Commissioner von Schoen remarked it was brought up as an idea to reduce the amount of chlorination near the wells to help those who have complaints about high chlorination and ensure that remote areas are still

sanitary. He recognizes it is a lot more complex in the case of MVD because we have redundant supply lines, etc. There is not an easy answer. Asked what the ballpark cost was for the chlorination station in Milford, Mr. Pratt stated it to be a pumping station and booster station. It was about \$1.9 million.

Mr. Pratt added he remembers the conversation, and believes back then it was let's see what happens when the treatment plants get back online and back in normal before jumping to that. He would want to know that problems still exist and there are some isolated problem areas that could be solved with that. That is probably what he would have said back then. He wouldn't want to do that now unless we truly knew we had an issue.

Mr. Pratt noted when last before the Board it was mentioned there could be parallel work with the pilot to be ready if we were to change media, e.g., what that means. An updated Engineering Service Request (ESR) was provided. They have a parallel track now with pilot work to do more investigative work as was discussed. The good news is there remained contingency at that time on that scope so it all fit within the contingency.

Commissioner von Schoen asked for clarification investigative work is for items such as compatibility of the vessels with certain media, and was told that and more research with neighbors who are trying different medias and what their experiences are.

ESR #72 is to extend the pilot for additional time. Blueleaf is running the pilot. There had been a given amount of time. They would like to run it another 6 months. It is \$900/month for all of the water quality sampling (\$5,400 total).

**MOTION BY COMMISSIONER VON SCHOEN TO APPROVE ENGINEERING SERVICE REQUEST (ESR) #72 - AMENDMENT #4 FOR UNDERWOOD ENGINEERS DATED AUGUST 18, 2025, IN THE AMOUNT OF FIVE THOUSAND FOUR HUNDRED DOLLARS (\$5,400). FUNDING SOURCE IS THE ENGINEERING LINE IN THE OPERATING BUDGET
MOTION SECONDED BY COMMISSIONER CLEMENT
MOTION CARRIED
5-0-0**

Mr. Pratt will reach out to Superintendent Miner to set up a work session with staff. Commissioners will be made aware so that they may attend, if wishing to.

4. Superintendent's Report

Water Quality

- Lead & Copper
 - Lead and copper sampling will take place during the week of 9/8-9/12 weather dictating drop off and pick up dates. Approximately 50-60 bottles will be delivered to obtain 30 required return results.

Maintenance

- Treatment Facilities

- 7&8 media change out was on August 12th and is scheduled to return on August 28th.

Leak repair Mainline/Entrance

- We applied for a grant back in October of 2024, for 50 miles of water mains to be surveyed. We received notice of approval on June 17, 2025, and told the project was slated for next year. A couple of weeks ago we were notified it is happening in September. The Distribution crew has been out marking curbs and mainline valves in preparation.

Administrative

- PFAS Watermain Extensions (MVD)
 - The Gerard and Mullikin PFAS Water Main Extension Project was bumped from August 18th to the week of the 25th for construction to start. The contractor will start mobilizing tomorrow. They plan to be on Wilson Hill Road to set up traffic control signs and erosion control. Also to start moving supplies to the MVD warehouse about the middle of this week. It is believed all questions and concerns from the neighborhood meeting have been addressed, and they are working on an estimated construction schedule to be posted.
 - Farmer & Mason PFAS Water Main Extension Project bid opening was on August 15th. We had nine bidders. The winning bidder is Cardillo & Sons with a total base bid of \$1,273,502.40. The Notice of Award for the project went out on August 8th and the signed award letter from Joseph P. Cardillo & Son, Inc was received on the 12th. A neighborhood informational meeting will also be planned for this project as we had for Gerard Mullikin.
- Intern Tour
 - The intern tour went well (at 7 & 8). Brian Hieken, Operations Manager, did an excellent job presenting we had eight or nine interns from the Town and Pennichuck Water Works.
- Energy Audit
 - On August 7th we completed an extensive energy evaluation site visit. It was offered through NHDES and done by Process Energy Services; Brian and the Contractor went through all our facilities and looked at everything from thermostats to pump curves. A very large amount of data was requested that staff are working on providing.
- NHDOT Salt letter
 - Trying to get on the School Board Agenda for September.
- CIP Request by September 5, 2025
 - The Planning Board to begin its review of CIP in October.

Chair Provencher questioned the date of the School Board meeting noting they normally meet on the same day as the Commission. Business Manager Lavoie stated the Board would be kept apprised.

5. Board of Commissioners to review the minutes from the July 21, 2025, regular meeting and non-public session.

Board of Commissioners Meeting – **Non-Public**. July 21, 2025

MOTION BY COMMISSIONER SABENS TO ACCEPT, AS PRESENTED

MOTION SECONDED BY COMMISSIONER ALLEN

MOTION CARRIED

5-0-0

Board of Commissioners Meeting July 21, 2025

MOTION BY COMMISSIONER VON SCHOEN TO ACCEPT, AS PRINTED

MOTION SECONDED BY COMMISSIONER CLEMENT

MOTION CARRIED

5-0-0

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

The Commission reviewed the Action Items. New dates were added to several of the items. Completed items were removed.

7. Old Business

Superintendent Miner commented the changeout for 7&8 may possibly be done early for the LAG that is now the lead. We’ll get it back on the 28th. We are currently paying Carbon Activated \$56,870/changeout. We previously paid Evoqua Water Technologies \$91,066 for the same changeout.

We’re getting PFOA to the effluent of the lead vessel but not into the LAG. PFBA is right through the LAG vessel already. It seems like that is the only one it is happening to.

Chair Provencher commented that this is still the media that we had the iron issue with. Superintendent Miner responded we are still having an issue over there; differential pressure issues off and on during this changeout. The media is sticky. They are recommending a backwash prior to the changeout. They had commented the last time it took a little longer to go through the burners because it was so sticky.

Asked if the interior surface of the tank has been inspected, Superintendent Miner indicated it has. They will look to eliminate some of it with a super dose of chlorine.

Asked if someone has looked inside the empty vessel that was hit by the bridge, Superintendent Miner stated that has occurred. Inspections occur every time a changeout occurs. Asked if dye penetration testing is done, he stated it has not.

Chair Provencher commented he had thought something would be brought before the Board to formalize an amendment to the procedure whereby changeouts occur every 6 months as opposed to every 8 months. Superintendent Miner will follow up on that.

Chair Provencher spoke of the waterline meeting with new customers on Gerard and Mullikin area. He asked if they have been moving forward with identifying where they want curb stops, etc. Business Manager Lavoie stated a good many people have called in and asked questions. She requests email addresses and responds. If the individuals were unable to attend the meeting, they are sent the presentation and handout with the contact information. She copies the appropriate people informing the recipient the email addresses will put them directly in touch with the engineers. The engineers reach out immediately. They will agree on a location, which is then put on the plan. A copy of the plan is sent to the resident for approval.

Commissioner von Schoen spoke of one party who indicated they were not personally in a position to take advantage of the program and the opportunity to connect. The property owner needs to pay for the connection and then apply to NH DES for a rebate. He and the Chair spoke of the situation following the meeting, and were unable to identify a mechanism for assisting the homeowner. Business Manager Lavoie stated they could contact NH DES to see if there is any flexibility in the rebate program. Some time ago they were discussing partial payments to the contractor or paying the contractor directly if that was agreeable to the contractor. She is uncertain what the end result was.

The suggestion was made that should the individual address be identified that staff reach out to the homeowner and make them aware of the suggestion to contact NH DES. Business Manager Lavoie stated the key thing to be that completion of the service application is in the system so that if this is still available down the road, the address is grandfathered.

New Business - None

8. Questions from the Public/Press – None

ADJOURNMENT

MOTION BY COMMISSIONER VON SCHOEN TO ADJOURN

MOTION SECONDED BY COMMISSIONER ALLEN

MOTION CARRIED

5-0-0

The August 18, 2025, meeting of the Board of Commissioners was adjourned at 7:27 p.m.

Submitted by Dawn MacMillan, Recording Secretary