

**MERRIMACK VILLAGE DISTRICT
BOARD OF COMMISSIONERS
SEPTEMBER 15, 2025
MEETING MINUTES
(approved October 20, 2025)**

A regular meeting of the Board of Commissioners was conducted on Monday, September 15, 2025, at 4:37 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

FINANCE/HUMAN RESOURCES REVIEW

A. Analysis of Revenue and Expenditures

As of August 31, 2025, and two (2) months into the fiscal year, shown is revenue in the amount of \$1,474,085 (22.54% of budgeted amount) and expenses of \$944,883 (14.45%). Net Ordinary Income is \$529,203.

Accounts to call attention to include:

Revenue

40409 – Service Charge (Hydrant Hookup); temporary hydrant hookup has seen a significant increase mostly due to use of the Merrimack Outlets parking area for fairs, festivals, etc.

Expenses

60500 – Motor Vehicle Maintenance; All of our trucks have gone through their annual inspection. Wheel alignments have been added to the annual review/maintenance to increase the life expectancy of tires.

70010.2 – 120Water Software; although shown as a budget line item, grant funding is being sought as a potential means of covering some of the expense.

70677.9 – R&M Equipment – Wells; Amount listed was an FY25 expense (invoice just received). As the activity occurred in FY25, the auditors have approved moving the cost back to FY25 where it belongs.

B. Capital Reserve Balance

The Unassigned Fund Balance is at \$23,094,667. Actual cash is \$3,749,039 (15.9 % of fund balance). Total percentage considered fund balance is 64.0%.

Trust Activities

Has not changed since last reported.

C. Billing and Financial Software Update

Kristen Maher, HR/Finance Director, stated she has now been provided with access to the sandbox. They have agreed on a chart of accounts that will roll up to the DRA account numbers (ours is a digit longer than theirs). The auditors matched up our existing and new chart of accounts so that they know what goes where. The hope remains that true financials will be available by October 1st so that data input can begin.

Commissioner von Schoen noted the discussion that occurred at the last meeting and the request that staff look into whether the software would allow users to choose between different billing cycles. Director Maher stated that would be something she would be able to address at the next meeting.

REGULAR SESSION

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

Rules of the Board of Commissioners

- 1st Reading: 7-21-25
 - 2nd Reading: 8-18-25 (as amended)
- Given its 3rd Reading;*

Director Maher noted the State RSA reference was added under the section titled “Meetings”.

Also added to the meeting packet was a copy of the Articles from the Bylaws. No contradictions are noted.

MOTION BY COMMISSIONER VON SCHOEN TO AMEND THE FIRST BULLETED ITEM UNDER “MEETINGS” BY REPLACING “4TH” WITH “FOURTH” AND APPROVE, AS AMENDED

MOTION SECONDED BY COMMISSIONER CLEMENT

MOTION CARRIED

5-0-0

Rules of the Treasurer

- 1st Reading: 7-21-25
 - 2nd Reading: 8-18-25 (as amended)
- Given its 3rd reading;*

A copy was provided of State RSA 41:29 - Duties of Elected and Appointed Town Treasurers.

**MOTION BY COMMISSIONER VON SCHOEN TO APPROVE THE RULES OF THE
TREASURER, AS PRESENTED**

MOTION SECONDED BY COMMISSIONER CLEMENT

MOTION CARRIED

5-0-0

Fund Capital Reserve Accounts

- 1st Reading: 7-21-25
- 2nd Reading: 8-18-25 (as amended)

Given its 3rd reading;

**MOTION BY COMMISSIONER VON SCHOEN TO APPROVE THE POLICY TO FUND
CAPITAL RESERVE ACCOUNTS, AS PRESENTED**

MOTION SECONDED BY COMMISSIONER CLEMENTS

MOTION CARRIED

5-0-0

2. Board of Commissioners to review revised Media Changeout Procedure

The proposed change to the Media Changeout Procedure is delineated in Section II – Guideline, and consists of replacing “eight (8) months” with “six (6) months”.

The proposed language would read: “II. Guideline: Reactivate or replace GAC after two (2) consecutive samples of PFAS breaking through into the effluent of the lead vessel but no sooner than six (6) months of operation, whichever occurs later. *Consideration of seasonality of peak demand should be given before executing the changeout.*”

Noted was that this timeframe lines up better with the budget.

Commissioner Sabens asked for clarification; if breakthrough were to occur at 4 months would we do anything? Chair Provencher responded no, this is the midpoint between the two vessels, which we have breakthrough instantaneously. This is only the unregulated PFBA basically that is being detected in low single digits. At times, it can break through in 2 months. It did at one of the changeouts at one of the plants. We are not required to change anything. This is significantly more protective than probably any other water supply that even treats for PFAS.

If fortunate and having filters last longer than 6 months without breakthrough we would let it go until breakthrough, but if it breaks through before 6 months we will let it go until the 6 months. The intent is to plan for the changeouts every 6 months.

Commission von Schoen suggested another approach could be for the Commission to take a position/vote on how to proceed when and if the scenario comes about. That would eliminate the need for the procedure. We are basically saying we want the media to last at least 6 months even if there is some breakthrough, and the argument is that PFBA isn't regulated, has a much higher

health advisory that isn't even really that official or enforceable. He questioned if it would be simpler to decide on a case-by-case basis.

Vice Chair Clement commented it is a guideline and something to plan for. When preparing the FY27 budget, we could decide to budget for a few additional changeouts.

Chair Provencher used the example of Superintendent Miner's recent recommendation for an early changeout for wells 7&8; LAG was at 75% for breakthrough. PFOA was in the effluent of the LAG. It wasn't in the LAG, but it was close.

Chair Provencher remarked since all of our treatment plants have been online, he is not aware of breakthrough of any regulated PFAS into the finished drinking water. What is being discussed now is far beyond the regulatory requirements.

When this was first presented in the warrant articles, the goal was to be free of all PFAS compounds. It is not a requirement and not the law, but it was the goal presented to the customers. This is a step towards trying to accommodate that.

**MOTION BY COMMISSIONER CLEMENT TO APPROVE THE MEDIA CHANGEOUT
GUIDELINE REVISION DATED SEPTEMBER 11, 2025, AS PRESENTED**

MOTION SECONDED BY COMMISSIONER ALLEN

MOTION CARRIED

5-0-0

3. Superintendent's Report

Maintenance

- Treatment Facilities
 - The second media changeout at 7&8 Treatment Facility was done on September 11th. Return of the media is expected on September 23rd.
 - As part of our regular maintenance, the Turkey Hill Tank interior cleaning is planned for September 23rd. It is expected to not go more than two days.
- Distribution
 - The annual flushing of high service started this week and is expected to run for about a month.

Leak repair Mainline/Entrance:

- The leak detection survey began today. American Leak Detection is the contractor performing the survey. The area is south of Amherst Road and about 50 miles of pipe.

Prior to the meeting, Superintendent Miner was informed they have already located a service leak on Winchester Drive (customer side of the shut-off).

Administrative:

- PFAS Watermain Extensions (MVD)
 - The Farmer & Mason PFAS Water Main Extension neighborhood project meeting is scheduled for September 18th at 6:30 p.m. at the Town Hall Meeting Room.
 - Discussed will be the scope of work, project location, and limits of work along with water services and project schedules.
 - Joseph P. Cardillo & Son will give a construction overview. NHDES will speak to the well sampling and rebate program.
 - Project is slated to begin in October and finish in December with final paving in the spring.
 - The Gerard and Mullikin PFAS Water Main Extension project is moving along nicely. All watermain and hydrants have been installed on Wilson Hill. It was filled, pressure tested and sampled last week. The directional drillers were out this morning for Mullikin for the water main. This past Friday the contractor started on Palmeri Drive.

Commissioner von Schoen spoke of gravel present on Wilson Hill Road that needs to be addressed.

- Lead & Copper sampling
 - Forty seven bottles were delivered on September 9th and 37 were returned on September 11th. Thirty are required for compliance.

Chair Provencher noted those to be from private residences (sampling faucets, etc.).

Asked how the wells are holding up with flushing, Superintendent Miner stated there to have been a few levels that were low. Chair Provencher commented demand may have been reduced from the peak of the summer.

Chair Provencher spoke of the upcoming meeting regarding the water main extension project for Farmer Road, Mason Road and Foster Road (September 18th at 6:30 p.m. at Town Hall) and suggested representatives from Underwood Engineers, Inc. be asked to avoid speaking in acronyms/engineering terms to help avoid any confusion on the part of the homeowners. It would be helpful to explain what a curb stop is, etc.

Homeowners are supposed to place the stake where they want the service connection for their home and that potentially encounters conflicts with where the leach field is located. If not knowing where the leach field is, a homeowner would not know where to place the stake. Explaining those things upfront may be helpful.

Superintendent Miner noted, following the meeting on the water main extension project for Gerard Drive, Mullikin Road, Wilson Hill Road and Palmeri Drive, they remained on hand following the presentation and answered quite a few questions. Following that, Business Manager Lavoie fielded calls that were all forwarded to the engineer. He is pretty certain everything had been worked out.

Chair Provencher questioned what the resolution was regarding the NH DES rebate. The property owner is expected to pay for the connection and then apply to NH DES for a rebate. There was an individual who expressed hardship associated with the upfront cost. Business Manager Lavoie

noted her awareness the resident was speaking with the representative from NH DES concerning that.

The Commission engaged in a discussion around potential alternatives such as whether there is the ability for the MVD to pay the portion of the upfront cost that would be reimbursed through the rebate. Expressed were concerns around unanticipated circumstances such as property changing hands, unexpected life events, improper or lack of submission of application (has to come from homeowner) and it basically being an unsecured personal loan and the potential liability and precedent setting associated with that.

There was discussion of whether there is the potential that the contractor would be willing to work with the homeowner. Commissioner Sabens noted a contractor could put a mechanics lien on the home.

Chair Provencher expressed concern if a customer has a contaminated well and is unable to take advantage of the opportunity because the \$10,000 up front cost is prohibitive.

Business Manager Lavoie indicated she would inquire with NH DES to determine if there are any exceptions permitted. Chair Provencher expressed a desire for a follow up on the individual resident who raised their concern at the meeting to see if NH DES was able to accommodate them in some way.

4. Board of Commissioners to review the minutes from the August 18, 2025, regular meeting

Board of Commissioners Meeting August 18, 2025

The following amendments were offered:

Page 13, Line 33; correct the spelling of “effluent”

MOTION BY COMMISSIONER SABENS TO ACCEPT, AS AMENDED

MOTION SECONDED BY COMMISSIONER CLEMENT

MOTION CARRIED

5-0-0

5. 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.

Ongoing Salt Mitigation Committee Meetings

Emery & Garrett completed the salt loading report. A good deal of input was provided by NH DES. Some adjustments will be made to the report.

Chair Provencher spoke of an individual from NH DES who emailed him asking if Merrimack has surface water sample results from Naticook Lake or Naticook Brook aquifer. It was stated that if

sodium chlorides are elevated in surface waters it could be related to surface water quality violations implying that there may be more opportunity to forcefully address that through NH DES.

Right now, we are just dealing with ground water. Some surface water samples were shown but they were very limited and it is uncertain who collected those.

Vice Chair Clement commented on her belief that usually the lake samples collected around here are mostly for bacteria in the summer. Chair Provencher noted the ones shown illustrated chloride. Vice Chair Clement suggested, if sampling is done as a Town, it may be part of the MS4 permit. She offered to reach out, via email, to Leo Laviolette, Deputy Director, Public Works, to see if he has information that can be shared.

Chair Provencher noted he emailed James Emery, CEO, GZA/Emery & Garrett Groundwater Investigations. He believes he took surface water samples of the swamp at the corner of Industrial Drive and Continental Boulevard. He is unsure if he did so along the brook. In the model he presented, he talks about the salt that is going into and coming out of the aquifer. Salt coming out is being pumped through our wells and it is the groundwater that is discharging into the brooks. He has a number in the model, which leads one to think he must have done some brook sampling at some point.

Chair Provencher stated he would forward the email to Commissioners and asked that it be shared with Deputy Director Laviolette. He reiterated the point that the individual at NH DES was making was that if they are exceeding surface water standards there could be more enforceability.

6. Old Business - None

7. New Business

Commissioner Sabens noted mention made of vehicle inspections during the presentation of the financial report. He questioned what is being done to ensure the fleet is regularly inspected and whether inspections are completed inhouse or by an outside entity. Business Manager Lavoie stated annual inspections are completed by an outside source.

Asked if what was experienced with the recently replaced fleet were more corrosion related or mechanical issues, Superintendent Miner responded they have experienced both; some failed due to rotten panels, etc. Commissioner von Schoen spoke of having heard of very positive results achieved through the use of underbody/cavity coating, which he believes to be affordable. He suggested it as something to consider.

Commissioner Sabens asked that the Administration look into the cost benefit analysis of doing this and whether it has been shown to work.

Superintendent Miner spoke of work done on vehicles (during slower periods) that has resulted in passing inspection/longer life and a lower cost than sending the vehicles out to be repaired.

Asked about the typical mileage on vehicles, Superintendent Miner stated that information can be provided; some have more hours than miles, etc. Vehicle age is a minimum of 10 years when brought to auction.

Asked if it can be identified if the reasoning for sending vehicle(s) to auction is based on age, erosion/rust or mechanical issues, Business Manager Lavoie commented if looking at a \$3,000 cost to repair a vehicle that we have already put \$3,000 worth of repairs into, a decision needs to be made.

NON-PUBLIC

**MOTION BY COMMISSIONER VON SCHOEN THAT THE COMMISSION, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (i) CONSIDERATION OF MATTERS RELATING TO THE PREPARATION FOR AND THE CARRYING OUT OF EMERGENCY FUNCTIONS
MOTION SECONDED BY COMMISSIONER SABENS**

A Viva Voce Roll Call Vote was taken, which resulted as follows:

Yea: Erin Clement, Scott Sabens, Dan Allen, Wolfram von Schoen, Don Provencher

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Nay:

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MOTION CARRIED

The Board entered non-public session at 5:36 p.m.

The Board reconvened at 5:49 p.m.

8. Questions from the Public/Press – None

ADJOURNMENT

MOTION BY COMMISSIONER VON SCHOEN TO ADJOURN

MOTION SECONDED BY COMMISSIONER CLEMENT

MOTION CARRIED

5-0-0

The September 15, 2025, meeting of the Board of Commissioners was adjourned at 5:49 p.m.

Submitted by Dawn MacMillan, Recording Secretary