

**Board of Commissioners
Public Session
Minutes
November 21, 2016
(approved December 19, 2016)**

Present: L. Woods, G. Keller, T. Pellegrino, J. Comer, J. Balcom, Superintendent
R. Miner, Water Quality Support/Administrative Manager J. Lavoie

Financial Review – October 2016 – Natalie Couture

J. Comer questioned the Water Purchase account. N. Couture noted that this is for water purchased from Pennichuck Water Works. R. Miner noted that there is an on-going charge unless the pit is closed. The pit is left open for emergencies.

N. Couture noted that the auditors' report has been finalized. The report has not yet been received, but the auditors have reported that there are no concerns.

L. Woods questioned the R&M Hydrants. R. Miner noted that this is a normal seasonal charge. This is nothing out of the ordinary.

L. Woods questioned the pump station charge. R. Miner noted that this is for the cleaning and surging of well #3.

L. Woods noted that the water sales numbers look good.

Non-Public Session:

A motion was made by T. Pellegrino and seconded by J. Comer to go into non-public session per RSA 91-A:3 II(d) "...Acquisition, sale or lease of property", RSA 91-A:3 II(e) "...pending claims or litigation...". The motion passed 5-0-0 on a roll call vote.

After the Non-Public Session:

A motion was made by J. Comer and seconded by T. Pellegrino to seal the minutes of the non-public meeting of November 21, 2016. The motion passed 5-0-0.

**Board of Commissioners to review minutes from the October 17, 2016
Public and Non-Public sessions.**

A motion was made by T. Pellegrino and seconded by J. Balcom to accept the minutes from the October 17, 2016 Public and Non-Public sessions with one correction on page 2 of the public minutes. The motion passed 5-0-0.

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Board of Commissioners to hear update from Mike Metcalf of Underwood Engineers, Inc regarding:

PWW Booster Pumping Station

M. Metcalf noted that this station is ready to ship. It will be shipped the week after Thanksgiving. The startup will be in January 2017.

Wells 4 & 5 Progress

M. Metcalf noted that the survey and site plan for these wells will be done soon. R. Miner noted that the surveyors were out last Monday. The preliminary design contract has been signed by Saint Gobain Performance Plastics (SGPP). A check was received today for this contract. L. Woods noted that the \$65,800 received today from SGPP is for the design phase only.

3. Board of Commissioners to discuss Asset Management Grant requirements with Dave Fredrickson and John Jackson from Hoyle, Tanner Assoc.

D. Fredrickson noted that the initial steps in creating the Asset Management plan were done in 2006 with the initial meeting for the GIS mapping system. The District has invested more than \$100,000 into this program to date. This allows District to better understand how the system is aging. Currently the District is looking to move forward.

J. Jackson noted that he has looked at software for Asset Management about 1-1.5 years ago. The software works off the GIS data. He noted that the District has very good GIS data and he is very impressed. The next step is to capture data and link the programs in the system (via service calls) to the assets.

J. Lavoie noted that currently the work orders are not linked to the billing system. R. Miner noted that the intent is to link all of these systems.

J. Jackson noted that it will take about 4 years to do all of this work. NHDES offers a \$20,000 grant with MVD doing \$5,000 worth of work in kind. The grant application needs to be submitted by December 16th. Any money from this grant will be used to develop work orders, etc. A workshop will be held for asset management with the staff and elected officials. The grant does not include the cost of this program.

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D. Fredrickson noted that he would like to see one piece of software for everyone to use. The initial startup cost has already been paid by the Town of Merrimack. This software is called View Works. The District will have to pay for additional licenses. He noted that he has spoken to the Wastewater department and they are on board with this program. He has not yet spoken with the Town Manager or Finance.

J. Balcom questioned who would be the administrative manager of this system. J. Jackson noted that this is unknown at this time. It must, however, be someone with whom everyone is comfortable.

D. Fredrickson noted that MVD GIS data will remain MVD GIS data.

L. Woods questioned any strings attached to the use of this program with the town. He noted that the MVD would be using someone else's license and questioned the cost of this program in terms of the independence of the District.

R. Miner questioned whether there is a way to set up a link to the GIS data and not the work orders, etc. J. Jackson noted that the system can be departmentalized with privileges. He noted that this system works out, usually with strong leadership. He noted that the District can refuse the grant money, but he suggested that the application should be written and submitted. R. Miner questioned the cost to submit the application. J. Jackson noted that there is no cost to submit the application. He noted that the matching funds could be in the form of manpower. R. Miner recommended that the grant application be written and the Board can revisit this issue at a later date.

J. Balcom questioned the timeline. J. Jackson noted that this grant is for one year.

L. Woods questioned whether this program would involve an increase in staff. J. Jackson noted that the intent is not to increase staff. D. Fredrickson noted that initially this project will be labor intensive.

J. Comer noted that there is a long learning curve to this project. He noted that he doesn't see staff having the time to do this. He doesn't see this project helping at this stressful time. He questioned other software.

D. Fredrickson noted that he has spoken with UEI and determined that this is not their area of expertise. He further noted that he and another staff member worked on the project with NRPC when it started. He noted that it took 150-200 hours per year with two people.

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The Board decided to submit the application for this grant.

Board of Commissioners to discuss Thomas Road waterline extension.

D. Fredrickson noted that the cost to extend this waterline would be \$61,641. With the 6 possible customers on this road the return on investment (ROI) would be 67 years. He does not know of any borings in this area to determine if there is ledge. The length of the main could be reduced.

R. Miner noted that he has not spoken with any of the Thomas Road residents since the recent rain. He will follow up to see if wells have recuperated. This project could probably be done before winter with money from the Capital Reserve Fund. If this project is put into the budget it cannot be done until July 2017.

L. Woods suggested that this issue be brought back to the Board at the December 2016 meeting.

5. Board of Commissioners to discuss the Flatley project located on DW Highway with Kevin Walker of the John Flatley Company.

K. Walker noted that this project has been before the Planning Board and has received a conditional use permit. This project is a mixed use project. Two hundred forty apartment units have been proposed. There have been discussions with UEI and R. Miner for 6 months or more. The fee paid to the MVD is \$159,259 which is the development fee for the apartments. The water mains on this property will be tied to the 12" main and eventually a 12" main will be looped through the project.

J. Balcom questioned whether heavy industry will be involved in this project. K. Walker noted that nothing has been planned at this time.

L. Woods noted that this project went to the Planning Board with a conceptual plan only. K. Walker noted that the Planning Board decided that the project could go forward to build and occupy 4 apartment buildings, but that the fifth could not be built or occupied until the commercial component is built.

L. Woods noted that the District used to have to ensure the developer that water is available for the entire project. R. Miner noted that UEI looked at the whole project when it was run on the model.

R. Miner noted that the original recommendation was the creation of a 16" loop from Priscilla Drive with a 12" main through this site. He noted he would still like

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to see this happen. The 12" and 16" mains are parallel up the DW Highway. This would be done for redundancy not due to supply issues.

L. Woods noted that the District told the Premium Outlets to build the entire water system. He questioned the reluctance of the Flatley Company to build the entire water system. K. Walker noted there are a lot of unknowns in this project.

T. Pellegrino questioned the total number of apartments. K. Walker noted that the 4 buildings would have 192 apartments. Everything on the current site plan is conceptual except for the apartment buildings.

L. Woods noted that he is concerned about developing part of the water service to this area. K. Walker noted that the goal is to make an entire system. He noted that the 12" main will need to be tied in. He noted that he will need to go back to NHDOT for the off site improvements.

L. Woods noted that this is more reason to discuss further what is most beneficial to Flatley and in the best interests of the District.

6. Board of Commissioners to discuss the retirement of Martin Carrier as MVD Treasurer and filling the vacancy.

L. Woods noted that the District is working on getting this vacancy filled. He asked that Commissioners submit names of potential candidates.

7. Old Business

Mitchell Woods – The deed for this property came back to the District. The Town Manager will take this deed to the Town Council at their December 1 meeting.

8. New Business

Trustees of Trust Funds – J. Balcom noted that the Trustees of Trust Funds made \$4,000 on \$4M last month.

Student at JMES – A student at James Mastricola Elementary School wrote to the Board. It was noted that a response would be drafted to let the student know that the MVD is working very hard to keep the water in Merrimack safe.

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9. Superintendent's Report

Treatment 3 Exam – R. Miner noted he has received the results for this test and he has passed.

10. Questions from the Public

There were no questions from the public at this time.

11. Questions from the Press

There were no questions from the press at this time.

Adjourn

A motion was made by T. Pellegrino and seconded by L. Woods to adjourn the meeting at 7:05 PM. The motion passed 5-0-0.

Respectfully submitted,
Rita Pointon, Recording Secretary

