

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS MEETING**

**July 16, 2020
Conference Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

1. **Present:** President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Commissioner Judy Reardon, Deputy Director-Water Distribution Guy Chabot, Deputy Director-Water Treatment & Supply David Miller, Deputy Director-Finance & Administration Sarah Demos and Watershed Land & Property Manager John O'Neil.
2. Due to the COVID-19 Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.
3. **The Clerk calls the roll.** There is a quorum present.
4. **Minutes** - Minutes of the June 25, 2020 meeting were approved on MOTION by Comm. Miccio, seconded by Comm. Reardon. A roll call was taken: Comm. York – yes, Comm. Reardon, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.
5. **Director's Report** - Each Division Head presented their portion of the Director's Report to include monthly financials, personnel, reports from the Water Treatment and Supply, Watershed and Water Distribution Divisions and the NH Water Works Association Summer Newsletter.

- a. Deputy Director Demos reported on the financials for the twelve months ending June 30, 2020.

There was no Finance Committee Report this month due to MWW moving the meeting up and the City moving the payment date back because of the fourth of July holiday. All of our bills are getting paid next Wednesday, July 22nd so we will have the Finance Committee review those next week and put together that report. When MWW has the August check run, that report will be reviewed by the Finance Committee and both reports will be distributed next month.

The division is in the midst of year-end tallies; counting inventory and working on adjustments with City Hall. During the COVID-19 downtime when we were not doing collections, we were able to get some projects done like cleaning out the filing cabinets and the safe as well as updating old safety manuals and other similar projects we were able to use that time for. MWW employees returned to work on May 4th and on June 29th, we began calling customers who had outstanding bills from each cycle. MWW has had a really good response from that after the customers heard another bill would be coming in six weeks and they would not want to get behind. This seems to be working out very well and Deputy Director Demos hopes we start seeing the Water Utility Accounts Receivable Aging Comparison slowly decrease as the months go by.

Statement of Net Position - The Current assets: Cash & equivalents line at \$1.5M at the end of the year is not far off from what we estimated in the FY21 budget, \$1.675M. That number and all of the numbers in the June 30, 2020 column will change as the City reconciles interest and other items from fiscal year end.

The general obligation bond sale did close on June 30th. The money is still in the City's bank account and we have not seen the information for MWW to put it into our financials yet. Right now, that is reducing the land and capital infrastructure reserve account until we get the money and replenish that.

Statements of Revenues and Expenses and Changes in Net Position - We have talked a lot about where we are revenue wise during the coronavirus crisis this year. Deputy Director Demos is happy to report the operating revenues are strong enough that we are not running in the negative; MWW has about a \$1.7M increase in our net position this year with our unaudited numbers.

Schedule of Operating Expenses - There is not much change. The Watershed is still under budget. The Water Treatment & Supply Division came in \$240K under budget for the year which is great as the Distribution Division is still \$225K over budget so that offsets the overage which is what we had hoped for. There is an adjustment to be made on the Salaries and wages - Distribution Division line due to capitalizing a little less this year so once adjusted, that line will indicate the division is not over budget on salaries. This adjustment will also revise the Total all divisions - salaries and wages bring that number to approximately \$100K in the positive. Overall, MWW is under budget.

Schedule of Operating Revenues - We are at 99% of our budgeted revenues recalling that the revenues are really projections. We projected to bring in about \$19.7M and we are just under \$19.6M. The timber harvesting and the water and service charges were a little under due to all sorts of factors this year.

The Water Utility Accounts Receivable Aging FY2019-FY2020 Comparison indicates that we are at approximately \$1.8M which is high for us. Overall, we are calling customers 50 to 100 customers per day and getting 30 to 70 people to pay after notification. This is a positive trend and this number should start going in the other direction.

Last is our 2020 Fiscal budget - payroll summary which backs out a bit of the capital costs but only \$1,876 difference from what we budgeted.

5. b. Concerning personnel, President Trombly noted there were two minor injuries reported this month with no lost time.

Deputy Director Chabot added we were able to re-post the Equipment Operator IV position in-house last week that was originally posted just before the Governor's Stay at Home order. The deadline for this job posting was July 15th and we received two applicants. Deputy Director Chabot and Distribution Operations Supt. Mark Bourque conducted interviews yesterday and will make a recommendation for Director Croasdale tomorrow.

- c. Water Treatment and Supply Report - Deputy Director Miller stated pumping is up; we have consistently been in the high 20 millions of gallons per day (MGD), 27, 28, 29 MGD. With the lake down 24 inches, we still have a more than adequate supply of water and the few rainstorms that we've had have helped a little bit.

Lead paint was discovered on the steel reinforcement work on the interior of the roof of the Cohas Pump Station. There is a need for some lead abatement work because they will be drilling into it to fasten the steel members. We are scheduled to meet with the contractor, Penta Corporation and EnviroVantage tomorrow morning at 8:00 a.m. We will expect a proposal for the abatement work shortly after that meeting. They are still hoping to begin the steel reinforcement work by the end of July and hopefully complete it before the end of August, less the abatement. This issue bumps that schedule a little bit.

Regarding the Derryfield Pump Station improvements, Penta relocated our emergency generator which is on a trailer, to the front of the building yesterday. They also removed a fenced in area; the poles came out, they ripped up the pavement, the concrete slab behind the station and then they excavated for the proposed electrical building that will go there. An underground power feed trench from a new utility pole is also going to be set in the yard. That has all been activated and is open. They are hoping to get the permit to install the foundation. They are hoping to pour that foundation and have the electrician install conduit in the duct bank probably before next week or so and then that will be backfilled.

The Merrimack River Water Treatment Plant final design continues. One of the comments that we made following the 60% final design submittal was that we could considerably reduce the amount of backup power we need for the two facilities, the radial collector well pump station and the water

treatment facility. This is because the new plant was never intended to be a redundant facility. It could serve the city if something happened to the Massabesic WTP, it just does not have the capacity to do that. It only serves the high service system and provides about half of our current average day demand in the middle of winter. It can never backup our plant and it was never intended to. Our intention for that plant is to reduce the amount of water that we are pulling out of Lake Massabesic on an annual average day basis. If we ran that plant on a 7 MGD for the full year, we would go from about a 17 or 18 MGD annual average own to maybe 11 or 12 MGD. Even if the Merrimack River WTP is offline for a few hours, a few days or even a few weeks, we are still going to seriously diminish the amount of water and bank that water in Lake Massabesic so there is no need to have very expensive backup power generators for both of those buildings. We are probably going to save between one-half to one million dollars in generators and the associated equipment by not having to provide that. NHDES recommends backup generators but is currently on board with our recommendation not to have backup power other than for lighting, fire, security and warning alarms as well as the HVAC system.

A portion of the main dam had a Phase I Archeological Survey along a portion of Lake Shore Road. It came back with no need to do any further investigation. The required application to reconstruct the dam is ready for the Director's signature then we will submit that to NHDES-Dam Bureau probably next week. The contract bid documents will be prepared and advertised fairly soon.

The only remaining work on lagoon 6 construction is to install the 12-inch inlet piping which is due to start tomorrow. The outlet gate is the only thing we are waiting for to complete this project. We expect the lagoon to be ready to accept its wave of sludge sometime in mid or late August.

The chlorine dioxide system that we are purchasing on a trial basis to help us mitigate future manganese intrusions from Lake Massabesic. The generator and the related components have been delivered, two different chemicals have been ordered and the system is expected to be ready for a planned one-month trial starting on August 3rd or thereabouts. Having this in our "treatment toolbox" is going to enable us to deal more effectively with any elevated manganese that may come from the lake in the future.

5. d. Watershed Land & Property Manager O'Neil reported the lake is down 24", water coming in the gauging station is about one-half of a foot which is not bad for this time of the year to see that it is 0.42. Tower Hill Pond is just below full; it probably had some evaporation with the hot days. It is 1/10th of an inch under full.

The watershed construction crew has been working on lagoon 6 construction off and on, also in the parking area around the white house, the power line road that we have been rebuilding to hopefully haul sludge on eventually. The crew has also been sludge handling and starting to clean out all of the sludge and get it down to our monofill, which is a landfill that is intended to be used for only one type of waste. We did receive our new Mack truck for sludge hauling so thank you again to the Board. We have been training the two operators on it and we started hauling yesterday so it is working out well.

The maintenance crews have been doing a lot of mowing and site work and are still working on rehabbing landscapes at a variety of MWW locations. We are also working on putting things around the WTP such as walkways. We are helping the construction crew with gate boxes as needed or when we can. There is spotty tree work now and again and forestry work for the Forester. We have been doing a lot of release work in properties that we planted a while back. We go in and thin out the forest as an early thinning to help stimulate tree growth. This has offered a lot of training for the new guys with chain saw work and tree work which has been good.

Patrol staff; we have just about finished all the rehab in the interior of the white house. We do have an electrical update that is needed, there is still some knob and tube wiring in there and Watershed Manager O'Neil has been getting some quotes for that. We have a little bit of interior painting left that we are completing then we will get to work on the exterior. The patrol staff dove and cleaned the intakes today. Next week we will be moving the milfoil mats to kill the milfoil in an environmentally

sensitive way so the 80 mats will be relocated to other infestations. Being invasive by nature, milfoil will usually grow back but we have had some areas that were repeatedly attacked and it has not come back. There is about a 50/50 chance that it will grow back; Milfoil is a troublesome aquatic plant.

It has been busy on the watershed with people getting out to exercise and enjoy some time outdoors. This is the first time we caught anybody tubing. They had just got off the boat launch on an inflatable couch with three kids under the age of ten. They all had their life jackets and a registered boat but the guy is from Nashua and had no clue. We pulled them right in and got them off the lake then pulled the Dad aside to explain the watershed rules. There was another incident received from the Auburn P.D. reporting a big family from across the pond with the orange, around your neck life jackets that had one inflatable raft and about 15 to 20 people. WPO Filip asked them how many people were going on this to which they replied one at a time; we're all going one at a time. WPO Filip replied that they could not go on the lake with the inflatable raft. They were rather upset since they drove up from Massachusetts specifically to raft on Lake Massabesic. We have had problems with a lot of inflatables. We only allow boats where you cannot get wet; no jet skis, standup paddle boards and certain types of sail boats are allowed. These rules, written by the State of NH, give our patrolmen and agents the authority to make the choice if the boat is worthy.

Forester Patrick Smerczynski is going to be doing more work clearing around the pipe yard for a proposed building that we are going to have there as a storage building. We are hoping the logging operation will be starting up in the next few weeks on Gardiner Road. The markets are secured for that wood. It is a pretty big job and should help the division hit our budget and hopefully, exceed our budget. He has been doing forest inventory.

For the Board's information, there is a packet from the Town of Auburn in your supplemental folders, entitled "Town of Auburn, NH Goal Setting Summary." The first part is a public document that was presented at a session of their Board of Selectmen and Town Administrator to establish goals for the Town for the next twelve months. Goal #4 of their 2020 Goals is to meet with MWW to discuss five items sometime in April or May of this year but with COVID-19, everything has been delayed. The second part was written up for MWW of the five items / projects for discussion with the Town of Auburn. Watershed Land and Property Manager O'Neil will answer any questions members of the Water Board may have and will keep the Board informed of any proposed meeting dates with the Town Selectmen.

5. e. Deputy Director Chabot updated the Board on the Distribution Division stating the construction crew is on Pennsylvania Ave. relaying the water main. They are also doing prep work in the Porter St. area for the cleaning and lining project inserting valves and fixing valves and such. The cleaning and lining contractor is expecting to arrive in town next week and start bringing in his equipment and getting his materials. The first phase of that work is going to be Pine St. from Webster St. to Sagamore St. then Sagamore St. to Pine St. to Union St. We will be get moving on the cleaning and lining project. The construction crew has also been continuing with the corroded bolt problem with the valves and is completing one or two per week.

Meter Department is back to scheduling meter sets and backflow tests and other service calls so their schedule is quite full. There are a lot of deduct meters this year so we are somewhat back to normal in that area. As far as the Engineering Dept. goes, we have some inspection work but the inspectors are continuing to work on design work for future main relays and other jobs to keep themselves busy until some of these private water main extension jobs come around.

Regarding the Southern NH Regional Water Project, as we mentioned last month, Salem / Windham is taking water. Derry has done some work this week installing a couple of large tee pipe fittings just over the Londonderry town line so that they could connect their new pumping station at their building in Derry to the system. They are actively working at finishing up the pump station and expect to get it up and running around the first week of August. One that pumping station is up and running, the contractors can move the two water meters into the new pump station and demolish the meter pit. At that point, points south will be able to get a lot more water out of the system because of the boost in pressure.

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The contract for the Amoskeag Bridge structural work has been sent to E.D. Swett, Inc. today. They expect to be starting that job after Labor Day. They will have to start submitting structural drawings and materials for MWW to review and for Hoyle, Tanner & Associates, Inc. to review before they can actually start doing the work. This work should be permitted to start as planned.

5. f. Deputy Director Demos stated the New Hampshire Water Works Association Newsletter has a lot of information in it but this Southern NH Regional Water Project Update is more of a holistic approach; it is not just our point of view of their taking water. All sorts of infrastructure are being built along the way and this article goes over the progress which is good information to share. Also, on the third page, there is a 2020 Legislative Update that reviews the PFAS standards being passed by the Senate right before the COVID pandemic started and where they are with that information. The next page, number 5, explains the NHWWA Young Professionals Committee Happenings and the important item in this article is that they are helping us promote the MWW 5 Miler in October. Hopefully, that will help increase participation for that event. Deputy Director Demos was able to talk to the race coordinators who are putting on a race in August with a rolling start time for social distancing. We will get an idea how that worked and see if it is something MWW can use if and when COVID-19 is likely to still be around in October. We can discuss this further with the Board as the event comes up.

6. **Petition for Water Main Extension - Sundial Ave. & Dunbar St.** - Deputy Director Chabot reviewed petition for a 1,200'± water main extension on Sundial Ave. and Dunbar St. in Manchester, Tax Map 435, Lot 1B. Velcro USA, Inc. owns this property with their manufacturing plant on the other side of the railroad tracks. The owner would like to put a 160-unit apartment building on that piece of land with Brady Sullivan doing that work. This job involves 1,200'± of 12" water main being installed by the Petitioner, Brady Sullivan Properties, Inc. who is responsible for all costs associated with this main extension at an estimated cost of \$120,000.

On MOTION by Comm. Miccio, seconded by Comm. York, the Board approved the petition for a water main extension on Dunbar St. and Westland Ave. of 1,200'± of 12" water main by Brady Sullivan Properties, Inc., petitioner. A roll call was taken: Comm. York – yes, Comm. Reardon, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

7. **Land Purchase - Gosselin Lot** - Watershed Land and Property Manager O'Neil included copies of a Purchase and Sale Agreement to buy approximately eight (8) acres from Yvonne Gosselin, and maps showing the location of the property and the timber type. This property is in Auburn and abuts Route 101 on the south end and abuts our property along the western property line. This proposed acquisition is within the Lake Massabesic Watershed Protection Area and would become part of our actively managed forest buffer. Staff recommends purchase of this property for the previously negotiated price of \$4,000.

On MOTION by Comm. Miccio, seconded by Comm. Reardon, the Board approved the purchase of eight (8) acres of land located north of Route 101 and east of Tower Hill Road in Auburn, NH subject to the Board of Mayor and Aldermen approval. A roll call was taken: Comm. York – yes, Comm. Reardon, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

8. **Event Request - A.H.A.'s 28th Annual Auburn Duck Race** - The Town of Auburn Historical Association's 28th Annual Duck Race scheduled for Saturday, September 12th has been cancelled for 2020.

9. **Cohas Pump Station Improvements - Exterior Metal Roof** – Viking Roofing provided the lowest initial proposal in the amount of \$427,904 (Skyline's proposal was \$451,000). Following receipt of Viking's proposal on January 31, 2020, it was determined that the existing wood trim/fascia surrounding the building is contaminated with lead paint and that a portion of this wood trim has rotted and requires replacement. Subsequently, Viking was asked to investigate costs to completely remove and dispose of the lead paint contaminated trim and replace it with a low maintenance (metal clad) system to

compliment the new roof. We expect to receive a revised proposal in late June/early July reflecting the additional costs to replace the wood trim.

We received a revised proposal on July 9, 2020 reflecting the additional costs for the lead-paint contamination and the replacement of the wood trim. In addition, the question raised at the June Board meeting of why the metal roofing only had a 20-year warranty has been answered. The 20-year warranty on the metal roof is only on the finish. The metal itself will last at least 30 and up to 50 years.

The work and the interior structural improvements are being funded by a \$1 million GO bond.

On MOTION by Comm. Reardon, seconded by Comm. Miccio, the Board approved the proposal for Viking Roofing, Inc. to complete the entire roof on both the Cohas Pump Station and the residence area and all the wood trim in the amount of \$532,520. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

10. **Report of Committees** – MWW was informed by the Manchester Zoning Board that an applicant would like to put something at the 220 Londonderry Turnpike in Manchester and it has to be approved by MWW first. The Rules & Regulations Committee reviewed the information we had at that time and concluded the Commission has serious concerns of the potential adverse impact on the drinking water as follows:

- Reed Brook and Spring Valley Brook tributaries are in proximity of the proposed development and use of the site which drains into the Massabesic Lake.
- Further, the sale and repair of heavy equipment is prohibited by the Lake Massabesic Overlay Protection District, Section 7 C1: Regardless of the underlying zone, the following land uses, as listed in Article 5.10. Table of Principle Uses and Table 5.11. Table of Accessory Uses are deemed incompatible with the intent of and **prohibited in** the Lake Massabesic Protection Overlay District.

The Committee recommends that we draft a letter inviting ATS Equipment and their representatives to meet with the Board to discuss the plan.

On MOTION by Comm. York, seconded by Comm. Reardon, the Board approved the Rules and Regulations Committee report. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

11. **New Business** - President Trombly requested to recess the meeting to discuss the acquisition, sale or lease of real or personal property pursuant to RSA 91-A:3, II(d) which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

A MOTION was made by Comm. Miccio, seconded by Comm. York, to enter into non-public session. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

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On MOTION by Comm. Miccio, seconded by Comm. Reardon, the Board voted to leave non-public session. A roll call was taken, Comm. York - yes, Comm. Reardon – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried. There were no votes were taken in non-public session.

The next public participation meeting followed by the regular meeting of the Board of Water Commissioners is scheduled to be held on Thursday, August 27, 2020 beginning at 3:25 p.m. in the conference room at 281 Lincoln St., Manchester, N.H.

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12. **Adjournment** - If there is no further business, a motion is in order to adjourn. On MOTION by Comm. Miccio, seconded by Comm. York, the meeting was adjourned at 5:00 p.m. A roll call was taken: Comm. York – yes, Comm. Reardon, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Respectfully submitted,



Linda L. Miccio
Clerk

