

**MERRIMACK VILLAGE DISTRICT  
BOARD OF COMMISSIONERS  
AUGUST 7, 2024  
MEETING MINUTES  
(approved August 19, 2024)**

A regular meeting of the Board of Commissioners was conducted on August 7, 2024, at 5:31 p.m. at 2 Greens Pond Road, Merrimack, NH.

Donald Provencher, Chairman, presided:

Members of the Board present:       Wolfram von Schoen, Personnel Liaison  
  Erin Clement

Members of the Board Absent:       Kenneth Ayers, Vice Chairman

Also in Attendance:                   Ron Miner, Superintendent  
  Jill Lavoie, Business Manager  
  Kristen Maher, HR/Finance Director  
  Scott Sabens

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**NON-PUBLIC SESSION**

**MOTION BY COMMISSIONER VON SCHOEN THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

**MOTION SECONDED BY COMMISSIONER CLEMENT**

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

Yea:   Wolfram von Schoen, Erin Clement, Donald Provencher

3

Nay:

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**MOTION CARRIED**

*The Board entered non-public session at 5:32 p.m.*

*The Board reconvened at 5:41 p.m.*

**1. Board of Commissioners to appoint a candidate to fill the vacant Board position and swearing in.**

**MOTION BY COMMISSIONER VON SCHOEN TO APPOINT SCOTT SABENS TO SERVE AS A MEMBER OF THE MERRIMACK VILLAGE DISTRICT BOARD OF COMMISSIONERS FOR A TERM TO EXPIRE AT THE NEXT ANNUAL MEETING OF THE DISTRICT WHEN THE REMAINDER OF THE POSITION VACATED BY JOHN LYONS WILL BE FILLED BY ELECTION**

**MOTION SECONDED BY COMMISSIONER CLEMENT**

**MOTION CARRIED**

**3-0-0**

**NON-PUBLIC SESSION**

**MOTION BY COMMISSIONER CLEMENT THAT THE COMMISSION GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (L) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT  
MOTION SECONDED BY COMMISSIONER SABENS**

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

Yea: Wolfram von Schoen, Erin Clement, Scott Sabens, Donald Provencher

4

Nay:

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**MOTION CARRIED**

*The Commission entered non-public session at 6:11 p.m.*

*The Commission reconvened at 6:18 p.m.*

**2. Board of Commissioners to vote on changes to the Employee Handbook.**

**MOTION BY COMMISSIONER VON SCHOEN TO ACCEPT THE PROPOSED CHANGES MADE TO THE EMPLOYEE HANDBOOK IN SECTION 701 EMPLOYEE CONDUCT AND WORKS RULES, AS PRESENTED, AND THE ENTIRE EMPLOYEE HANDBOOK, AS PROPOSED**

**MOTION SECONDED BY COMMISSIONER CLEMENT**

**MOTION CARRIED**

**4-0-0**

**ADJOURNMENT**

**MOTION BY COMMISSIONER SABENS TO ADJOURN**

**MOTION SECONDED BY COMMISSIONER CLEMENT**

**MOTION CARRIED**

**4-0-0**

The August 7, 2024 meeting of the Board of Commissioners was adjourned at 6:20 p.m.

Submitted by Dawn MacMillan, Recording Secretary