

Plymouth Village Water and Sewer District
Meeting Minutes - Commission Meeting
June 26, 2018

Present: Chris Woods, Chair
Steve Temperino, Commissioner
Judith D'Aleo, Commissioner

Also Present: Merelise O'Connor, District Administrator and Robert Clay, Treasurer

5:27 PM Commissioner Woods called the meeting to order.

5:28 PM MEETING MINUTES

On a motion by D'Aleo/Temperino the Board approved the minutes of the June 05, 2018 meeting.

5:29 PM MANIFEST AND PAYROLL

On a motion by D'Aleo/Temperino the Board approved the Payroll & A/P manifest and the MS - 535.

5:30 PM NEW BUSINESS

The Board District Administrator advised the Board that the District is awaiting news on the funding package from Rural Development (RD). The Board discussed the timing of the projects relative to the funding time line. Factors to consider will be the lateness of the construction season, with the possibility that bids would not be as competitive, as well as paying interest on financing through the winter shut down. The Board may consider bidding in the spring and decide timetables on a project by project basis.

The Board reviewed an Engineering contract with Wright - Pierce for the 2018 Sewer Asset Management Revolving Loan in the amount of \$30,000. On a motion by D'Aleo/Temperino the Board approved the contract and further authorized District Administrator (DA) Merelise O'Connor to sign the agreement.

The Chair read aloud a notice posted on the District's website that due to the possibility of potential drought conditions throughout the State, it is recommended that District's users conserve water by limiting outdoor usage and that limits on water usage may need to be imposed if conditions remain dry. The Board held a brief discussion on water conservation. The notice will be updated on the website as conditions change.

5:37 PM OLD BUSINESS

The Board reviewed documents for loan closing with USDA RD for the Septage Receiving Project, which included the Resolution of Governing Board; Signature and No Litigation Certificate with Receipt; No Arbitrage and Tax Certificate and the Original Bond No. R-1. On a motion by D'Aleo/Temperino the Board voted to sign the documents for a loan through RD in the amount of \$970,000 for a term of 28 years. Treasurer Robert Clay signed all loan documents as well as the tax document IRS Form 8038-G.

The District Administrator distributed to the Board copies of the proposed rules and regulations for review. The DA highlighted changes from the previous rules and regulations which include combining the water and sewer regulations into one document, assuring that the District has proper authority to institute the rules while complying with the law and environmental regulations. The document has gone through a general update from the previous addition in 2006, with cross references added for ease of use, streamlining of applications and updated fees previously adopted by the Board of Commissioners. The document consists of 133 pages with appendices. The Board recognized the District's Attorney Christine Fillmore, Alexis Rastorguyeff, Industrial Pre-treatment Coordinator from NHDES, the District intern Shayla Locke, as well as staff members Jason Randall and Kim Haines who have all worked diligently to produce a comprehensive set of rules and regulations for the District. Comments and edits are welcome from the Board and will be addressed at the public hearings on the rules and regulations scheduled for July 10th and 24th, with proposed adoption on August 7th.

On a motion by D'Aleo/Temperino the Board voted to sign an Annual Septage Agreement with the Town of Bristol.

5:48 PM PURCHASE REQUISITIONS - CONSENT AGENDA

On a motion by D'Aleo/Temperino the Board voted to approve the following purchase orders as presented:

A purchase order in the amount of \$4,515.94 payable to Ti - Sales for water meters (to be reimbursed);

a purchase order in the amount of \$3,228.55 payable to Fastenal for dumping station self dumping carts at the plant;

a purchase order in the amount of \$10,032 payable to Harcros for polymer used for dewatering sludge;

and a purchase order in the amount of \$587.60 payable to Manchester Hose for 3 new hoses and 2 shortened for new Septage Receiving Unit.

The District Administrator advised the Board that that she is working with 4 property owners along the Baker River, in the area of the sewer force main project, seeking permission to enter their properties for the purpose of performing engineering work, specifically wetlands delineation, soil borings and ledge probe and surveying operations. The neighbors have been most cordial and cooperative in this process.

5:53 PM PUBLIC COMMENT

Selectboard member Bill Bolton asked if the proposed rules and regulations have been posted online. The Board advised that the proposed Rules and Regulations will be posted on the District's website for the public's review and will be updated, pending any changes resulting from the Board's review and/or public hearings.

The next meetings are scheduled for July 10th and July 24th, unless otherwise posted. Public hearings on the proposed Rules and Regulations are scheduled for July 10th and 24th, for adoption on August 7, 2018.

6:00 PM The meeting was adjourned.