

Plymouth Village Water and Sewer District  
Meeting Minutes - Commission Meeting  
April 11, 2017

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

Also Present: Merelise O'Connor, District Administrator

5:30 PM Commissioner Woods called the meeting to order.

5:31 PM MEETING MINUTES

On a motion by D'Aleo/Temperino the Board approved the minutes of the March 28, 2017 meeting.

5:31 PM MANIFEST AND PAYROLL

On a motion by D'Aleo/Temperino the Board approved the payroll and A/P manifest.

5:32 PM NEW BUSINESS

On a motion by D'Aleo/Temperino the Board voted to approve a one year agreement with Health Trust for employee health and dental coverage beginning July 1, 2017 and further to authorize the District Administrator to sign the agreement on behalf of the District.

The Board discussed a potential intern position. There is a very qualified individual who is interested and would be able to teach Excel to the staff and help in the lab. On a motion by D'Aleo/Temperino the Board voted to authorize an interview and if successful, proceed with hiring on a 30 hr./week basis for the summer.

5:39 PM OLD BUSINESS

The Board was presented with a solar report for the month of March, 2017 showing production of 9.96 MWh. Solar production for the first quarter of 2017 is down slightly compared to the previous two years.

The Board reviewed a septage totals report through the end of March 2017, showing a decrease of 42,400 gallons for the quarter, which resulted in a slight decrease in revenue of \$2,945.

The Board discussed the process by which monies approved by annual meeting are deposited in the Trust accounts. On a motion by D'Aleo/Temperino the Board voted

to establish a policy to deposit money into the Capital Reserve Funds, no later than May 15<sup>th</sup> and sooner if there is cash sufficient to cover the transfer.

5:49 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 \$819 payable to Seacoast Business Machines for copier contract;

a purchase order in the amount of \$995 payable to CUSI for annual maintenance and tech support;

a purchase order in the amount of \$4,950 payable to 3 Lakes Landscaping for mowing ;

a purchase order in the amount of \$554 payable to Utilitronics Corp for magnetic locator;

a purchase order in the amount of \$9,268 payable to Dana White for sewer line replacement on Wentworth Street;

a purchase order in the amount of \$6,250 payable to Morin Electric, LLC to replace generator at PS 8;

a purchase order in the amount of \$4,850 payable to Merrimack Sheet Metal for silo cone;

a purchase order in the amount of \$563.77 payable to Tri State Fire Protection for annual inspection of fire alarms and extinguishers;

a purchase order in the amount of \$23,400 payable to Mayo Roofing for new roof on South Garage;

a purchase order in the amount of \$1,170 payable to Crane and Bell CPAs for help with BMSI/reconciliations;

and a purchase order in the amount of \$2,305.11 payable to Ti Sales for 3 two inch meters.

5:50 PM On a motion by D'Aleo/Temperino the Board voted to enter into non-public session to discuss issues related to RSA 91-A:3, II (d). A roll call vote was taken to enter into non-public session. The vote was unanimous.

6:20 PM The Board returned from non-public session. The Board discussed a real estate matter involving a lease with Holderness School.

The next meeting date will be May 9, 2017. District staff will send a reminder to the Commissioners to affix signatures for payroll and payables on April 25.

6:15 PM The meeting was adjourned.