

Plymouth Village Water and Sewer District
Commission Meeting Minutes
January 12, 2021

Due to the Federal and State emergency designation and the importance of social distancing to reduce potential exposure to the Coronavirus (Covid-19) and Pursuant to NH Emergency Order 12: Temporary modification of public access to meetings under RSA 91-A the work session was held by Zoom link: <https://zoom.us/j/95860444947> Meeting ID: 958 6044 4947 and a dial in number was +1 646 558 8656 US (New York) was provided for anyone wishing to participate by telephone. Any citizen experiencing technical difficulty in making the connection was asked to immediately notify Kim Haines at 603-254-9256 - no such notification was received.

Present by Zoom: Judith D'Aleo, Chair
Chris Woods, Commissioner
Paul SanSoucie, Commissioner

Also present by phone: Don Jutton, District Administrator, Jason Randall, Superintendent, Kim Haines, Office Manager, Robert Clay, Brenda Vittner, Mike Theriault and Rebecca Saucier from Wright - Pierce Engineering.

4:05 PM On a motion by Woods/SanSoucie the Board voted to enter into non-public session to discuss issues related to RSA 91-A:3, II (c). A roll call vote was taken to enter into non-public session. The vote was unanimous.

The Board discussed a legal matter.

4:30 PM The Board returned from non-public session. On a motion by Woods/SanSoucie the Board voted unanimously to recess the non-public session until the end of the public portion of this meeting.

4:31 PM Chair D'Aleo called the work session to order.

Mike Theriault from Wright - Pierce reviewed the slide presentation planned for tomorrow's joint meetings with the Selectboard to discuss with business owners the Main Street Water, Sewer and Drainage Infrastructure projects. Mike highlighted the talking points for the webinar presentation and advised that the presentations will be recorded and available to the District.

Brenda Vittner presented the 2021 draft budget to the Board, reviewing line by line, highlighting changes recommended. She explained possible staff reorganization to partially address capacity constraints created by the 2020 layoff of 3 employees. There

are funds allocated for wages, health insurance and retirement for 2 possible staff additions. Both the health insurance and NH Retirement have experienced increases for July 1, 2021. Brenda noted that the budget line items for fuel for District vehicle use has decreased due to fewer employees driving so those lines were reduced by half. Commissioner SanSoucie advised that gas prices are expected to rise and recommended those line items should be increased by \$1,500 on both the water and sewer budgets. Brenda advised that both the water and sewer budget bottom lines were coming in below the previous year's budget. On a motion by Woods/SanSoucie the Board voted to approve the proposed 2021 budget with the modifications to the fuel line items, for presentation at the February 02, 2021 budget hearing.

5:15 PM COMMISSIONER MEETING

5:15 PM Commissioner D'Aleo called the Commissioner Meeting to order.

MEETING MINUTES

On a motion by Woods/SanSoucie the Board approved the minutes of the December 21, 2020 Commissioner Meeting.

MANIFEST AND PAYROLL

On a motion by Woods/SanSoucie the Board approved the payroll and A/P manifests.

Brenda Vittner advised that she processed two payment requests to Kingsbury Construction for the November and December work on the construction projects and asked the Board to approve the manifest. On a motion by Woods/SanSoucie the Board voted to approve an A/P manifest to Kingsbury Construction in the amount of \$616,020.39.

NEW BUSINESS

Chair D'Aleo reminded all that that reports for the 2020 Annual Town Report are due to the printers by the end of January. Office Manager Kim Haines and Superintendent Jason Randall will provide highlights from the past year.

SUPERINTENDENT REPORTS

Superintendent Jason Randall advised the Board that a staff member who was possibly exposed to Covid - 19 has received negative test results.

PURCHASE REQUISITIONS

The Board discussed the following purchase orders: PO's approved by Commissioners by email prior to the meeting.

#2020 - 206 - Harcros Chemicals in the amount of \$6,135.45 for Graymont Quicklime

#2021-100 - AirGas USA in the amount of \$262.00 for lease Oxygen, Acetylene and Argon Tanks

#2021-101 - Harcros Chemicals in the amount of \$3,750.00 for Sodium Metabisulfite

#2021-102 - Harcros Chemicals in the amount of \$19,394.00 for Bulk Quick Lime

#2021-103 - Harcros Chemicals in the amount of \$1,960.00 for Hydrated Lime 50# bags

#2021-104 - Harcros Chemicals in the amount of \$14,197.50 for Sodium Hypochlorite

#2021-105 - Westcor Associates in the amount of \$6,390.00 for Cal Hypo Briquettes

#2021-106 - Harcros Chemicals in the amount of \$7,652.00 for Aquacros HC-2050

#2021-107 - Harcros Chemicals in the amount of \$23,160.00 for Caustic Soda 25% Quarterly

#2021-108 - Irving Oil Corporation in the amount of \$3,000.00 for Gasoline Water Department (originally \$6,000.00)

#2021-109 - Irving Oil Corporation in the amount of \$3,000.00 for Gasoline Sewer Department (originally \$6,000.00)

#2021-110 - Eastern Analytical in the amount of \$3,626.00 for Annual State Required Water Testing

On a motion by Woods/SanSoucie the Board voted to approve the list of blanket purchase orders above with adjustments to #'s 108 and 109, which were reduced from \$6,000 to \$3,000 each due to changes in the vehicle fuel line items in the 2021 budget.

Jason presented to the Board his recommendations for water and sewer capital improvement items. A list is attached to the minutes. Jason reviewed proposals for 3 items in water totaling \$35,000 which would be funded by existing Capital Reserve Account Water Pump and Motor Repair. These include \$5,000 for a new Pulsafeeder Caustic Pump for Foster Street, \$10,000 for a Constant- Chlor Feeder System and \$20,000 for a new spare motor for Reservoir Road Booster Station. Jason also proposed spending \$15,000 from the Capital Reserve Fund Inspect & Clean Water Storage Tank for water tank cleaning. Jason outlined additional large capital water items for the Board to consider in the future. The Board approved the proposed water Capital Items valued at \$35,000 be included in the budget to be funded through existing reserve funds.

Jason discussed his recommendations for sewer capital improvement items. Jason reviewed proposals for 11 items in sewer totaling \$372,000 which would be funded by existing Capital Reserve Accounts WWTF Upgrade (\$216,735) and WWTF Expansion & Upgrade (Outlay of \$155,265). These projects include \$5,000 for a heater for Odor Control Building; \$5,000 for fiberglass insulation and weatherization for Odor Control Building or an alternative of \$16,000 for spray foam insulation; \$70,000 Automatic Dry Polymer System, which would allow for cost savings to run the dewatering press after hours remotely; \$15,000 Odor Control Building Bio-filters Media replacement and gauges; \$5,000 for replacement of RBC Drive Motors; \$20,000 for Bar Rack Overhaul; \$60,000 for new chains, chain adjusters and wall bearings for Clarifiers; \$45,000 install a new automatic Transfer Switch WWTF Admin Building; \$125,000 to contract with Penta Corp to conduct maintenance on Clarifiers and Odor Control Towers; \$4,000 for paving at Pump Station #2 and \$4,000 to \$18,000 depending on the area for paving of the office parking lots. Commissioner Woods asked if gravel pack had been considered for Pump Station # 2 instead of paving. Jason advised that there is a lack of drainage on Foster Street and gravel or ledge pack may erode. Jason also proposed a purchase of \$8,000 for a new snow blower for the Bobcat Skidsteer to be funded through the Capital Reserve Sewer Vehicles & Heavy Equipment. The Board approved the proposed sewer Capital Items valued at \$372,000 be included in the budget to be funded through existing reserve funds.

Larger sewer capital items will be discussed a future work session with the Board. Commissioner Woods asked what the status of biosolids management might be for

the future. Jason advised that he sees no backing off on stricter requirements as some communities in other States are already being required to monitor for PFAS as part of their sludge processing permit. The District's updated permit is still pending. On a motion by Woods/SanSoucie the Board voted to approve the recommendations for Capital Improvements for 2021 as presented and advised Brenda to add those capital items to the proposed budget.

On a motion by Woods/SanSoucie the Board agreed to reconvene the non - public session (to include the District's Attorney) on Friday, January 15, 2021 at 10AM.

5:58 PM The meeting adjourned.