

Plymouth Village Water and Sewer District
Commission Meeting Minutes
February 02, 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/92393601131>
Meeting ID: 923 9360 1131 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, Treasurer and Brenda Vittner, Financial Services

5:08 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 Minutes of January 12th & 13th Meetings and January 15th & 19th Non – Public Meetings.

MANIFEST AND PAYROLL

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

NEW BUSINESS

The Board discussed a proposal from Wright – Pierce Engineers to support the District to complete a Risk & Resiliency Assessment to identify possible vulnerabilities and hazards to the water system as required by EPA Water Infrastructure Act of 2019. Commissioner Woods asked the value of the study and DA Jutton advised that in addition to being a regulatory requirement of the EPA it may be helpful to identify important vulnerable areas for long term asset management. On a motion by Woods/SanSoucie the Board authorized DA Jutton to execute a contract with Wright – Pierce in the amount of \$15,000 for assistance with the Risk and Resiliency Assessment.

Superintendent Jason Randall led a discussion on future water and sewer project needs which have been identified for on-going replacement reserve requirements. Some of the funding for these projects could come from the District's current Trust Fund and Capital Reserve balances as well as future Water and Sewer Replacement Reserve Accounts which the Commissioners are

authorized to create through allocation of undesignated fund balances. Chair D'Aleo asked if these new reserves were required to be placed under the stewardship of Trustees of the Trust Funds and Brenda Vittner advised these special reserve funds would come from undesignated fund balance, carried on the District's balance sheet, and be administered directly by the Commissioners.

Jason outlined water projects needs over the next 5-to-10-year plan with estimated costs of \$650,000. This includes Foster Street Well replacement (\$225K to \$275K), Reservoir Road 2.5M gallon Tank rehabilitation (\$225K to \$275K), or replacement (approximately \$1,000,000) and Water Zone Meter installation near Reservoir Road low and high pressure zone storage tanks (\$150K), which NHDES is requesting as part of the District's Water conservation plan to monitor flows. Other needs identified include additional pipe replacements for Highland Street and Reservoir Road included in the District's Water Master Plan.

Future Sewer needs include estimated costs for Replacement of RBC Media (\$700K to \$800K), RBC Tank Rehab at the same time as media replacement (\$250K), WWTF Generator Replacement (\$200K), as the current generator is undersized to run dewatering operations during power failure; Sludge / Biosolids Drying Technology (\$1M) which will depend on future regulations; Septage Phase 2 screening and Grit Removal (\$2M), which is included in the next phase of a 10 year plan depending on septage disposal growth; Septage Phase 3 Fats, Oils and Grease (\$800K), which Jason advised grant funding remains available to the District and Stewart's Septic has expressed interest in refining the product should the District become a regional receiving station. Pump Stations 4 and 5 Evaluation and Rehabilitation (\$1M) will be important to growth and development in the Tenney Mountain Highway area. Jason advised the current pump stations were built in the 1980's and are oversized for current needs. He advised an evaluation should be done to see if a group of smaller pumps could be constructed to help with redundancy. Commissioner Woods asked if there would be concern if a large development required additional pumping. Jason advised a modular add on system could be designed to add flexibility for growth. Finally, a WWTP Collection System Master Plan and I/I Study, similar to the Water Master Plan (\$250K) would be valuable to the District's planning. Currently sewer gravity and force main replacement is reviewed and planned based on the corresponding need for water main replacement on a street by street basis as outlined in the water master plan.

OLD BUSINESS

The Board discussed planning for this year's Annual Meeting. Office Manager Kim Haines advised that the Town Elections will take place on March 9th however the Town has decided to delay their deliberative sessions until April 17th. The Board decided to move forward with the District Annual Meeting as planned on March 11, 2021 in the same manner as last year. The required elected officials will be present at the District office to accommodate anyone who wants to attend in person, while a Zoom link would be provided for others to attend virtually. Social distancing and mask requirements will be followed. DA Jutton advised he would like to set up a meeting with all officials involved to outline the process for this year's Annual Meeting – the Board agreed with this idea and Treasurer Robert Clay advised he would discuss availability with Supervisors of the Checklist.

ADMINISTRATOR REPORTS –

DA Jutton advised he has had communications with representatives from both Wright – Pierce Engineers and Kingsbury Construction regarding issues associated with construction and project management for the Pump Station # 1 Upgrades, Foster St Generator and Septage Phase 1A project. Currently the project is moving forward and both Kingsbury and Wright Pierce have agreed to focus on getting the project completed, leaving unresolved issues to be addressed after the work is substantially completed.

DA Jutton informed the Board that Gary Hancock has tentatively accepted the #2 Supervisor position subject to finalizing the position description and assigning a compensation range. The Commissioners will be presented with a reorganization plan that includes this change and several other recommendations at their next meeting later in February.

SUPERINTENDENT REPORTS –

Jason advised that he and Jay Harrington attended a recent Selectboard meeting at the request of Scott Weden, Emergency Management Director, to provide information on the District's Covid 19 wastewater sampling. Jason advised there seemed to be interest in the testing including representatives of Holderness School, although he has not received any direct requests for testing at this time. He advised the District's willingness to support others if they decide to pursue Covid sampling and advised he would direct them to UNH for further assistance. There have been increased Covid positives recently at both the University and Holderness School.

Jason reported that water pumped for January was down approximately 2.7 M gallons likely due to the University being closed for an additional couple of weeks. Pumping totals this week appear closer to normal. Septage Disposal for January was consistent with last years totals.

PURCHASE REQUISITIONS

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

#2021-111 – Environmental Express in the amount of \$725.00 for double weight filters.

#2021-112 – NCL of Wisconsin Inc. in the amount of \$1,302.30 for pH Buffer and Pipet.

#2021-113 – Eastern Analytical in the amount of \$1749.00 for blanket PO for SQC Biosolids Testing

#2021-114 – Hach Company in the amount of \$7,296.33 for blanket PO for Lab Supplies for Water and Wastewater Analysis

#2021-115 – NHWWA in the amount of \$207.75 for Utility Membership

#2021-116– Granite State Rural Water in the amount of \$351.00 for Annual System Membership

#2021-117– Certified Computers in the amount of \$495.00 for Sonic Soho Wireless Router

#2021-118 – State of NH in the amount of 500.00 for Biosolids SQC Annual Fee

#2021-119 – NH Electric Coop in the amount of \$3,247.22 for Service to PS#1

#2021-120 – Electrical Installations in the amount of \$10,800.00 for Annual Service Contract

#2021 -121 - Electrical Installations in the amount of \$816.00 for a Transducer.

6:00 PM - 2021 BUDGET HEARING

Chair D'Aleo opened the 2021 Budget Hearing at 6:00PM and discussed the highlights of the proposed budget. The proposed budget totaling \$2,795,000 has decreased by 2.37% from last year's budget. Several handouts on the 2021 proposed budget and warrant are available on the District's website. On a motion by Woods/SanSoucie the Board voted to approve a warrant article proposing to raise and appropriate the sum of \$2,795,000 for general District appropriations for 2021 to be placed on the Warrant. On a motion by Woods/SanSoucie the Board voted to close the public hearing at 6:05 PM.

Chair D'Aleo read aloud the three articles contained on the draft Warrant. On a motion by Woods/SanSoucie the Board approved the 2021 Warrant as written and presented. The Board will affix signature to final copies of the approved 2021 Warrant and Budget which will be posted at the Office, Plymouth Elementary School and Town Hall by the Clerk on or before February 19th.

6:08 PM On a motion by Woods/SanSoucie the meeting adjourned.