

Plymouth Village Water and Sewer District
Commission Meeting Minutes
February 23, 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/96802889195> Meeting ID: 968 0288 9195, 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, Operator Gary Hancock and Robert Clay, Treasurer

5:00 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 February 02, 2021 meeting.

MANIFEST AND PAYROLL

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

NEW BUSINESS

DA Jutton advised that he has circulated information to the Board regarding proposed organizational restructuring to fill the position of Operations Supervisor and to upgrade the role of Office Manager to the position of Business Manager along with draft updated job descriptions for both the Operations Supervisor and a Business Manager positions. The need for these changes has been under consideration for several months and they are now being proposed for implementation as of March 1, 2021. The Board was advised that Gary Hancock has agreed to accept the Operations Supervisor position and that Kim Haines has agreed to accept the position of Business Manager. Both will be salaried positions. Gary to receive \$70,000 annually with a \$2,500 increase once he has obtained a grade 3 Wastewater certification. Kim's salary will be \$67,000 annually with an increase of \$1,000 after completion of HR certification through a 6-unit program with UNH Professional Advancement. DA Jutton spoke of the importance of both positions and emphasized the benefits of Kim achieving HR certification in an environment of ever-changing State and Federal Labor Department rules and regulations. On a motion by

Woods/SanSoucie the Board approved the appointments for both positions and the associated position descriptions (attached) effective March 1, 2021.

DA Jutton advised that the Board of the need for a housekeeping issue regarding vacation carry over for staff. In 2020 the Board had agreed to allow carryover of unused vacation time beyond the limits set in the personnel plan due to the uncertainty of staff scheduling that resulted from dealing with the operational impacts of adjusting for the COVID-19 pandemic. The Board had agreed to allow staff to carryover vacation time to be used in the years 2021 and 2022 and on a motion by Woods/SanSoucie the Board formally approved an exception to the vacation policy to allow carryover of any unused vacation time from 2020.

OTHER BUSINESS

Commissioner Woods inquired if the 2021 Warrant and Budget had been posted to the District website. Office Manager Kim Haines advised both items have been posted in the news section of the website and would be moved up to the home screen for better visibility.

Commissioner Woods asked for clarification on the outstanding balances for 4th quarter 2020 water and sewer bills. Kim advised that approximately 100 reminder notices were mailed out this week, down from the normal 200-250 notices usually sent out at this point in the billing cycle. Outstanding charges total approximately \$42,000 with a large percentage of the delinquencies expected to be cleared up once customer receive the reminder notices. Overall, the District is in good shape with collected revenues.

ADMINISTRATOR REPORTS –

DA Jutton advised that the Town of Plymouth has received preliminary approval from EDA for grant funding for their drainage project. The District is working with the Town on an issue involving the use of Wright – Pierce as the engineering firm for both the Preliminary Engineering Report (PER) and Engineering Design and Construction as Federal rules preclude engineers who prepare the PER from bidding on the project. DA Jutton has been in contact with Alan Brigham from EDA to explain why Wright – Pierce was selected to do the PER as the District and Towns projects are planned to be completed together. This coordinated approach will be cost effective and time saving for both entities and, most important, reduce the impacts and disruption that would be caused by separate projects. Wright Pierce was selected for the District's projects through a qualifications-based selection process which will, hopefully, satisfy the EDA requirements. DA Jutton is preparing a letter to EDA for further explanation and in support of Wright – Pierce's selection as the engineering firm for the Town's project. Commissioner SanSoucie thanked all involved in assisting the Town with the EDA grant preparation.

SUPERINTENDENT REPORTS –

Superintendent Jason Randall explained to the Board a newly drafted Memo of Agreement (MOA) for disposal of septage at the District' Wastewater Facility from all 99 NH Towns. The State requires that all Towns / Municipalities have an agreement in place for disposal of septage

from their residents. Jason has worked with NHDES to develop a blanket MOA which covers all Towns within the State of NH. The agreement does not prioritize any Towns and all Towns are welcome to dispose at the District facility. On a motion by Woods/SanSoucie the Board approved the MOA as written.

Jason advised the Board that he and staff have been working closely with the District's IT vendors Certified Computers and SCADA provider regarding cyber security in light of the attempted hacking at a Water Treatment Facility in Oldsmar Florida in recent weeks. The new fiber internet cable has been installed at the WWTF. CCS has installed the new router and is working to separate networks for the Treatment Plant, Office and SCADA systems. The SCADA system is presently operating on an outdated Windows 7 system and will need to be upgraded as the new software for the dewatering system requires. Commissioner Woods asked what measures staff can take to lock down access from others. Jason advised multifactor authentication measures are in place and he has been in contact with the District's SCADA provider who assures safe connections. Jason advised the District's drinking water system chemicals cannot be changed through computer connections, rather it can only be adjusted manually. DA Jutton advised that Jason and Kim will be attending a Statewide cyber security seminar next week and that Valarie Roman, an MRI technology consultant has volunteered to attend and participate in follow up discussion with the District to provide input to help us understand where municipal thinking is headed with regard to long term cyber security. Katie from CCS is also preparing a list of the District vendors who access our computer systems to help identify potential vulnerabilities. Commissioner Woods asked about the possibilities of teaming up with other partners in our area for cyber security such as PSU, the Town and possibly the local hospital. DA Jutton advised that continuing our restructuring plan we should consider people with a skill set in technology as this will be increasingly important.

Jason advised that staff is looking at a couple more pieces in the rate study and should have additional information to present to the Board at another work session towards the end of March.

Jason advised that House Bill 397 is proceeding. The bill looks to waive Shoreland Permit Fees for Municipalities and could have large impacts to future District projects.

Jason advised the Board that the Risk and Resilience Assessment kick off meeting is scheduled for next Tuesday March 2, 2021.

The final hydrological report for the Holderness Wells has been received. A copy is located at the office for Board member to review. The Town was sent a copy and are currently in a 15 day window to request a hearing. No requests for a hearing have been received to date. The Pemi River Local Advisory Committee (PRLAC) and NHDES have been sent copies of the report as well. NHDES and PRLAC review period runs through March 20th where they may respond back with questions, comments or approval. Water Operator Gary Hancock has been working with Chris Berg from Wright – Pierce on the preliminary design of the booster station and distribution planning. Jason continues to work with Holderness School on their fire protection needs. Chair D'Aleo is pleased to hear the well project is moving forward as it feels like it has been some time since the Board has discussed this important project.

PURCHASE REQUISITIONS

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

#2021-122 – UNH Professional Development in the amount of \$727.00 for HR Certification Classes for Business Manager.

#2021-123 – Meredith Motor Company in the amount of \$555.00 for Parts & Labor to Repair Clock Spring.

DA Jutton gave a reminder that the Annual Meeting is scheduled for March 11, 2021 at 6:00 PM in person at the District office and also available by Zoom link. A meeting with District Officials will be set up prior to the Annual Meeting to outline details for Annual Meeting procedures. Kim will contact Moderator Quentin Blaine and Clerk Barbara Noyes to schedule a time convenient to meet by Zoom.

5:38 PM On a motion by Woods/SanSoucie the meeting adjourned.