

Plymouth Village Water and Sewer District
Commission Meeting Minutes
March 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/99031509845> Meeting ID: 990 3150 9845 and a dial in number was +1 646 558 8656 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: Chris Woods, Chair
Judith D'Aleo, Commissioner
Paul SanSoucie, Commissioner

Also present by phone: Don Jutton, District Administrator, Jason Randall, Superintendent, Kim Haines, Business Manager, Fred Yeaton, Staff Member, Robert Clay, Treasurer and Rebecca Saucier from Wright – Pierce Engineering.

4:00 PM Commissioner Woods called the work session to order.

Valerie Roman, a technology consultant met with the Board to share her thoughts and observations about technology management and cybersecurity for small public sector organizations. Val advised that technology in today's world has many complexities and risks both internal to a business as well as externally from tampering. She highlighted the recent issue in Oldsmar Florida where hackers tried to gain access to chemical controls for their water system which could have possibly poisoned the system. This breach was possible due to use of an older SCADA system, lack of password security, with no 2-factor verification and not being up to date on their firewall. She discussed challenges for small business' addressing cyber security and recommended developing relationships with trusted vendors, possible partnerships with larger entities who have their own cyber security IT departments and using resources such as the Center for Internet Security who offers lots of free information to municipalities. Val stressed the importance of water and wastewater departments to work with vendors whose niche is SCADA security. Jason advised that the District has an annual contract with Electrical Installations Inc, (EII) who specializes in SCADA. The District has also recently separated router networks so that the SCADA system, office network and public Wi-Fi are all separated. Val noted that she has worked with the City of Rochester NH who has hired a CIO to address cyber security and is working with a group from Toronto, Canada to address security specifically for water and wastewater facilities. Val advised she will keep the District in the loop on progress between Rochester and the group in Canada for possible collaboration on cyber security in the future.

4:39 PM Rebecca Saucier from Wright – Pierce Engineering, WP, updated the Board on progress on the Pump Station #1 project. Last week WP brought in their Controls and Electrical Engineers to inspect the project in preparation for the intended startup of the pumping station. A number of items were identified in need of attention and a list of these items was provided to the

contractor Kingsbury Construction to be addressed. Kingsbury's response is due to the Engineers tomorrow March 24th. Wilson Controls has additional work to complete prior to start up but are unavailable until Monday of next week. Representatives from the pump manufacturers, Wilson Controls staff and a group of WP Engineers are scheduled to be on site Monday March 29th, with a possible start up scheduled for Tuesday March 30th. A meeting is scheduled for Thursday March 25th, for updates on work being performed this week ahead of the planned start up. Superintendent Jason Randall advised Kingsbury plans a 2week shut down following Pump Station #1 start up and have been asked to outline a plan to complete the remaining work on the Septage Receiving, Foster Street Generator and any remaining work on PS #1. Chair Woods asked if the District is paying for work that has yet to be completed. Jason advised that Kingsbury has not submitted any pay requests for work completed in January and February as they are waiting until after PS # 1 is up and running. DA Jutton advised that the District continues to hold 10% retainage. Jason advised that much of the physical equipment work is complete on the pump station with controls to operate the pumps outstanding at this time.

DA Jutton advised that the Town is awaiting full approval of their EDA grant and that during the award review process it was discovered that Wright – Pierce is precluded from being the engineering firm for the Town's drainage project due to them completing the Preliminary Engineering Report for the project. Town Manager Kathy Lowe has asked DA Jutton and Jason to assist in selection of the Engineer for the Town's project in anticipation of the District's projects being combined with the Town's drainage project for a single contract totaling approximately \$15 million, \$12M District and \$3M Town. This is a sizable project and will hopefully attract large construction companies for bidding. This combined approach should lead to savings for both entities. The Board agreed that Town and District should work together on the plan for one single project and asked the DA to draft a Memorandum of Understanding to outline responsibilities and expectations between the two parties. DA Jutton also advised that he had been contacted by Town Planner / Economic Development Coordinator June Hammond Rowan who intends to propose the idea of submitting an application to the Northern Borders Regional Commission, (NBRC) for possible funding for economic development in the Railroad Square area of downtown Plymouth. The DA has agreed to help on the proposal for Railroad Square development as needed and appropriate.

DA Jutton advised that there is potential funding for municipal projects through the newly released COVID stimulus package, as well as a potential major infrastructure bill currently being discussed by the Biden Administration. Jason has submitted a list of District projects for consideration to Congresswoman Annie Kuster's office and a meeting is scheduled with her staff for next week. District Staff have been discussing with Wright – Pierce what the District can do to best prepare in advance of the release of new funding packages. Wright – Pierce advised that a Sewer Master Plan could be important in identifying future needs and DA Jutton has been in touch with Beno Lamontagne from NBRC who advised that projects with demonstratable matching funds tend to be given higher priority. The Board was agreeable to submitting a letter of intent to NBRC to apply for a partial grant to develop a Sewer Master Plan using undesignated reserves as the required match. The DA and Jason have also been in communication with Bill Hounsell who advocates for funding for water and wastewater departments including the North Conway Precinct. Mr. Hounsell has a lot of expertise with the Legislature in guiding systems to

funding opportunities and may be available to assist with grant identification and application development to support the District on a consulting basis – the DA and Jason will continue to investigate and report back if / when such an approach seems beneficial.

The DA reported that Grafton County will be receiving approximately \$17 million in Covid 19 Relief funds and he intends to reach out to determine if the District might be able to access resources through, this County allocation. The District and Wright – Pierce will continue to explore all possible funding sources as they roll out.

COMMISSIONER MEETING

The Board agreed that Chris Woods would serve as Chair of the Board for the ensuing year. On a motion by D'Aleo/SanSoucie the Board voted to appoint Chris Woods as Chair.

5:28 PM Commissioner Woods called the Commissioner Meeting to order.

5:29 PM MEETING MINUTES

On a motion by D'Aleo/SanSoucie the Board approved the minutes of the February 23, 2021 Commissioner Meeting.

5:30 PM MANIFEST AND PAYROLL

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

OLD BUSINESS –

Chair Woods advised he was reviewing the cyber security questionnaire received from Primex following discussion at the last Commissioner Meeting. Chair Woods will further review the document and provide recommendations if necessary.

Commissioner D'Aleo asked for an update on a report of an oil spill into the Baker River in Rumney. Jason advised that that the report turned out to be unfounded and most likely snow melt picking up small amounts of oil on the surface of the road.

ADMINISTRATION & BUSINESS ITEMS & REPORTS

Business Manager Kim Haines gave a brief overview of the first quarter Financial Reports for both water and sewer prepared by Brenda Vittner (see attached). First quarter expenditures to date for water total \$172,983.11, a variance of \$39,663.85, a 19% decrease from 2020. Sewer first quarter expenditures for 2021 total \$327,166.91, a variance of \$86,966.37, a 27% decrease from 2020. Chair Woods ask how revenue number were coming. Kim reported that collections have been strong with \$931,117 collected to date for the first quarter 2021. Utility bills are in process and will be mailed March 31st. Kim advised that there are currently a small number of customers who are delinquent on past quarterly bills and will need to proceed with shut off

notices in the next few weeks. Commissioner D'Aleo noted that there are currently no Executive Order restrictions preventing the District from shutting off water services.

Business Manager Kim Haines updated the Board on Health Insurance Rates effective July 1, 2021. Back in October of 2020 Health Trust had set the guaranteed maximum increase for July 2021 renewal at a 7% increase. Kim was notified earlier this week that the actual renewal rates will average 1.7% for employee health insurance plans and there will be no increase to dental plans.

The Board discussed a recent meeting between staff and representatives from the River Ridge Homeowners Association. Recently two pumps located in the River Ridge Pump Stations 6A and 6B failed and are in need of repairs by AAA Pump Services. Jason notified Association President Meg Hayman that the cost to repair the pumps would be approximately \$9,000, which is reimbursable to the District through an agreement set up in 1991 by the developer. Ms. Hayman and the Associations Treasurer John Fouts met with Don, Jason and Kim to discuss concerns for future costs of maintaining and repairs to their 30 year old sewer infrastructure. The Association is asking that if they are unable to pay the entire cost of the current pump repairs from their reserves, would the District consider allowing them to make a partial payment now and pay the balance over time. The Board agreed to allow the Association to enter into a payment plan agreement, if necessary. DA Jutton advised he and Jason will try to help the Association explore development of a fund for their members to contribute monies on a routine basis to a reserve fund designated specifically for ongoing expenses to maintain their sewer pumping system. Don and Jason agree to provide guidance to assist the Association with planning for future expenses, assessing their current infrastructure and establishing an asset management schedule.

SUPERINTENDENT REPORTS –

Jason advised that he and Don were working with Chris Berg from Wright – Pierce on the design planning for the Holderness Wells. The public comment period for the Well Field report is due to end soon. Chris Berg has provided a few different options for pump station requirements. A second production well is anticipated to be drilled this summer and design plans should be wrapped up later this year, with project bidding to go out in the fall of 2021.

5:50 PM – PURCHASE REQUISITIONS

The Board reviewed the following purchase orders which were approved by Commissioners by email prior to the meeting.

#2021-124 – AAA Pump Services in the amount of \$2,045.91 for disassemble and inspect pumps for the 2nd PS-4 75hp motor rebuild.

#2021-125 – AAA Pump Services in the amount of \$8,928.00 for labor and repairs to pumps at River Ridge PS# 6A & 6B. (not to exceed \$9K & is reimbursable)

#2021-1246 – Plymouth Ford in the amount of \$332.35 for repair airbag.

#2021-127 – UNH Professional Development in the amount of \$567.00 for HR Certification Classes for Business Manager.

#2021 – TBD - Water Specialties Company in the amount of \$267.30 for 36 inch hose.

#2021 – TBD – Wharf Industries in the amount of \$1,531.19 for Annual Report Printing.

#2021 – TBD – Hampshire Water in the amount of \$855.00 for 5 gallon cartons of water for lab.

#2021 – TBD – Electrical Installations Inc. in the amount of \$7260.00 for SCADA Computers, Sytech Excel Reporter Upgrade Version 14.0 and Dialogic Card for Windows 10 (Win 911).

On a motion by D'Aleo/SanSoucie the Board approved the purchase orders as presented.

SUBMITTED CAPITAL ITEMS FOR BOARD DISCUSSION/APPROVAL

Chair Woods reviewed the following Capital project items which were presented to the Board during 2021 budget discussions.

- 1) Applied Technologies in the amount of \$59,997.46 for Clarifier parts.

Applied will supply us the parts to rebuild all four clarifiers. They will supply all new chain, attachment links for chain, wall bearings and slack adjusters. The lead time on wall bearings and slack adjusters in 8 to 12 weeks. Chain and attachment links 3 to 4 weeks.

- 2) Vulcan Industries Inc in the amount of \$39,729.00 for new rake assembly and roll pins for bar rack.

- 3) Applied Technologies in the amount of \$4,639.00 for 4 5 HP motors for RBC's west side units.

- 4) Penta Corp in the amount of \$75,000.00 for Upgrades to Clarifiers.

Penta will supply labor to rebuild all four clarifiers, replace media in odor control towers and install new bar rack rake assembly.

- 5) Applied Technologies in the amount of \$4,148.02 for 50 HP Motor Reservoir Rd Booster Station.

The lead time of a motor this size can be up to 12 weeks and we do not currently have a spare if the one in place was to fails.

- 6) Wescor Associates in the amount of \$10,095.00 for New Constant Chlor Feeder for a new chlorinator.

This will replace the 10 year old one currently at Foster Street Wells.

- 7) BAU/Hopkins in the amount of \$4,683.00 for New Pulsafeeder Pump for pump at Foster Street Wells for caustic.

The past couple years we have replaced two of them and we need a third for rotating out for annual service due to the harsh effects of the caustic.

- 8) BIOREM in the amount of \$10,571.00 to supply the odor control media and two solenoid valves that need replacement.

On a motion by D'Aleo/SanSoucie the Board approved moving forward with the list of projects to be funded from existing Capital Reserve Funds as presented.

6:00 PM The meeting adjourned.