

Plymouth Village Water and Sewer District
Commission Meeting Minutes
April 06, 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/98795730442>
Meeting ID: 987 9573 0442 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: Chris Woods, Chair
Judith D'Aleo, 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

5:04 PM Commissioner Woods called the Commissioner Meeting to order. Chair Woods requested that before the next Commissioner Meeting is held the co-host feature on Zoom be activated to allow more control over the meetings.

MEETING MINUTES

On a motion by D'Aleo/SanSoucie the Board approved the minutes of the Minutes of March 23, 2021.

MANIFEST AND PAYROLL

On a motion by Woods/SanSoucie the Board approved the payroll and A/P manifests. Brenda Vittner informed the Board that the first quarter warrant for utility billing was available at the office for signatures.

NEW BUSINESS

The Board discussed Amendment #1 of the 2020 Asset Management and Financial Planning Grant for an extension of time for the completion date, moving the deadline for completion from the original date of May 31, 2021 to December 31, 2021. On a motion by D'Aleo/SanSoucie the Board approved extending the deadline to December 31, 2021 and further authorized Chair, Christopher Woods to sign all documents as necessary for the Asset Management Grant. The Board authorized DA Jutton to certify that the meeting was held on April 6, 2021, where Chair Christopher Woods was authorized to sign all documents pertaining to the AM Grant.

Brenda Vittner provided the Board with reports on the 2021 first quarter financials. (see attached) Revenue comparisons were provided which show 2021 water revenues \$55K below 2020 first quarter totals (-14.5%) and first quarter sewer revenues \$70K lower than 2020 (13.75%). It was noted that the first quarter of 2020 was prior to Covid 19 pandemic so it is not surprising to see lower totals in 2021. Brenda also provided comparisons for the 2021, 2020 and 2019 utility billing warrants to compare pre-pandemic usage to current totals. The Board was provided with expenditure reports for first quarter 2021 vs 2020 which show lower expenditures for 2021. Brenda advised that the Trust funds contain \$2.6 M and to date the only loan proceeds borrowed for the ongoing infrastructure projects is for the Pump Station #1 and Septage Receiving projects that are under way.

OLD BUSINESS

DA Jutton advised that work sessions with Wright – Pierce Engineers are being planned to discuss updates to the new rate structure as well as the Holderness Well Field build out options. Available dates for a 2 hour block of time will be sent to the Board shortly.

ADMINISTRATION & BUSINESS ITEM REPORTS –

Business Manager Kim Haines advised that 1st quarter bills were sent out last week and payments were arriving. There are several delinquent customers who will be receiving shut off notices as they have failed to make any payment arrangements on their past due balances.

SUPERINTENDENT REPORTS –

Superintendent Jason Randall reported that Pump Station #1 has been placed in beta test mode and was online as of Monday afternoon. The bypass pumps will remain in place until tomorrow as some electrical issues are being worked through. SCADA is set up and work continues to clean up tabs in the current system to allow for pump speed and amperage to allow for monitoring trends with the pump station. Chair Woods asked if there would be an enclosure around the pump station. Jason advised that there is a more extensive roof structure which will be completed. Jason advised that Kingsbury Construction has not reached substantial completion of the project and it is estimate that there is about two more months of work left to reach substantial completion. The Foster Street generator has an anticipate deliver date of April 20, 2021. This long lead time has pushed the generator project back. Once the new generator is on site the existing generator at Foster Street will be moved to PS #1 and the new generator will be installed at the Foster Street Well site. Chair Woods asked if paving is scheduled at the PS #1. Jason advised the trench path will be repaved and there was money in the project budget for possible paving of the office parking lot.

Jason advised the Board that two comments from NHDES on the District's large water withdrawal permit application for the Holderness Wells were received and are being addressed at this time. The first was in regard to NH Electric Coop (NHEC) refraining from the use of herbicides and pesticides within a 400' radius of the well fields. Jason has requested a response from NHEC. The second involves a required water conservation plan. Jason has met with staff

to access customer usage for unmetered accounts and unaccounted for water in order to complete the conservation plan for the District.

Jason advised he and DA Jutton attended a NPDES permit seminar where it was learned that the State plans to reissue NPDES permits on a 5 year cycle. The District has been working on an expired permit since 2016 per NHDES. NHDES advised there will be new tables being released setting new limits but there is not expected to be large changes in the limits or parameters then current regulations. Chair Woods expressed concern that new parameters could place financial constraints on the District. Jason advised that at this time it appears that there may be further monitoring requirements. NHDES is allowing public comments on general permit and limits be submitted from April 8th through May 7, 2021. Chair Woods asked if this is a National mandate and Jason advised it is NH Specific for smaller systems below 1M gallons.

Jason advised he has been contacted by Rachelle Lyons from PSU regarding a student interested in GIS mapping opportunities. Jason advised that the District is currently working on GIS mapping and that he would have potential Intern field work this summer. The Board agreed this would be a good match and gave permission for Jason to negotiate an internship position through Ms. Lyons.

Jason advised he had a preliminary meeting with a developer for potential development of lots on Tenney Mountain Highway at the entrance to Boulder Point and Highland Street / Tenney Mount Highway intersection area. At this time planning is in a conceptual phase.

PURCHASE REQUISITIONS

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

#2021-131 – CM Whitcher Rubbish Removal in the amount of \$905.00 for trucking grit and liner for container.

#2021-134 – Ti Sales in the amount of \$4,400.61 for 2" McCrometer Ultra Mag Sewer Meter. (Reimbursable)

#2021 – 142 – Fastenal Company in the amount of \$237.63 for 20 Foot Fiberglass Extension Ladder for Well #1.

#2021 – 143 – Impact Fire Services, Inc. in the amount of \$478.65 for Annual Inspection of Fire Extinguishers.

#2021 – 144 – EJ Prescott Inc. in the amount of \$1,472.00 for 32" Manhole Frame and Cover.

#2021 – 145 – IDEXX Distribution Inc. in the amount of \$1,077.82 for QT 2000 Comparator, Irradated Colilert and disposable trays.

#2021 – TBD – Benson Auto in the amount of \$500.00 for water truck cost adjustment due to discontinued 2020 model.

#2021 – TBD – Buckley Associates Inc. in the amount of \$1,190.00 for Biosolids Trailer Bay exhaust fan.

#2021 – TBD – 3 Lakes Landscaping LLC the amount of \$4,650.00 for District lawn maintenance in 2021.

5:33 PM On a motion by D'Aleo/SanSoucie the meeting adjourned.