

Plymouth Village Water and Sewer District
Commission Meeting Minutes
May 04, 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/94768987317> Meeting ID: 947 6898 7317 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 Zoom or phone: Don Jutton, District Administrator, Jason Randall, Superintendent, Kim Haines, Office Manager and Robert Clay, Treasurer

5:02 PM Commissioner Woods called the Work Session to order.

The Board met with Chris Berg PE from Wright – Pierce Engineers to discuss the Holderness Well Field build out and treatment options. Chris explained that new rules regarding the level of Manganese (Mn) in drinking water were recently released and will become effective in July 2022. Previously the presence of Mn in drinking water was considered a secondary contaminant with non-enforceable limits. The newly proposed regulations have a maximum contaminant level of 0.3 mg/L, with a health advisory limit of 0.1 mg/L. Previous testing at Foster Street Wells have shown an average level of 0.13 mg/l, which would require routine health risk notification to District users. Due to this rule change possible treatment or new techniques to lower the Mn levels will need to be considered for the Foster St Wells. Blending water from the Holderness Wells, with the water currently pumped at the Foster Street Wells may be a cost effective option.

Mr. Berg reviewed several alternative proposals for design of the Holderness Wellfield infrastructure and treatment options.

Alternative #1 – Install a pipe from the Holderness Wells under the Pemi River to the current Foster Street Booster Station for treatment. Blending the two water sources could potentially produce a level of Mn below 0.1. This option has an estimated construction cost of \$1.4M.

Alternative #1A – would concurrently install a 2nd parallel water line from the Foster Street Booster Station back under the river which could return treated / blended water back to the Holderness side of the river. It would be stubbed off to be used for future use as needed. This would add an additional cost of approximately \$300K to Alt #1.

Alternative #2 – expands upon Alternative #1A – rather than stubbing the return water line a direct line of an additional 4000 feet of pipe would be added to the return line along the existing service road to the current Holderness School Booster Station and existing District main on 175A. This would allow for water to be sent directly to Holderness Booster Station on Route 175 and allow 2 entry points for source water into the District’s water distribution system, giving the District greater flexibility and providing redundancy in the event of a future emergency. The cost of Alternative #2 is estimated to be \$2.3M.

Alternative #3 – Anticipates a treatment facility to be built on the Holderness side of the river (in the areas of the electrical supply building required in Alternative #1) with no immediate connection to Foster Street at this time but that connection could later be added as needed. The cost to add treatment (excluding Mn treatment) on the Holderness side is anticipated to cost \$2.7M. If at a later time treatment for Mn became necessary, the District would have to negotiate for additional space with Holderness School for a larger treatment building and added electrical service.

Alternative #4 – The District would coordinate with Holderness School to modify the way their water is supplied by installing a new treatment building at the corner of Route 175 and 175A large enough to accommodate booster pumps required by the School. This cost is estimated at \$3.6M. This approach would allow Holderness School to eliminate their current Booster Station (which is in the flood plain) at the bottom of the hill; however, a shared space relationship would need to be established and there will be initial capital costs to the School for new booster pumping equipment. This option does not include fire pumps at the proposed booster pump station and would be designed to fill the existing Holderness School water storage tank.

Alternative #5 – Would expand on Alternative #4 by adding fire pumps in the new booster pump station to provide adequate flow and pressure in the event of a fire at the School. This option accommodates the Holderness School’s desire to take their existing water tank offline. The estimated cost for this alternative would be approximately \$4M of which about \$1M – \$1.25M would have to be paid by Holderness School.

Chair Woods advised that the pros and cons of these alternatives will need to be discussed with representatives from Holderness School.

DA Jutton expressed that Alternative #2 is the preferred baseline alternative as it allows some redundancy, addresses the goal of Holderness School to have better quality water delivered to the school and is within the scope of the current funding package construction budget of \$2.4M. This plan allows flexibility and allows for improvements incrementally should Holderness School decide to eliminate their water tank in the future. DA Jutton also suggested that the District expand the current engineering work to include an assessment to evaluate some of the current water system at Holderness School, including assessing the physical condition of the Holderness School’s water storage tank to determine if there might be an advantage to the District acquiring the storage tank and / or parts of the system to meet long term District needs while helping achieve some of the School’s near-term objectives. The added cost of the assessment would be approximately \$15K. Once the assessment is complete the District should have the information needed to begin conduct meaningful discussions with Holderness School.

The Board agreed to proceed with an engineering assessment. Chris Berg advised the additional work could be completed in the next 6 to 8 weeks which will allow for meetings with Holderness School before the end of the summer.

5:48 PM Commissioner Woods called the Commissioners Meeting to order.

MEETING MINUTES

On a motion by D'Aleo/SanSoucie the Board approved the minutes of the Minutes of April 06, 2021.

MANIFEST AND PAYROLL

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

NEW BUSINESS

The Board discussed moving forward with a Grant application to the Northern Borders Regional Commission (NBRC) for funding of a Sewer System Improvement Project including an engineering evaluation and assessment. Chair Woods read aloud a Resolution authorizing DA Jutton to sign an application to NBRC in the amount of \$350,000 with 50% matching funds (\$175,000) to come from the District.

The undersigned, Commissioner of the Plymouth Village Water and Sewer District Board of Commissioners hereby certifies as follows:

That a Board of Commissioners meeting duly warned and held on the 4th day of May, 2021 with a quorum present at all times, the following resolution was adopted at such meeting by the affirmative vote of three said commissioners; and that said resolution has not been rescinded or amended in any way.

RESOLVED: That the District Administrator, Donald Jutton, be and hereby is individually authorized to submit the application, and sign all forms, associated with the Northern Border Regional Commission Grant Program, to receive up to \$350,000 of NBRC grant funding for the Plymouth Village Water and Sewer District Sewer System Improvement Project including an engineering evaluation and assessment and other components as may be needed, and to take other actions as needed to apply for and accept any such funding that is awarded.

On a motion by D'Aleo/SanSoucie the Board approved Chair Woods to sign the Certified Resolution authoring DA Jutton to sign the Grant Application through NBRC on behalf of the District.

The Board further discussed the 50% matching funds requirement in the amount of \$175,000. The Board recommends that the funds come from the WWTP Expansion & Upgrade Reserve account \$100,000 (current balance \$296,000) and the Pump Station Improvements Reserve account \$75,000 (current balance \$312,000).

On a motion by D'Aleo/SanSoucie the Board approved authorizing Robert Clay, Treasurer of the District to commit \$175,000 for the matching funds needed for the NBRC Grant match from the Trust Funds as listed above and to provide written documentation to NBRC for such funding. The Treasurer will prepare a letter indicating that the District will provide the cost share.

The Board discussed reestablishing office hours at the District's Business Office, which has been shuttered due to the Covid 19 pandemic. DA Jutton explained that since the office has been closed the District has received no complaints and that during this time the role of the Business Manager has been expanded. With the increased duties comes a need for flexible "open to the public" office work time to balance in-office activities with outside meetings, additional training and work that requires focus and attention to detail. The DA proposed open to the public walk-in office hours be set to one or two days per week plus by appointment to allow for reasonable customer access while providing the flexibility needed to operate with limited in office staffing coverage. Commissioners agreed that the need for flexibility is important while meeting and balancing customer demand and decided that having the office open 2 days a week would be a reasonable approach. Consequently, the office will open again for public access June 1st and will be open to walk in customers on Tuesdays and Thursdays with scheduled appointments on other days established to accommodate the needs and convenience of customers.

OLD BUSINESS

DA Jutton asked the Board to propose a date for a work session with Wright – Pierce to review the new rate model provided to the Board electronically last week. A date of May 25th at 5pm was set.

Chair Woods expressed his frustration with the District's credit card processor as he and Kim have both tried contacting the company to request a new template for the online bill pay option through the District's website and have yet to receive a return call. The current template contains outdated information and dead end links. The Board agreed that further pressure should be put on the company to address the situation. Chair Woods will continue to pursue the request.

SUPERINTENDENT REPORTS –

Superintendent Jason Randall reported that during the water leak on Wentworth Street Monday a lead goose neck connection was discovered. New lead and copper rules require that all lead pipes be removed from the system. New guidance states that if the material is unknown it needs to be replaced.

Jason advised that Kingsbury has hired a new concrete contractor and that the concrete ramp for the truck scale has been completed.

The generator at Foster Street has been set and the electrical connections are expected to be installed next week. The stairwell and platform still need to be built.

The Fabric shelter over the grit drying pad is complete and the first load of dry grit material was disposed of by CM Whitcher.

Jason advised that the Odor Control Capital Project new media is in place and is made of a square sponge like material in which the biofilm grows, taking care of odors.

The District is in receipt of Kingsbury's April Pay Request and is currently reviewing it.

Kingsbury estimates they will wrap up the projects by early June.

PURCHASE REQUISITIONS

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

#2021- 149 – USA Bluebook in the amount of \$303.80 for new sludge judges and brushes, used to measure sludge in clarifiers, and maintain effluent weirs.

#2021 – 150 – LHS Associates Inc in the amount of \$429.00 for coding and printing of Election Ballots.

#2021 – 151 – Dead River Company in the amount of \$1,000.00 for annual service of boilers at WWTP and replacement of pressure relief valves due to failure noted by annual Travelers Insurance/PRIMEX pressure vessel inspection.

#2021 – 152 – EJ Prescott in the amount of \$790.00 to fix the sewer push camera cord. There is a kink in the cord at 133 feet (400ft reel). They will cut the cord at the kink and install new connection ends so that we will have two cords, one 133ft for short runs and the other 267ft for longer runs. A majority of District pipe we are not able to push by hand further than 300ft due to configuration of the pipe, so these lengths will accommodate our maximum capabilities.

#2021 – 153– Kone Inc in the amount of \$994.80 for annual service and inspections of man lifts at Pump Stations 4 (Highland St.) and 5 (Yeaton Rd.).

#2021 – 154 – Dead River Company in the amount of \$3,900.00 for new Modine propane heater, lines and tanks to be installed in Odor Control building. This is part of the weatherization of the Odor Control building Capital Project 2021. The District is receiving a NHSaves energy incentive of \$4,089.75 as part of the insulation portion of this project.

#2021 – 155 – Builder Services Group in the amount of \$11,685.00 for insulation for Odor Control building weatherization Capital Project 2021. The District is receiving a NHSaves energy incentive of \$4,089.75 for this project.

#2021 – TBD – ERA in the amount of \$550.63 for NPDES Discharge Monitoring Report Quality Assurance testing. Blind samples for lab certification of parameters that we test and report to DES/EPA.

#2021 – TBD – Horizons Engineering in the amount of \$2,500.00 (not to exceed \$3,000.00) for completion of a NBRC SEID Funding Application.

On a motion by D'Aleo/SanSoucie the purchase orders were approved as read.

6:14 PM On a motion by D'Aleo/SanSoucie the meeting adjourned.