

Plymouth Village Water and Sewer District
Commission Meeting Minutes
May 25, 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/99667190723> Meeting ID: 996 6719 0723, dial in number +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 Rebecca Saucier PE from Wright – Pierce Engineers to discuss and review the latest iterations to the draft model for a possible updated water rate structure. Ms. Saucier reviewed the goals and methodology used for determining the components of the model which is designed to generate at least \$1.4M in water revenue to meet the District's anticipated budgetary needs. Ms. Saucier explained the components included in the model and demonstrated an enhanced rate modeling spreadsheet which allows the District to immediately see and evaluate "what if" adjustments to the various components within the model in order to fine-tune and more equitably apportion revenue generation requirements from 4 customer classification groups (residential, multi-family, commercial, institutional). Commissioner D'Aleo advised that she felt residential customers, especially those on a fixed income, should remain at or below their current bills and asked to see a higher number of gallons in the lifeline. The Board was quite impressed with the ease of seeing and evaluating the impact of adjustments made within the rate model to attain the desired outcome. DA Jutton suggested that the modeling spreadsheet can be a powerful tool to be used to adjust rates from time to time as necessary to ensure balanced, equitable cost burden distribution as operations and budget needs of the District change. The Board will review the sewer rate model at a later date after Ms. Saucier has a chance to incorporate changes similar to those suggested for the water rate model. The Board discussed the District's existing rates and fund reserves, which are currently meeting the District's needs, and the consensus was that there is no urgency to implement a new rates structure. Commissioner D'Aleo suggested that many residence and businesses are still recovering from the Covid 19 pandemic and now would not be a good time for changes to the water and sewer rates. Chair Woods suggested that there may be additional funding opportunities available in the future which may offset some of the District's revenue needs. Commissioner SanSoucie suggested that we continue to work on the model in anticipation of adoption in the future as revenue requirements and consumption patterns become clearer. Jason advised that the District has

received a few inquiries from District Users regarding possible rate changes in developing their future budget needs. The Board indicated that they do not anticipate any rate changes for 2022 and will revisit the new rate model as the debt service from current infrastructure projects is added to the budget in the next couple of years. The Board thanked Ms. Saucier for all her hard work on the rate model.

5:44 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 May 04, 2021.

MANIFEST AND PAYROLL

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

NEW BUSINESS

The District received a request from Andrews Construction for Release of Surety Bond for the Water and Sewer Mainline Extension on Ridge View Lane in the Market Basket development. Jason advised that he has had no operation and maintenance issues or deficiencies over the past year for this section of main and services and would recommend that the District release the Surety Bond. On a motion by D'Aleo/SanSoucie the Board approved the release of the bond and authorized Chair Woods to sign the release on behalf of the Board.

OLD BUSINESS

DA Jutton advised that staff will be attending a webinar presented through NHDES on cyber security Wednesday May 26, 2021. Chair Woods may attend as well. The District will continue to carry cyber security as a standard item on the meeting agenda as it continues to be a critical focus.

ADMINISTRATION & BUSINESS ITEM REPORTS –

DA Jutton advised that staff, along with Chris Berg PE from Wright – Pierce met with representatives of Holderness School earlier today and have agreed to move forward with assessment of the water assets at the school.

DA Jutton advised that there has been no new news on the ARPA funding, and the District continues to monitor for updates.

Thursday May 27th at 1pm District and Town staff will be meeting with the EDA project engineer to discuss joint administration of the Main Street Drainage Project. Chair Woods inquired if the Town had selected a Project Engineer. DA Jutton advised at this time there has been no selection as the Town is still in the preliminary planning stage.

SUPERINTENDENT REPORTS –

Superintendent Jason Randall reported that Kingsbury is making progress on the construction projects. The new generator for Foster Street has been set and the existing one will be moved to Pump Station #1 shortly. The fabric shelter for the grit drying pad at the Treatment Plant has been constructed. Concrete for the truck scale has been poured, however there is a delay on the steel for the deck of the scale. It is anticipated at next week's update that Kingsbury will request an additional shut down during the truck scale delay until the steel is delivered.

Jason advised that the Department of Labor (DOL) has been conducting the first ever inspection of all District facilities and will complete the final inspections next Thursday June 3rd. The inspector advised that he was pleased with the District safety plan but has identified areas where additional signage is needed and has asked for clarification as to protocols for electrical work now that the District contracts out for electrical needs. The DOL inspector advised that they are looking to establish a 10-year inspection schedule going forward.

Jason advised that he and Mike Theriault PE from Wright – Pierce have sent draft comments to EPA on the proposed NPDES permit regulations. The EPA will consider comments over the summer and expects final permit issuance by the end of the year.

Jason advised the Board that he presented at the NH Source Water Conference held virtually this year on the subjects of land slides and salt mitigation effects on ground water.

PURCHASE REQUISITIONS

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

#2021- 157 – Dead River Company in the amount of \$1,328.00 for labor to excavate tanks at Foster Street.

#2021 – 158– Dead River Company in the amount of \$1,459.67 for supplies and materials for Foster Street.

#2021 – 159 – Applied Industrial Technologies in the amount of \$2,152.20 for fiberglass flights for Replacement flights that were broke during delivery, we will receive a refund after Applies insurance claim through trucking company comes through. This item will be reimbursed after the insurance claim process is settled.

#2021 – 161 – Bellmore in the amount of \$20,400.00 for 3 weeks of annual factoring of the district sewer lines and WWTP.

#2021 – 162– Technically Advanced Lock in the amount of \$4,277.78 for New cameras and management system for the WWTP, part of Kingsbury Upgrade.

#2021 – 163 – Wright - Pierce in the amount of \$18,050.00 for additional engineering services for assessment of the Holderness School water system assets.

#2021 – 164 – Fastenal Company in the amount of \$432.27 for stainless steel hardware for the slack adjusters for the clarifiers when Penta will be replacing next week.

#2021 – 165 – Ossipee Mountain Electronics in the amount of \$610.50 for new light bar and backup alarm for new truck.

#2021 – 166 – Granite State Glass in the amount of \$1,495.00 for two new crash bars for rear doors at office and for laminated glass and pass thru to be installed on front office door. These items are part of the DOL safety inspection at the office.

#2021 – 167 – Dead River Company in the amount of \$1,950.00 for labor and parts to replace and fix broken gaskets on both boilers at WWTP.

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

6:02 PM The meeting was adjourned.