

Plymouth Village Water and Sewer District
Commission Meeting Minutes
June 22, 2021

Present: Chris Woods, Chair
Judith D'Aleo, Commissioner
Paul SanSoucie, Commissioner

Also present: Don Jutton, District Administrator, Jason Randall, Superintendent and Kim Haines, Business Manager

5:00 PM Commissioner Woods called the Commissioners Meeting to order.

The discussion on the sewer rate model was postponed to a later date due to technical difficulties.

MEETING MINUTES

On a motion by D'Aleo/SanSoucie the Board approved the minutes of the Minutes of May 25, 2021.

MANIFEST AND PAYROLL

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

NEW BUSINESS

Superintendent Jason Randall updated the Board on the Truck Scale and Kiosk. Kingsbury reports that they anticipate the truck scale bed to be delivered the week of July 5th. The kiosk for the truck scale that Kingsbury has proposed as an equal to the one in the bid specs is currently under review by Wright – Pierce. There has been some delay in receiving electrical drawings from the manufacturer but Wright – Pierce expects to have the review of the proposed kiosk completed later this week / early next week. Jason advised the Board that there was a discrepancy in the plans for grading around the truck scale area which has resulted in the need for more fill to be brought in which may require a change order. The Board inquired as to the expected completion date for the projects and requested a progress update for the next Commissioner meeting. The DA will follow up with Wright – Pierce on the status of Kingsbury's contract and preparation for reaching substantial completion.

Chair Woods asked for an update on meetings with Town. DA Jutton advised that the District and the Town were working well together on the Town's EDA grant for drainage work coinciding with the water and sewer infrastructure replacement on Main Street, and that the Town's RFP for engineering is in the works. The DA advised that a joint meeting with Kathy Lowe, Town Manager and June Hammond – Rowen, Town Planner was held last week with Eric Law from USDA – RD and Mollie Kaylor from CDFA to discuss potential funding opportunities

for collaboration on Town and District projects including Highland Street which is slated for construction in 2024. DA Jutton advised that the Town has invited District staff to attend their monthly meeting with department heads.

Chair Woods advised that he had read through the recently approved Water Conservation Plan and noted the provision that requires all flat rate users have meters installed within 3 years. He asked Jason if this is a realistic prospect as a number of the eleven homes that are currently on the water flat rate are older mobile homes with plumbing constraints that might make metering difficult. Jason advised that the District will be working with those individuals over the allowed 3 year period and he advised that the District has purchased some new ultrasonic meters that may work in areas that are have been prone to clogging. Jason also indicated that the District can request a waiver if a property is found to be unable to accommodate metering.

Commissioner D'Aleo asked for an update to the water ponding issue on Hawthorne Street. Jason advised that after the re-paving of the road last year to decrease ponding at 6 Hawthorne Street the slope of the road was changed causing a new issue at another residence across the street. The issue appears to be that when the road was brought up to increase the slope a walkway on the effected property which is lower than the road, now collects water run off from the street and has no place to drain effectively. After a site inspection with Highway Superintendent Joe Fagnant Jason has asked the homeowner to propose a solution for the Board to consider.

OLD BUSINESS

Commissioner Woods advised he has been giving considerable thought to cyber security for the District's IT systems. One vulnerability he has identified is the use of remote back up of District files for both the business office and the WW Treatment Plant. He recommends a software product called BVCK Up2 which could be done weekly onsite and disconnected from the system to maintain a secure back up. Commissioner Woods will forward information on the software to Business Manager Kim Haines. Another concern that should be addressed is how to safeguard the District's mapping system. Jason advised that EEI has recently installed the new Windows 10 software update to the SCADA system.

ADMINISTRATION & BUSINESS ITEM REPORTS –

DA Jutton advised that the Town is due to receive \$680K from the American Rescue Plan which can be used for improvements to water, sewer and broadband service. The County is receiving \$17M in funding and NHDES anticipates receiving 35M to be distributed in grant funding and an additional 10M in loans.

SUPERINTENDENT REPORTS –

Superintendent Jason Randall reported that he has been attending the Town's hazardous mitigation meetings with the District and Town sharing their concerns.

Jason advised that the Water Conservation Plan has been approved and is now awaiting final State permitting.

PURCHASE REQUISITIONS

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

#2021 – 168 – Technically Advanced Lock in the amount of \$482.64 for labor and parts to install new locks for business office internal doors.

#2021 – 169 – Cohen Steel Supply in the amount of \$6,775.20 for steel shafts for clarifiers.

#2021 – 170 – EJ Prescott in the amount of \$395.00 for cable for sewer camera.

#2021 – 171– Acton Custom Enterprises in the amount of \$2,700.00 for stub shafts for clarifiers.

#2021 – 172 – Ferguson Waterworks the amount of \$1,265.00 for Megatron Break and Take magnet for opening manhole covers.

#2021 – 173 – GSM Paving in the amount of \$13,300.00 for pavement replacement on Highland St., Hawthorne St., Wentworth St. and 12 manholes throughout the District.

#2021 – TBD – Enthalpy Analytical in the amount of \$1,450.00 for acute toxicity tests.

#2021 – TBD – Minuteman Press / Business Hub LLC in the amount of \$307.24 for case of #10 windowed envelopes.

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

6:05 PM The meeting was adjourned.