

Plymouth Village Water and Sewer District
Commission Meeting Minutes
January 13, 2026

Present: Chris Woods, Chair
Stephanie Halter, Commissioner

Also present: Director of Operations Jason Randall, Business Administrator Kim Haines, Robert Clay, Treasurer and Office Assistant Regina Sargent.

APPOINT COMMISSIONER

On a motion by Halter/ Woods, the Board voted to appoint Phillip (Malik) Hammond to fill the vacant Commissioner seat until the March elections.

MEETING MINUTES

On a motion made by Halter/Woods to approve the December 09, 2025, minutes as presented. The vote was unanimously approved.

MANIFEST AND PAYROLL

On a motion by Halter/ Woods, the Board approved the payroll and A/P manifests as presented. The vote was unanimously approved.

NEW BUSINESS

At 5:05PM Board Chair Chris Woods opened the 2026 Budget and Rates Hearing and the 2026 Hearing on Projects in Access if \$100,000. Director of Operations Jason Randall reviewed the 2026 proposed water and sewer rates and provided the public with rate comparison sheets for 2025 and 2026 rates. Jason advised that the 2026 rates had an average increase of +/- 5%. Jason discussed highlights of the 2026 Administration and O& M budgets for water and sewer. See attached highlights. Chair Woods advised that the District was proposing three infrastructure projects in excess of \$100,000 each, Fairgrounds Rd. Water Distribution & Sewer Collection System Improvements in the amount of \$7M, Langdon St. Water Distribution & Sewer Collection System Improvements \$5M and Sewer Pump Station # 4 Upgrades at \$3.5M. Chair Woods clarified that these projects would only move forward after funding was secured for the projects. It is advantageous for the District voters to approve the warrant articles ahead of applying for funding, as projects with prior voter approval receive better funding opportunities from both State and Federal agencies. The hearing was closed at 5:37PM.

The Board reviewed a Mainline Extension Agreement for a property owner on Beech Hill Rd to extend the water main from the area of the Plymouth Transfer Center to a garage on the property. The owner will have two years from the date of the agreement to complete the 8 inch water line and ask the District to accept the line, provided all conditions are met within the 2 year time frame. On a motion by Halter/ Hammond, the Board voted to approve the Mainline Extension and authorized Chair Woods to sign the agreement.

The Board reviewed the IT Services Contract for Suzor IT. On a motion by Halter/ Hammond, the Board voted to approve the Mainline Extension and authorized Chair Woods to sign the contract.

OLD BUSINESS

The Board reviewed an amendment to the Emerson St Grant which reduces the Grant funding to \$90,000 from \$142,000. On a motion by Halter/ Hammond, the Board voted to approve the amendment and authorized Chair Woods to sign.

On a motion by Woods/ Hammond, the Board voted to approve Commissioner Halter to sign the Emerson St Grant Certificate of Vote and to further authorize Chair Woods to sign any documents related to the Grant.

The Board reviewed an amendment to the Highland St Grant which increases the Grant funding from \$600K to \$652,500. On a motion by Halter/ Hammond, the Board voted to approve the Mainline Extension and authorized Chair Woods to sign the amendment.

On a motion by Woods/ Hammond, the Board voted to approve Commissioner Halter to sign the Highland St Grant Certificate of Vote and to further authorize Chair Woods to sign any documents related to the Grant.

On a motion by Halter/Hammond the Board reviewed and approved the Agreement Between Owner & Contractor Sargent Corporation for construction of the PS #4 Forcemain project authorizing Chair Woods to sign the agreement and further approved \$984,200 for the cost of the project.

BUSINESS ADMINISTRATOR ITEMS

The Board reviewed the 4th Quarter Water & Sewer Warrant. On a motion by Woods/ Hammond, the Board voted to approve the Warrant as presented.

Important Dates 2026

- Jan 21st to Jan 30th – Candidates Filing Period
- Voting March 10, 2026
- Town Meeting March 11, 2026
- District Annual Meeting March 12, 2026 (6pm here at Business Office)

DIRECTOR OF OPERATIONS REPORTS:

Holderness Well Update:

Director of Operations Jason Randall reported that Holderness Wells went online December 17, 2025. The contractor DeFelice has reached substantial completion and Wright- Pierce Engineers are working with the District to develop a punch list of outstanding items.

Granese is wrapping up the sewer rehab work on Highland Street this week, ahead of the January funding deadline. Granese plans to close down operations though the winter and will re-mobilize in the spring. The water portion of the project will begin in April or May depending on weather conditions.

Jason advised that the Solar Array project is at 30% design and currently being reviewed at NHDES. An RFP will be drafted to select a contractor who will take the project to final design.

PURCHASE REQUISITIONS

The Board reviewed the report of purchase orders approved by Commissioners via email before the meeting. Commissioner Woods read the requisitions aloud for the record. On a motion by Halter/Woods, the Board approved the four purchase orders as presented. The vote was unanimously approved.

PUBLIC COMMENT

There was no public comment.

6:03 PM The Board adjourned.

Next Meeting: Tuesday, February 10, 2026