



WATER & SEWER COMMISSION

P.O. BOX 347

Sunapee, New Hampshire 03782

Phone: (603) 763-2115 Fax: (603) 763-2271

Board of Commissioners Meeting

September 26, 2024, 5:30 p.m.

Sunapee Town Office Meeting Room

Join us on Zoom: <https://us06web.zoom.us/j/83630756208>

1. Call to order
2. New London/Sunapee Joint Quarterly Meeting
April 25, 2024 Meeting Minutes
Wastewater Treatment Highlights
Centrifuge
2025 Draft Proposed Plant Budget
2024-2025 Billing Percentage
3. Forms for approval
August 29, 2024 Meeting Minutes
August Sewer Purchase Journal
August Water Purchase Journal
August Income Statements
Irving Contract
4. Water Treatment Highlights
5. Old & New Business
Irrigation Service Billing
Jobs Creek-White Shutters Sewer
2025 Draft Budgets
Fuss & O'Neill Invoice
6. Next Monthly Meeting October 31, 2024
7. Adjourn



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
(603) 763-2115

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
April 25, 2024
Sunapee Town Offices Meeting Room

PRESENT: Jimmy Williams-Vice-Chairman, Richard Curtis, Charles Hirshberg, Douglas Gamsby, Wayne Stoddard, Jeffrey Reed.

Also present: Holly Leonard, David Bailey. New London Selectmen- Janet Kidder and Bebe Hammond Casey.

The Vice-Chairman called the meeting to order at 5:30 p.m.:

1. January 25, 2024 Joint Meeting Minutes: Janet K. made a motion to accept the joint meeting minutes, seconded by Richard C., Sunapee voted in favor of approving the minutes, New London voted in favor of approving the minutes, so declared by the Vice-Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that toxicity testing is being done at the Wastewater Treatment Plant and that yesterday the DES Inspector had been there and gave Brian a gold star for his reporting. He stated that they had discussed if ammonia testing would be done in house or sent out and explained about the DMRQA testing for in house lab work performed. Dave B. stated that Sunapee is going to run into problems with operator licensing due to new rules that will be in place as of January that require a Grade III plant to have a Grade III back-up operator. He explained that currently he is the only employee with a Grade III Wastewater treatment license and how much education and described what experience and education the state requires for someone to take the Grade III test. Dave B. stated that there was a form that DES required to be filled out by the end of February and that he had submitted it but a representative from DES had insisted that it needed to be changed. He stated that he had filled it out again this time he put the Town Manager in as the owner and Theodore G. in as the next Town Representative with himself listed as Operator in Responsible Charge.
Dave B. stated that he does not know what has happened in New London to reduce their flow percentages drastically, he said that since the new meter was installed in August things have looked much different. He reported that Sunapee has been doing lots of inflow and infiltration inspections and that one of the employees had contracted a bad case of poison ivy in doing these inspections. He stated that he would like to purchase a larger camera to inspect the larger lines in town because the one that the Department has is too small for the larger lines. He proposed that maybe New London would like to go in on such a purchase. Bebe H. questioned what the cost for such a camera may be and Dave B. responded that he did not have any quotes and would look into it. Jimmy W. questioned if a special vehicle would be necessary to haul the larger camera and Dave B. replied that the one Stearn's Septic has is about the size of a large box and would not require a special vehicle.
Dave B. stated that a new dumpster for the sludge is needed as the old one is pitted and the sludge does not flow out of it well. He presented that he has a quote for a new one in the amount of \$17,150. There was some discussion regarding the use of Replacement Funds for the purchase. Richard C. made a motion to spend \$17,150 for a new dumpster withdrawing the funds from the Wastewater Plant Replacement Account, seconded by Douglas G., New London voted in favor, Sunapee voted in favor, so declared by the Vice-Chairman.
Bebe H. questioned what she had heard about the PFOA discussion at last week's Sunapee Selectboard meeting when Dave B. had stated that there had been high PFOA's in the sludge. Dave B. replied that the

first round of sampling for PFOA's had shown high results but that it may have been caused by improper sampling techniques as more recent testing has shown the levels to be much less than that first test but that there still is some quantity being bound up in the sludge.

Janet K. mentioned that she had seen that Sunapee had received a couple of bids for installation of solar panels. Dave B. reported that Jamie from New London has been a wealth of knowledge on the subject and that Sunapee has a group that is working on the possibility of solar with the help of Jamie and that they are planning on getting a bid from Norwich and that Santa had given another quote. Jimmy W. stated that he thinks that Revision Energy is interested in quoting it as well. Dave B. stated that the Highway Department is having some trees cut down around the Highway Garage and that he has that clearing outfit coming to the Wastewater Plant to see about clearing a spot for the possible solar project.

Janet K. reported that Bob Harrington, New London's Highway Director is retiring and that Sam Clark will be taking his place.

New London Departed at 6:03 p.m.

Submitted by Holly Leonard.

SEWER TREATMENT PLANT
2025 DRAFT BUDGET

BUDGET ITEM	APPROVED 2024	EXPENDED 9/10/2024	% USED	PROPOSED 2025	% Increase
<u>WAGES</u>		Thru 8/30/24			
Full Time Labor	290,000.00	157,910.54	54%	290,000.00	0%
Overtime Pay	13,000.00	7,817.02	60%	13,000.00	0%
Commissioner Pay	1,000.00	710.00	71%	1,000.00	0%
TOTAL	304,000.00	166,437.56	55%	304,000.00	0%
<u>PAYROLL EXPENSES</u>		Thru 8/30/24			
Unused sick	3,000.00	-	0%	3,000.00	0%
Life/disability	5,500.00	931.59	17%	5,500.00	0%
FICA/Medicare	22,000.00	12,897.46	59%	22,000.00	0%
Health & Dental Ins.	96,000.00	52,522.49	55%	96,000.00	0%
Retirement	40,500.00	23,679.80	58%	40,500.00	0%
Unemp & Worker's Comp	3,950.00		0%	3,950.00	0%
TOTAL	170,950.00	90,031.34	53%	170,950.00	0%
<u>PURCHASED PROF. & TECH. SERVICES</u>					
Audit	1,500.00	-	0%	1,500.00	0%
Legal/Engineering	5,000.00	825.00	17%	5,000.00	0%
Joint Sewer Main					
Telephone	4,000.00	2,416.89	60%	4,000.00	0%
Comp Support & Services	3,615.00	2,300.56	64%	3,615.00	0%
Office rent	2,500.00		0%	2,500.00	0%
Auto & Equip Repair	5,000.00	4,485.73	90%	6,000.00	20%
Maintenance services	22,000.00	55,684.82	253%	30,000.00	36%
Outside lab services	15,000.00	8,699.50	58%	15,000.00	0%
BOIS Handling	55,200.00	45,367.45	82%	60,000.00	9%
TOTAL	113,815.00	119,779.95	105%	127,615.00	12%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	88,000.00	53,326.10	61%	88,000.00	0%
Heating Fuel	10,000.00	4,266.79	43%	8,000.00	-20%
TOTAL	98,000.00	57,592.89	59%	96,000.00	-2%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	7,000.00	-	0%	7,000.00	0%
Emp Training/travel/testing	1,700.00	741.26	44%	1,700.00	0%
TOTAL	8,700.00	741.26	9%	8,700.00	0%
<u>SUPPLIES</u>					
Office supplies & Equipment	2,450.00	754.42	31%	2,450.00	0%
Maint & Safety supplies	25,500.00	10,546.85	41%	25,500.00	0%
Auto fuel	3,600.00	2,600.09	72%	4,000.00	11%
Uniforms & Custodial Sup	8,100.00	4,081.50	50%	8,100.00	0%
Lab supplies & Equipment	31,500.00	16,346.06	52%	31,500.00	0%
Chemicals	97,000.00	50,730.24	52%	97,000.00	0%
Replacement Fund	35,975.00	32,950.00	92%	35,975.00	0%
TOTAL	204,125.00	118,009.16	58%	204,525.00	0%
24 Truck Warrant Article	41,666.00	35,511.00		-	
TOTAL					
	\$ 899,590.00	\$ 588,103.16	65%	\$ 911,790.00	1.36%

2023-2024 Wastewater Flows

	Townline Total	Sunapee Contribution	Sunapee Plant Total	NL %
Sep-23	4,820,100	5,069,692	9,889,792	48.74%
Oct-23	5,520,700	3,876,164	9,396,864	58.75%
Nov-23	5,104,300	3,978,068	9,082,368	56.20%
Dec-23	6,937,400	6,507,848	13,445,248	51.60%
Jan-24	7,113,500	4,526,308	11,639,808	61.11%
Feb-24	5,561,500	4,191,588	9,753,088	57.02%
Mar-24	8,740,100	7,952,252	16,692,352	52.36%
Apr-24	11,326,600	4,801,144	16,127,744	70.23%
May-24	5,636,400	4,350,288	9,986,688	56.44%
Jun-24	4,305,200	3,943,120	8,248,320	52.19%
Jul-24	11,220,200	7,946,136	19,166,336	58.54%
Aug-24	4,098,500	5,297,980	9,396,480	43.62%

12 Mos	80,384,500	62,440,588	142,825,088	56.28
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65.45 Currently Billing At

54.28 Proposed



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
(603) 763-2115

Board of Commissioners Meeting
August 29, 2024
Sunapee Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Jimmy Williams, Richard Curtis, Jeffrey Reed, Charles Hirshberg, Douglas Gamsby.

Also present: Pierce Rigrod-NH DES, Geoff Lizotte-LSPA, Bette Nowack, Holly Leonard & David Bailey.

The Chairman called the meeting to order at 5:32 p.m.

1. NH DES/LSPA-Raw Water Cyanobacteria Testing: Pierce R. represented NH DES and stated that he has been speaking with Geoff L. of LSPA and Dave B. regarding cyanobacteria testing of the raw water. He stated that because the Commission is interested in pursuing a grant for cyanobacteria testing equipment and training, he had brought with him a sample grant agreement as well as a grant application form. Pierce R. explained the different testing options and what other surface water systems are using to monitor for this toxin causing bacteria. There was some discussion regarding LSPA's buoy and what it tests for and what LSPA has been doing for testing of the raw water recently. There was a suggestion that the Commission and some of the employees take a trip to see what other water systems are doing and the costs that could be involved in testing that may or may not be covered by the grant.
2. Community Energy: Bette Nowack informed the Commission of the Community Energy proposal that will be coming before the voters in March and explained how this program works.
3. Solar Array RFP: The Community Energy discussion evolved into a discussion regarding the possibility of getting solar power installed at the Wastewater Treatment Plant. Douglas G. handed out a map showing the proposed area for a solar array installation. There was much discussion regarding the proposed RFP and getting some proposals to get the project moving forward. Bette N. stated that there is currently a tax rebate that would cover approximately 25% of the cost of the installation and that the Town could get a loan for the remainder. Dave B. stated that he had received a quote to clear the area shown on the map that Doug G. handed out in the amount of \$7,250. There was some discussion regarding net metering and who would be the owner of the solar array and who would have to pay for it. Dave B. also received other quotes for different options to be considered for the clearing of the site. There was some discussion regarding other places in Sunapee that may be under consideration for installation of solar power. Douglas G. made a motion to approve passing along the RFP to the Selectboard for their consideration, seconded by Jimmy W., voted 4 in favor, 1 opposed, the motion passes in the majority, so declared by the Chairman. Richard C. stated that he did not like the idea and gave reasons for opposing the motion. Bette N. presented that there should be a memorandum of understanding between the Selectboard and the Commission. She will forward one that had been drawn up in the past for the Commission to consider.
4. Forms for Approval:
July 25, 2024 Meeting Minutes: Douglas G. made a motion to accept the July 25th meeting minutes, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

July Sewer Purchase Journal: Douglas G. made a motion to accept the July sewer purchase journal, seconded by Jimmy W., after some discussion regarding the City of Concord and the centrifuge service, voted unanimously in the affirmative, so declared by the Chairman.

July Water Purchase Journal: Douglas G. made a motion to accept the water purchase journal, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

July 2024 Income Statements for Water & Sewer: Douglas G. made a motion to accept the July sewer and water income statements for water and sewer, seconded by Jimmy W., voted unanimously in favor of accepting the June Income Statements, so declared by the Chairman.

5. Wastewater Treatment Highlights: Dave B. stated that there had been some issues at the Wastewater Plant and explained that it had finally been resolved, but that for a few weeks there had been dirty water leaving the plant. He reported that the new dumpster had been received and that it is in use very successfully. He stated that the crew has just started mowing the rights of ways. Dave B. reported that Aaron C. had been thinking about putting a mixer in to keep things from becoming septic in the wet wells and that Pump station #2 had a battery in the phone dialer that needed replacing so he is going to have a Mission Unit installed there instead. He stated that the Fire Department had conducted some confined space training at Dewey Beach Pump Station a couple of weeks ago.
6. Water Treatment Highlights: Dave B. reported that they are waiting for the Highway to get pulverization done on Old Georges Mills Road before they install the new water line there. He stated that someone is coming to do the Ultraviolet Light cleaning at Harbor Hill and that there had been a problem with the chlorine pump there getting air in it. Dave B. reported that they have been working on the lead service line inventory using the original meter installation records, and that Bob Collins had contacted him today about turning on the turbine at River Road.
7. Old & New Business:

2025 1st Draft Budgets: Holly L. presented that there had not yet been many suggested changes to the budgets and that if everyone could look them over and make note if they know of anything that may be increasing a lot in the coming year.

Fenton's Landing: Holly L. stated that legal counsel has looked into the records available at the Sullivan County Registry of Deeds and that they only found easements mentioned that were to convey sewer to the river. Dave B. should be meeting with representatives of the Riverway and letting counsel know what width the right of way should be drawn up at and maybe get a plan to them for help in drafting the final document needed to be registered at the Registry of Deeds.

Fuss & O'Neill Invoice: There was some discussion regarding where things were with the Lower Main Street and Route 11 Crossings project. Holly L. stated that there needs to be some contact with Dan Monet about which contracts need to be approved and signed in order to keep the project moving forward. She also stated that after submitting a pre-application for more SRF funding to cover the gap between the projected cost and the DWSRF Loan that has been approved, Sunapee had not come in high enough on the priority list and will need to find funding from some other source to cover the \$1,050,000 approved by voters in 2024.

The next monthly meeting is scheduled for September 26, 2024.

7:44 p.m. Douglas G. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.