



TOWN OF SUNAPEE
Water and Sewer Commission

P.O. Box 347, Sunapee, NH 03782-0347
(603) 763-2115

Board of Commissioners Meeting
February 25, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
 2. Forms for Approval
 - January 28, 2021 Meeting Minutes
 - Additional December 2020 Water & Sewer Purchases
 - January Sewer Purchase Journal
 - January Water Purchase Journal
 - Revised 38 Jobs Creek Road Abatement Request
 - Updated Georges Mills & Sunapee Water Emergency Plans
 3. Water Treatment Highlights
 4. Wastewater Treatment Highlights
 5. Old & New Business
 - Purchase of new generator for Pump Station 9
 6. Next Monthly Meeting March 25, 2021
 7. Adjourn
- ***Citizen Input: In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at <https://townhallstreams.com/towns/sunapee.nh>. If citizens have input for the Water & Sewer Commission please contact Holly Leonard-Office Manager at holly@town.sunapee.nh.us no later than 12:30 pm on the day of the meeting. To be on the agenda via zoom, contact the Office Manager for log in information.***



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

Board of Commissioners Meeting
January 28, 2021
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, David Bailey, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Nancy Rollins and John Cannon. Sunapee Energy Committee Members-Bette Nowack and Keith Chrisman.

The Chairman called the meeting to order at 5:30 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

Please note that all votes that are taken during the meeting shall be done by roll call vote. Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

1. New London Sunapee Joint Meeting: See Joint Meeting Minutes.
2. Energy Committee: Bette N. stated that the Committee is looking to set up a meeting with them, the Commission and a solar company to see a presentation on different options and possibilities for a solar power installation around the Wastewater Treatment Plant property. There was some discussion regarding Town Property and who can enter into such discussions. There was some discussion about if the Water & Sewer Department has any other possible locations for a solar power installation. Bette N. stated that she thinks that the first step would be to have a meeting with Revision Solar via zoom or some sort of video conference to hear what they might propose. There was some discussion regarding costs and what water and sewer users should be funding. There was discussion regarding getting Donna N. involved as Town Manager. Dave B. will talk to Donna N. and get the ball rolling for setting up a meeting with Revision and the Energy Committee.
3. Forms for Signing:
December 22, 2020 Meeting Minutes: Douglas G. made a motion to accept the Commission meeting minutes of December 22nd, seconded by Charles H., polled unanimously in favor, so declared by the Chairman.
December Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

December Water Purchase Journal: Douglas G. made a motion to accept the December Water Purchase Journal, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman.

38 Jobs Creek Road Abatement Request: After some discussion regarding the letter from White Shutters Association and the amount being requested, Douglas G. made a motion to accept the abatement request for Kathy Shea and Bradly Weiss, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

106 Marys Road Abatement Request: Douglas G. made a motion to accept the Dustin Aldrich sewer abatement request, seconded by Jimmy W., after some discussion regarding the property, polled unanimously in the affirmative, so declared by the Chairman.

2020 Lien Warrant: Holly L. presented that the lien warrant had come out to be \$39,127.05 which is the by far the lowest year she has seen in the 19 years she has been putting these together. Douglas G. made a motion to accept the 2020 lien warrant in the amount of \$39,127.05, seconded by Wayne S., polled unanimously in favor, so declared by the Chairman.

4. Water Treatment Highlights: Dave B. reported that they have cleaned filter #1 and have it ready for when the UV system is being installed. Dave B. stated that there have not been many problems with the water systems lately. There was some discussion regarding the dirty water complaints on High Street and Central Street. Dave B. stated that it seems to have cleared up some and that he is thinking that perhaps not flushing hydrants in those areas will avoid stirring things back up but that this may come back to haunt the department at some later date.
5. Wastewater Treatment Highlights: Dave B. reported that there had been a sewer hook up completed on Fernwood a couple of weeks ago and that there had been a crushed sewer line repair done at 5 Garnet Street. He stated that it had taken quite a bit to get the crushed line fixed. Dave B. reported that he had met with Irving about some of the generator propane issues at the pump stations and that Irving is going to install some small tanks at Pump Station 2 until spring so the generator can run if it needs to. He stated that Pump Station 4 had a gas line leak and that Pump Station 13 is going to need to have the underground tank dug up and that he would like it replaced with an above ground tank and that this project is going to be a challenge. Dave B. reported that Yankee Generator has agreed to make these pump station generators able to run on vapor instead of liquid propane and that this will cost about \$1,500 each. Dave B. stated that he had told the Commission in the past that there is a problem with the generator at Pump Station 9 being too small and that he has received a quote of \$21,500 for a new one. He stated that he thinks this is the way to go and that the possibility of installing VFD's on the pumps there might work but will cost \$8,000 and that it could still end up needing a new generator. Douglas G. made a motion to purchase a new generator for \$21,500 installed, Holly L. questioned where the funds were to be withdrawn from, there was no second. There was some discussion regarding the different accounts and if the 2021 budget would be fine if this purchase was made out of it. Charles H. questioned if the pumps run at the same time or at separate times. Dave B. responded that they start at separate times but that something in the controls only allows that to happen one time and then they both try to start together causing too much draw on the generator. Dave B. will

take a look at the collection budget and propose where the funds for the purchase should come from at the next meeting.

6. Old & New Business:

Deposit into Water Department Capital Improvement Capital Reserve Fund & Utilization of Capital Reserve Fund monies to cover any expenses for the UV disinfection at Harbor Hill:

Theodore G. read the proposed motions to be voted upon:

Motion to deposit \$50,000 into the water capital reserve fund in accordance with RSA 38:29 III, and authorizing the withdrawal for that purpose, of \$50,000 from surplus water rental funds being held in the water department general fund checking account.

Also to withdraw the amount needed to complete the Ultraviolet Disinfection upgrade at the Harbor Hill Water Treatment Plant, if the project exceeds the \$400,000 that was authorized to borrow by the Town. And to authorize the withdrawal of said amount from the Water Capital Improvement Capital Reserve Fund, that was established for such purposes, in accordance with RSA 38:29 III.

Douglas G. moved the motions, seconded by Jeffrey R., polled unanimously in favor, so declared by the Chairman.

2021 Rates: Holly L. presented the estimated income for sewer and the total proposed 2021 budget which shows there should be plenty of funds to adequately cover the coming year's expenses and suggested leaving the sewer rates the same as they had been in 2020. Holly L. presented that it looks the same in the water department so after some large increases last year and with the possibility of a substantial increase to pay for the UV System next year that perhaps the water rates should remain at the same level as well. Douglas G. made a motion to keep the Water & Sewer rates the same for 2021 as they were in 2020, seconded by Charles H., polled unanimously in the affirmative, so declared by the Chairman.

The next monthly meeting will be on February 25, 2021.

6:45 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman.



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
January 28, 2021
Sunapee Town Offices Meeting Room

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

Also present: Holly Leonard, David Bailey, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Nancy Rollins and John Cannon, Sunapee Energy Committee Members-Bette Nowack and Keith Chrisman.

The Chairman called the meeting to order at 5:30 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

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1. September 24, 2020 Joint Meeting Minutes: Douglas G. made a motion to accept the joint quarterly meeting minutes for September 2020, seconded by Nancy R., Sunapee polled in favor, New London polled in favor, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that the plant has been running very well and that the phosphorus readings have been very low allowing Sunapee to meet the limits quite easily. He reported that they have been cleaning a lot of grit out of the septage receiving tank and that after 6 years it has built up quite a bit and needs to be cleaned out. Dave B. stated that there had been some time allotted to doing an energy audit with the energy committee and someone from the State. Bette N. stated that she had been very impressed with the individual that DES had sent out and that she feels that the report will prove to be extremely useful. Dave B. reported that the flows are down and that things at the plant are running as well as can be expected in the cold weather. Nancy R. questioned how the sludge disposal was going and Dave B. reported that the sludge is still being disposed of at Merrimack and that so far they are good with it. He stated that he is working with someone from the State to try and identify where the PFOA’s are coming from.

Submitted by Holly Leonard.

Sunapee SEWER Department
Purchase Journal

For the Period From Dec 30, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/30/20	56290P Chemical Expense 202000 Accounts Payable	095909	ARIES CHEMICAL, INC	1,314.45	1,314.45
12/30/20	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	12-20	CONSOLIDATED COMMUNICATIONS	180.98 63.39 374.48	618.85
12/30/20	56240P Auto Fuel Expense 202000 Accounts Payable	69387046	WEX BANK	14.00	14.00
12/30/20	53050P Auto Repair/Service 53050C Auto Repair/Service 202000 Accounts Payable	823269	SANEL NAPA	20.93 20.93	41.86
12/31/20	53094P BIOS HANDLING 202000 Accounts Payable	00010734	Town of Merrimack	2,236.00	2,236.00
12/31/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4548263	UNIFIRST	51.32 28.15 51.54	131.01
12/31/20	202000 Accounts Payable	035 4548263	BELLETTES		
12/31/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	1431036	BELLETTES	4.94	4.94
12/31/20	55210P Dues & Publications 202000 Accounts Payable	2021 SQC	TREASURER STATE OF NH	500.00	500.00
12/31/20	53090P Outside Lab Services 202000 Accounts Payable	221254	EASTERN ANALYTICAL, INC.	17.50	17.50
12/31/20	56290P Chemical Expense 202000 Accounts Payable	290201589	HARCROS CHEMICALS INC.	1,705.75	1,705.75
12/31/20	56270P Lab Supplies 202000 Accounts Payable	428549	USA BLUEBOOK	2,215.65	2,215.65

Sunapee WATER Department
Purchase Journal
For the Period From Dec 30, 2020 to Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments, Report order is by Date, Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/30/20	530300 Telephone	12-20		88.56	
	530310 Alarms			84.00	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		172.56
12/30/20	562100 Maintenance Supply	1428085		11.57	
	202000 Accounts Payable		BELLETTES		11.57
12/30/20	562400 Auto Fuel Expense	314782		241.41	
	202000 Accounts Payable		TREASURER STATE OF NH		241.41
12/30/20	542000 Heating Fuel Expense	348889		371.43	
	202000 Accounts Payable		IRVING OIL CORPORATION		371.43
12/30/20	530500 Auto Repair/Service	823367		8.49	
	202000 Accounts Payable		SANEL NAPA		8.49
12/31/20	562600 Uniform Expense	035 4548263		26.58	
	202000 Accounts Payable		UNIFIRST		26.58
12/31/20	530200 Legal/Engineering Fees	16239		2,828.80	
	202000 Accounts Payable		UNDERWOOD ENGINEERS, INC.		2,828.80
12/31/20	530310 Alarms	18705 2020		550.00	
	202000 Accounts Payable		COLLINS ELECTRICAL SERVICES		550.00
12/31/20	553000 Advertising Expense	300122687		156.00	
	202000 Accounts Payable		EAGLE TIMES		156.00
12/31/20	510000 Superintendent Labor	666		1,925.00	
	511000 Full Time Labor			4,405.84	
	512000 Administrative Labor			1,382.94	
	513000 Overtime Pay			1,020.31	
	521000 Life & Disability Expense			218.28	
	522000 FICA/Medicare			469.22	
	561500 OFFICE EQUIPMENT			249.00	
	530410 Office/Computer Service			135.77	
	202000 Accounts Payable		TOWN OF SUNAPEE		9,806.36
				14,173.20	14,173.20

Sunapee SEWER Department
Purchase Journal
For the Period From Jan 1, 2021 to Jan 31, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/1/21	56210P Maintenance Supply 202000 Accounts Payable	50229463	MAIN OXY-ACETYLENE SUPPLY CO.	87.00	87.00
1/4/21	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	13424755	QUILL CORPORATION	47.16 14.32	61.48
1/4/21	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	13424966	QUILL CORPORATION	16.50 16.50	33.00
1/5/21	56140P Breakroom Supplies 202000 Accounts Payable	17720654 010521	CRYSTAL ROCK LLC	34.53	34.53
1/6/21	56270P Lab Supplies 202000 Accounts Payable	386949	NSI Solutions, Inc.	173.00	173.00
1/7/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9870772006	VERIZON WIRELESS	56.46 56.46	112.92
1/13/21	53041P Office/Computer Service 202000 Accounts Payable	1048157	MISSION COMMUNICATIONS, LLC	563.40	563.40
1/13/21	53020C Legal/Engineering Fees 202000 Accounts Payable	16280	UNDERWOOD ENGINEERS, INC.	1,040.40	1,040.40
1/15/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4550245	UNIFIRST	51.32 28.15 51.54	131.01
1/15/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4552205	UNIFIRST	51.32 28.15 51.54	131.01
1/19/21	53071C Sewer Line Maint. Service 202000	2643	Abbott Septic Service	800.00	800.00

Sunapee SEWER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
1/21/21	54100C Electricity Expense	1/21		1,879.56	
	54100P Electricity Expense			4,617.82	
	202000 Accounts Payable		EVERSOURCE		6,497.38
1/21/21	56210P Maintenance Supply	1438080		23.76	
	202000 Accounts Payable		BELLETTETTES		23.76
1/21/21	53090P Outside Lab Services	221513		84.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		84.00
1/21/21	56210P Maintenance Supply	471302		12.09	
	202000 Accounts Payable		USA BLUEBOOK		12.09
1/21/21	56270P Lab Supplies	471589		1,007.37	
	202000 Accounts Payable		USA BLUEBOOK		1,007.37
1/21/21	56230C Pump Station Maint. Supply	824920		10.99	
	202000 Accounts Payable		SANEL NAPA		10.99
1/21/21	54200P Heating Fuel Expense	930880		449.19	
	202000 Accounts Payable		IRVING OIL CORP		449.19
1/21/21	56210P Maintenance Supply	S3308027.002		24.81	
	202000 Accounts Payable		ROCKINGHAM ELECTRIC		24.81
1/28/21	53090P Outside Lab Services	221797		17.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		17.50
1/28/21	56290P Chemical Expense	290202008		706.75	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		706.75
1/28/21	54200C Heating Fuel Expense	437000		28.56	
	202000 Accounts Payable		IRVING OIL CORP		28.56
1/28/21	56200P Safety Supplies	10570563		403.49	
	202000 Accounts Payable		ATCO INTERNATIONAL		403.49
1/29/21	56260P Uniform Expense	035 4554169		51.32	
	56260C			28.15	

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Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable		UNIFIRST	53.47	132.94
1/29/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070000281	UNIFIRST	51.32 28.15 51.56	131.03
1/29/21	56210P Maintenance Supply 202000 Accounts Payable	1477960	BELLETTES	16.41	16.41
1/29/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	70197015-2	F.W. WEBB COMPANY	62.74	62.74
1/29/21	53050C Auto Repair/Service 202000 Accounts Payable	826026	SANEL NAPA	46.76	46.76
1/29/21	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	R/O 414666/1	LEBANON FORD	60.16 60.16	120.32
				12,943.84	12,943.84

Sunapee WATER Department
Purchase Journal
For the Period From Jan 1, 2021 to Jan 31, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/5/21	542000 Heating Fuel Expense 202000 Accounts Payable	938870	IRVING OIL CORPORATION	268.03	268.03
1/11/21	541000 Electricity Expense 202000 Accounts Payable	1-21	EVERSOURCE	1,611.35	1,611.35
1/14/21	562600 Uniform Expense 202000 Accounts Payable	035 4550245	UNIFIRST	26.58	26.58
1/14/21	562600 Uniform Expense 202000 Accounts Payable	035 4552205	UNIFIRST	26.58	26.58
1/14/21	530900 Outside Lab Services 202000 Accounts Payable	121010370	NELSON ANALYTICAL LAB	45.00	45.00
1/14/21	530300 Telephone 202000 Accounts Payable	9870772006	VERIZON WIRELESS	56.46	56.46
1/21/21	542000 Heating Fuel Expense 202000 Accounts Payable	330095	IRVING OIL CORPORATION	391.96	391.96
1/21/21	562200 Distribution Supplies 202000 Accounts Payable	825459	SANEL NAPA	40.98	40.98
1/28/21	530300 Telephone 202000 Accounts Payable	1-16-21	COMCAST	160.98	160.98
1/28/21	530310 Alarms 202000 Accounts Payable	18705 2021	COLLINS ELECTRICAL SERVICES	650.00	650.00
1/28/21	562900 Chemical Expense 202000 Accounts Payable	290202009	HARCROS	151.65	151.65
1/29/21	562600 Uniform Expense 202000 Accounts Payable	035 4554169	UNIFIRST	26.58	26.58
1/29/21	562600 Uniform Expense 202000 Accounts Payable	1070000281	UNIFIRST	26.58	26.58
1/29/21	530500 Auto Repair/Service	826026		46.76	

Sunapee WATER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		SANEL NAPA		46.76
1/29/21	530500 Auto Repair/Service 202000 Accounts Payable	R/O 414466/1	LEBANON FORD	60.15	60.15
				3,589.64	3,589.64
				3,589.64	3,589.64