



TOWN OF SUNAPEE
Water and Sewer Commission

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

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

Agenda

1. Call to Order
2. Election of Officers
3. Forms for Approval
 - February 25, 2021 Meeting Minutes
 - February Sewer Purchase Journal
 - February Water Purchase Journal
4. Water Treatment Highlights
5. Wastewater Treatment Highlights
6. Old & New Business
7. Next Monthly Meeting April 29, 2021
8. 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
February 25, 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, John Augustine-Sunapee Selectman.

The Chairman called the meeting to order at 5:31 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. Forms for Approval:

January 28, 2021 Meeting Minutes: Douglas G. made a motion to accept the November 19th meeting minutes, seconded by Charles H. polled unanimously in favor, so declared by the Chairman.

December 30-31 Additional Sewer Purchase & January Sewer Purchase Journal: Douglas G. made a motion to accept the December 30 and 31st and the January Sewer Purchase Journal, seconded by Jimmy W., after some discussion regarding Underwood Engineers and the Asset Management and CMOM work, polled unanimously in favor, so declared by the Chairman.

December 30-31 Additional Water Purchase & January Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journals, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman.

38 Jobs Creek Road Revised Abatement Request: Charles H. made a motion to accept the revised abatement request for 38 Jobs Creek Road, seconded by Jimmy W., after some discussion regarding the period of time and the amount that was revised, polled unanimously in favor, so declared by the Chairman.

Water Emergency Plans: Douglas G. made a motion to accept the Georges Mills and Sunapee Emergency Plans as updated February 18, 2021, second by Jeffrey R., Holly L. pointed out that there had been a typo in the table of contents that had been revised, Charles H. stated that in the Sunapee plan there was an error stating that the notice templates were available on the DES one stop web-site under Georges Mills and Holly L. confirmed that this needed to read Sunapee not Georges Mills, polled unanimously in favor of the plans as corrected, so declared by the Chairman.

2. Water Treatment Highlights: Dave B. stated that the things have been going pretty well with the water systems but that he had a call about dirty water yesterday from Lower Main Street and that this is the time of year when breaks occur more often. He reported that the crew has been looking around to see if they spot anything but have not seen anything yet. Dave B. reported that one filter is cleaned and that he had hoped to get one of the new valves installed while it is empty and prior to the UV system installation but it seems that it will need to be refilled and the next one cleaned as the valves have not been received yet. Dave B. stated that he can leave one filter empty for a short time and hope that the valves can be installed when each filter is empty. Dave B. stated that they are going to reduce the price by some \$20,000 by using pvc pipe instead of ductile iron. Dave B. reported that there had been a lot of water leaking out at the pump at River Road pump station when the turbine is running and that he has spoken with the company that sprayed the epoxy on the chlorine contact tank. This company is putting together a quote for repairing this leaking. This company also is putting together a quote on rehabbing the mixer for the Wastewater Treatment Plant.

Dave B. stated that an order has been placed for about 50 more water meters. There was some discussion regarding the meters and the meter reading computer software that is changing.
3. Wastewater Treatment Highlights: Dave B. reported that the mixer was sent out to see about rehabbing it as he had stated during water treatment highlights and that he had moved the mixer from ditch two to ditch one in hopes of getting less settling going on with less air being added. He stated that the State guys will be here tomorrow and hopefully the moving of the mixer will prove to help with the issues. Jimmy W. questioned if the State people are still doing work with the phosphorus removal, Dave B. responded that they have cut back on the amount of time they are at the Wastewater Plant but that they are still working on experimenting with the phosphorus removal without the introduction of aluminum. Dave B. reported that the Administrative Order of Consent's time period has run out in January and that the phosphorus limits are barely being met but he is not sure how that will end up in February. There was some discussion regarding using up old chemicals and perhaps having to utilize different chemicals in the future in order to meet the limits. Charles H. questioned if there was a chance of getting an extension of time for the AOC, Dave B. responded that he does not think that another extension will be granted but that he is not sure. Dave B. thinks that EPA will be more lenient in regards to test results coming in higher than the limits as long as DES personnel are still working with Sunapee on the issue. He stated that he believed that as long as Sunapee shows progress in the right direction EPA will not issue any fines. Charles H. volunteered to meet with DES officials tomorrow at the plant to discuss the phosphorus. Jimmy W. questioned how the sludge hauling to Merrimack was going and Dave B. replied that he had just received notice that the tipping fees were going to increase, but other than that Merrimack is fine with taking Sunapee's sludge. Dave B. stated that he is going to be getting together with RMI and looking into different types of sludge drying equipment that are available and invited any Commissioners that would like to go look at the available units to attend. There was some discussion about the different grades of sludge and perhaps if a Grade A was attained being able to save money via being able to land apply the sludge without the extra step of taking it to Merrimack. There was some discussion regarding weather or not the resulting product would still be treated as a

biosolid or not. Dave B. stated that he is hoping to get to look at both of the different units and how they work sometime soon.

Jimmy W. questioned how the TTHM testing for the Water System was going and Dave B. responded that the recent tests had come back great and that Sunapee is remaining in compliance with the limits.

Dave B. stated that Daniel's Construction is finished with the painting at the pump stations and that the Commission will most likely be seeing the bill for the painting on next month's purchase journal. He reported that he has not heard anything yet from Irving or from Jake at Yankee Generator about pump station two so that is still up in the air.

Dave B presented that he would like the Commission to vote to use the Sewer Capital Improvement Capital Reserve Fund to purchase the new generator that he had proposed at last meeting for pump station #9. Jeffrey R. made a Motion to withdraw \$21,500 to purchase a new generator for Pump Station 9. And to authorize the withdrawal of said amount from the Sewer Capital Improvement Capital Reserve Fund, that was established for such purposes, in accordance with RSA 38:29 III.

4. Old & New Business:

Theodore G. questioned if there was a reason that John A. was in attendance at this meeting, John A. responded that as the Highway Director has proposed running water and sewer lines to the highway garage he is looking to find out if the Water & Sewer Commission had been approached and how they felt about the proposed project.

Theodore G. stated that he thinks that running water to the Highway Garage is an excellent idea so that there could be an adequate sprinkler system installed there that could save the Town from disasters as other Town's had experienced where all of their equipment had been lost in fires. There was some discussion regarding options that could be easier and perhaps cheaper to install than using a gravity line between the Library and the Highway Garage. There was some discussion regarding the different options for running a sewer line there and if Mount Royal may ever want to attach as well. There was some discussion regarding the area in question and the possible problems with the project as well as different means of getting the lines run. John A. stated that there is a \$50,000 warrant article to do the engineering for this and stated that he thinks the Highway Director should come to the Commission for their expertise.

1st Pay application for payment on the UV System Installation, Douglas G. made a motion to approve the pay application, seconded by Jeffrey R., after some discussion regarding the project timing, polled unanimously in the affirmative, so declared by the Chairman.

6:35 p.m. Douglas G. made a motion to adjourn, seconded by Jeffrey R., polled unanimously in the affirmative, so declared by the Chairman.

Sunapee WATER Department
Purchase Journal
For the Period From Feb 1, 2021 to Feb 28, 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
2/4/21	562600 Uniform Expense 202000 Accounts Payable	1070002288	UNIFIRST	26.58	26.58
2/4/21	561400 Breakroom Supplies 202000 Accounts Payable	17720654 02022	CRYSTAL ROCK	41.38	41.38
2/11/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	1-30-21	CONSOOLIDATED COMMUNICATIONS	92.09 84.00	176.09
2/11/21	562600 Uniform Expense 202000 Accounts Payable	1070004264	UNIFIRST	26.58	26.58
2/11/21	530900 Outside Lab Services 202000 Accounts Payable	121020271	NELSON ANALYTICAL LAB	45.00	45.00
2/11/21	561000 Office Supplies 202000 Accounts Payable	14234738	QUILL CORPORATION	77.82	77.82
2/11/21	562400 Auto Fuel Expense 202000 Accounts Payable	315667	TREASURER STATE OF NH	156.85	156.85
2/11/21	542000 Heating Fuel Expense 202000 Accounts Payable	434211	IRVING OIL CORPORATION	522.21	522.21
2/11/21	542000 Heating Fuel Expense 202000 Accounts Payable	839062	IRVING OIL CORPORATION	458.18	458.18
2/18/21	571000 2019 CR Establish 202000 Accounts Payable	1-28-21	TOWN OF SUNAPEE	50,000.00	50,000.00
2/18/21	562100 Maintenance Supply 202000 Accounts Payable	1507222	BELLETTETES	15.38	15.38
2/18/21	562100 Maintenance Supply 202000 Accounts Payable	1513989	BELLETTETES	8.53	8.53
2/18/21	541000 Electricity Expense 202000 Accounts Payable	2/21	EVERSOURCE	1,547.66	1,547.66

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2/18/21	530900 Outside Lab Services 202000 Accounts Payable	222708	EASTERN ANALYTICAL, INC	170.00	170.00
2/18/21	530500 Auto Repair/Service 202000 Accounts Payable	828509	SANEL NAPA	15.62	15.62
2/18/21	530300 Telephone 202000 Accounts Payable	9872883069	VERIZON WIRELESS	104.47	104.47
2/23/21	562000 Safety Supplies 202000 Accounts Payable	499349	HUBERTS DEPT. STORE	157.49	157.49
2/25/21	530700 Maint.Repair/Service 202000 Accounts Payable	02182104	KELLEY PLUMBING & HEATING, LLC	311.00	311.00
2/25/21	562600 Uniform Expense 202000 Accounts Payable	1070006225	UNIFIRST	26.58	26.58
2/25/21	562600 Uniform Expense 202000 Accounts Payable	1070008152	UNIFIRST	26.58	26.58
2/25/21	530300 Telephone 202000 Accounts Payable	2/16/21	COMCAST	160.98	160.98
				54,074.98	54,074.98

Sunapee SEWER Department
Purchase Journal

For the Period From Feb 1, 2021 to Feb 28, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/4/21	56260P Uniform Expense	1070002288		49.51	
	56260C Uniform Expense			28.15	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		131.03
2/4/21	56230C Pump Station Maint. Supply	1399935		4.49	
	56230C Pump Station Maint. Supply			0.07	
	202000 Accounts Payable		BELLETTES		4.56
2/4/21	53090P Outside Lab Services	222014		84.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		84.00
2/4/21	54200P Heating Fuel Expense	339262		437.64	
	202000 Accounts Payable		IRVING OIL CORP		437.64
2/4/21	56270P Lab Supplies	449551		263.76	
	202000 Accounts Payable		NCL OF WISCONSIN, INC.		263.76
2/4/21	56220C Sewer Line Maint. Supply	47079178		40.49	
	202000 Accounts Payable		BLUETARP FINACIAL		40.49
2/4/21	56270P Lab Supplies	481296		639.79	
	202000 Accounts Payable		USA BLUEBOOK		639.79
2/4/21	56210P Maintenance Supply	522775		90.17	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		90.17
2/4/21	56220C Sewer Line Maint. Supply	54313		135.24	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		135.24
2/4/21	53072C Pump Station Maint. Service	56069		388.89	
	53072C Pump Station Maint. Service		Late Fees	10.96	
	202000 Accounts Payable		IRVING OIL CORP		399.85
2/4/21	56240P Auto Fuel Expense	69909830		14.00	
	202000 Accounts Payable		WEX BANK		14.00
2/4/21	202010 A/P Due to General Fund	Lien repayments	Lower Winn Hill 8 Visa Payment	1,036.31	
	202010 A/P Due to General Fund		59 Lake Avenue Closing Payment	851.55	

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	202000 Accounts Payable		TOWN OF SUNAPEE		1,887.86
2/4/21	202000 Accounts Payable	SLS25756220	THERMOFISHER SCIENTIFIC		
2/5/21	56210P Maintenance Supply 202000 Accounts Payable	SLS25756220	Brian Deschamps	526.70	526.70
2/11/21	53094P BIOS HANDLING 202000 Accounts Payable	00010775	Town of Merrimack	1,459.25	1,459.25
2/11/21	56290P Chemical Expense 202000 Accounts Payable	096258	ARIES CHEMICAL, INC	1,315.89	1,315.89
2/11/21	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	1-21	CONSOLODATED COMMUNICATIONS	182.56 69.71 376.03	628.30
2/11/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070004264	UNIFIRST	49.51 28.15 53.37	131.03
2/11/21	56250P Building/Custodial Expense 202000 Accounts Payable	14052231	QUILL CORPORATION	53.98	53.98
2/11/21	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	14341021	QUILL CORPORATION	50.58 50.58	101.16
2/11/21	56210P Maintenance Supply 202000 Accounts Payable	1484349	BELLETTETTES	33.83	33.83
2/11/21	53090P Outside Lab Services 202000 Accounts Payable	222430	EASTERN ANALYTICAL, INC,	101.50	101.50
2/11/21	54200C Heating Fuel Expense 202000 Accounts Payable	29168	IRVING OIL CORP	80.00	80.00
2/11/21	56240P	314782		427.44	

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	Auto Fuel Expense 56240C			368.35	
	Auto Fuel Expense 202000		TREASURER STATE OF NH		795.79
	Accounts Payable				
2/11/21	56240P	315667		251.68	
	Auto Fuel Expense 56240C			249.98	
	Auto Fuel Expense 202000		TREASURER STATE OF NH		501.66
	Accounts Payable				
2/11/21	54200C	440001		222.35	
	Heating Fuel Expense 202000		IRVING OIL CORP		222.35
	Accounts Payable				
2/11/21	56210P	827567		7.49	
	Maintenance Supply 202000		SANEL NAPA		7.49
	Accounts Payable				
2/18/21	53050P	112-8889031-534		178.49	
	Auto Repair/Service 202000		STEPHEN NIX		178.49
	Accounts Payable				
2/18/21	57200C	16389		673.20	
	20 Article 34 CMOM 202000		UNDERWOOD ENGINEERS, INC.		673.20
	Accounts Payable				
2/18/21	54100C	2/21		1,549.37	
	Electricity Expense 54100P			4,930.38	
	Electricity Expense 202000		EVERSOURCE		6,479.75
	Accounts Payable				
2/18/21	53050P	828029		26.59	
	Auto Repair/Service 53050C			26.60	
	Auto Repair/Service 202000		SANEL NAPA		53.19
	Accounts Payable				
2/18/21	53030P	9872883069		104.47	
	Telephone 53030C			104.47	
	Telephone 202000		VERIZON WIRELESS		208.94
	Accounts Payable				
2/18/21	56210P	NHCLA125082		540.14	
	Maintenance Supply 202000		FASTENAL COMPANY		540.14
	Accounts Payable				
2/23/21	56200P	499349		299.99	
	Safety Supplies 56200C			124.99	
	Safety Supplies 202000		HUBERTS DEPT. STORE		424.98
	Accounts Payable				
2/25/21	56260P	1070006225		51.32	

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	Uniform Expense 56260C			28.15	
	Uniform Expense 56250P			51.56	
	Building/Custodial Expense 202000		UNIFIRST		131.03
	Accounts Payable				
2/25/21	56260P Uniform Expense 56260C	1070008152		51.32	
	Uniform Expense 56250P			28.15	
	Building/Custodial Expense 202000		UNIFIRST		131.03
	Accounts Payable				
2/25/21	56210P Maintenance Supply 202000	1524115		54.80	
	Accounts Payable		BELLETTES		54.80
2/25/21	54200C Heating Fuel Expense 202000	434796		198.90	
	Accounts Payable		IRVING OIL CORP		198.90
2/25/21	54200C Heating Fuel Expense 202000	435439		146.41	
	Accounts Payable		IRVING OIL CORP		146.41
2/25/21	54200C Heating Fuel Expense 202000	435986		125.63	
	Accounts Payable		IRVING OIL CORP		125.63
2/25/21	54200C Heating Fuel Expense 202000	437443		246.89	
	Accounts Payable		IRVING OIL CORP		246.89
2/25/21	54200P Heating Fuel Expense 202000	441655		562.06	
	Accounts Payable		IRVING OIL CORP		562.06
2/25/21	54200C Heating Fuel Expense 202000	445364		245.19	
	Accounts Payable		IRVING OIL CORP		245.19
2/25/21	54200C Heating Fuel Expense 202000	842075		212.75	
	Accounts Payable		IRVING OIL CORP		212.75
2/25/21	54200C Heating Fuel Expense 202000	849093		207.64	
	Accounts Payable		IRVING OIL CORP		207.64
2/25/21	54200C Heating Fuel Expense 202000	849435		274.59	
	Accounts Payable		IRVING OIL CORP		274.59

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2/25/21	54200C Heating Fuel Expense 202000 Accounts Payable	849969	IRVING OIL CORP	130.74	130.74
2/25/21	58100C 19 Article 27 Pump St Upgrad 202000 Accounts Payable	Req 6	DANIELS CONSTRUCTION	22,500.00	22,500.00
				43,813.67	43,813.67