



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
April 29, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to Order
 2. Sunapee/New London Joint Quarterly Meeting
January 28, 2021 Joint Quarterly Meeting Minutes
Wastewater Treatment Highlights
 3. Forms for Approval
March 25, 2021 Meeting Minutes
March Sewer Purchase Journal
March Water Purchase Journal
Billing Adjustment Credits
1st Billing Warrants 2021
 4. Water Treatment Highlights
 5. Old & New Business
 6. Next Monthly Meeting May 27, 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

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.

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. 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.



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
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Board of Commissioners Meeting
March 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.

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:

February 25, 2021 Meeting Minutes: Douglas G. made a motion to accept the minutes of the February 25th meeting, seconded by Jimmy W. polled unanimously in favor, so declared by the Chairman.

February Sewer Purchase Journal: Douglas G. made a motion to accept the February Sewer Purchase Journal, seconded by Jimmy W., after some discussion regarding Daniels and the pump station upgrades as well as Irving Oil, polled unanimously in favor, so declared by the Chairman.

February Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journal, seconded by Richard C., after some discussion regarding the heaters and the Capital Reserve Fund Deposit, polled unanimously in the affirmative, so declared by the Chairman.

2. Election of Officers: Richard C. would nominate Theodore Gallup to continue on as Chairman of the Water & Sewer Commission, seconded by Jeffrey R., polled unanimously in the affirmative.

Charles H. nominated Jimmy W. to continue on as Vice-Chairman, seconded by Jeffrey R., polled unanimously in favor, so declared by the Chairman.

3. Water Treatment Highlights: Dave B. stated that the things have been going alright with the water systems and that meter reading is going on this week. Dave B. stated that he has been in contact with Granite State Rural Water and that they would like to do a water leak survey of the Georges Mills system and that this would likely be happening in a couple of months.

Dave B. stated that he has a quote to have the pump that the turbine turns rebuilt for River Road in the amount of \$12,800. There was some discussion regarding the turbine and the cost to repair the pump as well as where the funds for this repair would come from. Dave B. stated that he had not realized how tight the 2021 budget might already be. Charles H. questioned if how much the UV system installation may end up being, and it was discussed that this is not known yet. Richard C. questioned if there was some other pump that could be used there instead, Dave B. stated that there is one on the floor at River Road but that not much is known about it and that it would be a difficult procedure to install it. There was discussion regarding what options there may be for getting the funds to pay for this repair and how much the UV System installation may end costing along with how long it will take to finish the project. There was some discussion regarding getting DES to put in writing that they are willing to extend the time period for the project and if timing would affect the percentage of forgiveness offered. There was some discussion regarding going ahead with having the repair done and having Holly L. and Dave B. figure out the funding for it in the meantime. Jeffrey R. made a motion to accept the proposal for the repair of the pump at the River Road Pump Station, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

4. Wastewater Treatment Highlights: Dave B. stated that there had been a couple of e-coli violations this month and that he not entirely sure about why they happened. He stated that he had thought that it could have been the chlorine pump not keeping up and that the results have been bouncing around from very high to none at all. There was some discussion regarding what might be causing the issue and why it would be varying so widely. Dave B. reported that they have vacuumed and cleaned out the clarifiers and contact tank in hopes of alleviating the issue. Dave B. reported that the plant is running pretty decently and that they have used up all of the old polymer and will start using a new one tomorrow. He stated that the phosphorus numbers have been really low this month so that is going very well and that sludge had been taken to Merrimack on Monday. Dave B. mentioned that he would like to discuss the sludge dryer equipment that had been looked at in Bellows Falls and that he would like to see the one in Hooksett as well. There was some discussion regarding how Hooksett uses a centrifuge and then the drying unit. Dave B. does not have a date set up yet to go see the machine but stated that he will let everyone know when he has set something up in case they are interested in joining in. Charles H. stated that he would like to see something from Bellows Falls or Hooksett regarding how much time it would take to realize a pay-back for the cost of such a piece of equipment. There was some discussion regarding the cost possibly being approximately \$400,000 and that the resulting sludge could possibly be offered to the public for use. There was some discussion about PFOAs and if these may be an issue with land application of the resulting product. Dave B. stated that he has spoken with an engineer that is interested in being hired to investigate where the PFOAs may be coming from within the sewer system. There was discussion regarding the sampling techniques for testing for PFOAs being a challenge and Dave B. stated that he had received an e-mail from Anthony Drouin at DES about a zoom meeting to talk about PFOAs and sludge.
5. Old & New Business:

Holly L. presented a request for abatement of the attachment fee billed for 90 North Road and explained what had caused the issue. Douglas G. made a motion to accept the abatement for 90 North Road, seconded by Jimmy W., after some discussion regarding the issue and the property, polled unanimously in favor, so declared by the Chairman.

6:27 p.m. Douglas G. made a motion to adjourn, seconded by Jeffrey R., polled unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal
For the Period From Mar 1, 2021 to Mar 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
3/4/21	56150P OFFICE EQUIPMENT 202000 Accounts Payable	14625604	QUILL CORPORATION	99.99	99.99
3/4/21	56140P Breakroom Supplies 202000 Accounts Payable	17720654 030221	CRYSTAL ROCK LLC	41.45	41.45
3/4/21	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	2-21	CONSOLIDATED COMMUNICATIONS	182.69 69.74 376.79	629.22
3/4/21	53090P Outside Lab Services 202000 Accounts Payable	222989	EASTERN ANALYTICAL, INC.	101.50	101.50
3/4/21	56270P Lab Supplies 202000 Accounts Payable	486400	USA BLUEBOOK	339.95	339.95
3/4/21	56270P Lab Supplies 202000 Accounts Payable	504856	USA BLUEBOOK	891.53	891.53
3/4/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	5822130	E.J.PRESCOTT, INC.	385.45	385.45
3/4/21	56240P Auto Fuel Expense 202000 Accounts Payable	70513582	WEX BANK	14.00	14.00
3/4/21	56210P Maintenance Supply 202000 Accounts Payable	829637	SANEL NAPA	6.69	6.69
3/4/21	56210P Maintenance Supply 202000 Accounts Payable	829639	SANEL NAPA	16.99	16.99
3/5/21	53094P BIOS HANDLING 202000 Accounts Payable	00010820	Town of Merrimack	1,512.92	1,512.92
3/11/21	53070P Maintenance Service 202000 Accounts Payable	026498	A/D INSTRUMENT REPAIR, INC.	708.00	708.00
3/11/21	56260P Uniform Expense 56260C Uniform Expense	1070010113		49.51 28.21	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	56250P Building/Custodial Expense 202000 Accounts Payable		UNIFIRST	44.00	121.72
3/11/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070012062	UNIFIRST	49.51 28.21 44.00	121.72
3/11/21	53090P Outside Lab Services 202000 Accounts Payable	12103038630	NELSON ANALYTICAL LAB	30.00	30.00
3/11/21	53090P Outside Lab Services 202000 Accounts Payable	1400	AQUATEC ENVIRONMENTAL, Inc.	1,695.00	1,695.00
3/11/21	56210P Maintenance Supply 202000 Accounts Payable	1539211	BELLETTETTES	11.56	11.56
3/11/21	53050C Auto Repair/Service 202000 Accounts Payable	INV082544	OSSIPEE MOUNTAIN ELECTRONICS	48.55	48.55
3/12/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	66238	ATLANTIC RECYCLING EQUIPMENT, LLC	3,750.00	3,750.00
3/12/21	56100C Office Supplies 202000 Accounts Payable	6971354	QUILL CORPORATION	17.99	17.99
3/18/21	56290P Chemical Expense 202000 Accounts Payable	096650	ARIES CHEMICAL, INC	1,358.61	1,358.61
3/18/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	1558017	BELLETTETTES	3.54	3.54
3/18/21	56210P Maintenance Supply 202000 Accounts Payable	1559523	BELLETTETTES	24.94	24.94
3/18/21	53090P Outside Lab Services 202000 Accounts Payable	223677	EASTERN ANALYTICAL, INC.	101.50	101.50
3/18/21	202010 A/P Due to General Fund 202000 Accounts Payable	2445460	Townsend TOWN OF SUNAPEE	2,018.33	2,018.33

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3/18/21	56290P Chemical Expense 202000 Accounts Payable	290202769	HARCROS CHEMICALS INC.	1,705.75	1,705.75
3/18/21	53072C Pump Station Maint. Service 202000 Accounts Payable	29168orig	IRVING OIL CORP	269.00	269.00
3/18/21	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	3/2021	EVERSOURCE	1,678.47 5,166.09	6,844.56
3/18/21	54200P Heating Fuel Expense 202000 Accounts Payable	435860	IRVING OIL CORP	492.32	492.32
3/18/21	56270P Lab Supplies 202000 Accounts Payable	451687	NCL OF WISCONSIN, INC.	60.31	60.31
3/18/21	55220P Training/Education 202000 Accounts Payable	700005815 3-09-2	Darmouth-Hitchcock	104.00	104.00
3/18/21	56290P Chemical Expense 202000 Accounts Payable	7951	HOLLAND COMPANY, INC.	1,628.89	1,628.89
3/18/21	53050C Auto Repair/Service 202000 Accounts Payable	819230	SANEL NAPA	12.16	12.16
3/18/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	831603	SANEL NAPA	119.94	119.94
3/18/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9875006775	VERIZON WIRELESS	104.47 104.47	208.94
3/19/21	56270P Lab Supplies 202000 Accounts Payable	524661	USA BLUEBOOK	795.51	795.51
3/19/21	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	831680	SANEL NAPA	15.42 15.41	30.83
3/25/21	56260P	1070014037		56.75	

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	Uniform Expense 56260C			23.53	
	Uniform Expense 56250P			53.37	
	Building/Custodial Expense 202000		UNIFIRST		133.65
	Accounts Payable				
3/25/21	56260P Uniform Expense 56260C	1070015983		54.13 23.53	
	Uniform Expense 56250P			53.37	
	Building/Custodial Expense 202000		UNIFIRST		131.03
	Accounts Payable				
3/25/21	57200C 20 Article 34 CMOM 202000	16521		3,040.60	
	Accounts Payable		UNDERWOOD ENGINEERS, INC.		3,040.60
3/25/21	56240C Auto Fuel Expense 56240P	316554		155.47 155.94	
	Auto Fuel Expense 202000		TREASURER STATE OF NH		311.41
	Accounts Payable				
3/25/21	53040C Computer Software Support 202000	94002963		200.00	
	Accounts Payable		ESRI, INC.		200.00
3/25/21	55210P Dues & Publications 55210C	9525		85.00 75.00	
	Dues & Publications 55220P			91.00	
	Training/Education 202000		GRANITE STATE RURAL WATER		251.00
	Accounts Payable				
3/26/21	56210P Maintenance Supply 202000	1573338		29.41	
	Accounts Payable		BELLETTETTES		29.41
3/26/21	56210P Maintenance Supply 202000	1576562		10.67	
	Accounts Payable		BELLETTETTES		10.67
				30,431.13	30,431.13

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
3/4/21	561000 Office Supplies 202000 Accounts Payable	14627222	QUILL CORPORATION	6.36	6.36
3/4/21	562100 Maintenance Supply 202000 Accounts Payable	1526881	BELLETTETES	10.23	10.23
3/4/21	562100 Maintenance Supply 202000 Accounts Payable	1527728	BELLETTETES	2.13	2.13
3/4/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	16430	UNDERWOOD ENGINEERS, INC.	3,481.17	3,481.17
3/4/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	2-21	CONSOLIDATED COMMUNICATIONS	92.15 84.00	176.15
3/4/21	562900 Chemical Expense 202000 Accounts Payable	290202549	HARCROS	252.75	252.75
3/4/21	542000 Heating Fuel Expense 202000 Accounts Payable	547408	IRVING OIL CORPORATION	462.43	462.43
3/5/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	Pay Application	PRB Construction Inc.	32,073.10	32,073.10
3/11/21	562600 Uniform Expense 202000 Accounts Payable	1070010113	UNIFIRST	26.58	26.58
3/11/21	562600 Uniform Expense 202000 Accounts Payable	1070012062	UNIFIRST	26.58	26.58
3/11/21	530900 Outside Lab Services 202000 Accounts Payable	121030388	NELSON ANALYTICAL LAB	45.00	45.00
3/11/21	562300 Meter Supplies 202000 Accounts Payable	243607	STILES COMPANY	12,260.00	12,260.00
3/11/21	562100 Maintenance Supply 202000 Accounts Payable	5035029	HOME DEPOT	15.38	15.38
3/11/21	542000	943575		224.29	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Heating Fuel Expense 202000 Accounts Payable		IRVING OIL CORPORATION		224.29
3/12/21	562200 Distribution Supplies 202000 Accounts Payable	66238		3,750.00	
			ATLANTIC RECYCLING EQUIPMENT, LLC		3,750.00
3/18/21	541000 Electricity Expense 202000 Accounts Payable	3/2021		1,499.90	
			EVERSOURCE		1,499.90
3/18/21	562200 Distribution Supplies 202000 Accounts Payable	54713		157.64	
			UNITED CONSTRUCTION CORP.		157.64
3/18/21	530300 Telephone 202000 Accounts Payable	9875006775		104.47	
			VERIZON WIRELESS		104.47
3/25/21	562600 Uniform Expense 202000 Accounts Payable	1070014037		26.58	
			UNIFIRST		26.58
3/25/21	562600 Uniform Expense 202000 Accounts Payable	1070015983		26.58	
			UNIFIRST		26.58
3/25/21	562100 Maintenance Supply 202000 Accounts Payable	1917-9		256.44	
			SHERWIN - WILLIAMS		256.44
3/25/21	542000 Heating Fuel Expense 202000 Accounts Payable	233524		155.28	
			IRVING OIL CORPORATION		155.28
3/25/21	530300 Telephone 202000 Accounts Payable	3-16-21		160.98	
			COMCAST		160.98
3/25/21	562400 Auto Fuel Expense 202000 Accounts Payable	316554		186.68	
			TREASURER STATE OF NH		186.68
3/25/21	552200 Training/Education 202000 Accounts Payable	4-28		40.00	
			NHWWA		40.00
3/25/21	542000 Heating Fuel Expense 202000 Accounts Payable	540227		437.88	
			IRVING OIL CORPORATION		437.88
3/25/21	562100 Maintenance Supply 202000 Accounts Payable	7671-2		15.19	
			SHERWIN - WILLIAMS		15.19

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3/25/21	530400 Computer Software Support 202000 Accounts Payable	94002963	ESRI	200.00	200.00
3/25/21	552100 Dues & Publications 552200 Training/Education 202000 Accounts Payable	9525	GRANITE STATE RURAL WATER	85.00 56.00	141.00
3/26/21	405100 ATTACHMENT FEES REFU 202000 Accounts Payable	NOR 90	Refund Attach Fee for NOR 90 TOWN OF SUNAPEE	1,000.00	1,000.00
				57,220.77	57,220.77