



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
June 24, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Forms for Approval
 - May 27, 2021 Meeting Minutes
 - May Sewer Purchase Journal
 - May Water Purchase Journal
 - 1st Additional Billing Warrants 2021
3. Water Treatment Highlights
 - UV System Progress
4. Wastewater Treatment Highlights
5. Old & New Business
6. Next Monthly Meeting July 29, 2021
7. Adjourn



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

Board of Commissioners Meeting
May 27, 2021
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, David Bailey, Sunapee Energy Committee Members-Bette Nowack and Keith Chrisman, NH DES Representatives-Sharon Nall, Luis Adorno and Eliza Morrison as well as Process Energy Representative Steve Bolles.

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

1. Process Energy Evaluations: Sharon N. presented that Steve B. had done the energy evaluations of the Sunapee Wastewater and Water Treatment Facilities and would be going over the results and the recommendations tonight.
Steve Bolles did a presentation first on the Wastewater Treatment Facilities Evaluation and stated that although there is potential energy savings that could be realized, Sunapee is already doing quite well in comparison to other similar facilities in the State.
Sharon N. stated that the pre-application for CWSRF loan and loan forgiveness is due by June 1st and that there is the possibility of this funding being used to implement some of the processes that are suggested as being energy saving for Sunapee in the evaluation.
There was some discussion regarding possible incentives from Eversource for installation of the heat pump.
Steve B. presented that setting thermostats lower, installing a heat pump in the chemical building instead of using the electric heat and changes that could be made to the aeration process were all possibilities for substantial energy savings. There was some discussion regarding heat pumps and the issues people have had with them. Steve B. stated that if Sunapee would rather a propane heater would also be a better option than the electric one currently in the chemical building.
Dave B. questioned what Steve B. thought of the idea of replacing lighting fixtures as he has received a quote from World Energy Efficiency Services to do this at the Wastewater Treatment Facility. Steve B. stated that he would get more quotes and definitely dig further into the numbers presented before moving forward with the lighting replacement. There was some discussion regarding filing the CWSRF pre-application, Holly L. stated that she would be the one to prepare the pre application and Bette N. offered assistance if needed.

Steve Bolles did a presentation of the Sunapee Water System Energy Evaluation findings. He reported that the two different water systems in Georges Mills and Sunapee had very different results from each other. He suggested lowering thermostat settings, evaluating non-revenue water more in depth, the possibility of changing run times to off peak hours in Georges Mills as well as evaluating weather the radon removal unit still needs to be run to achieve compliance with the suggested radon limits as possible energy saving things that could be done.

Luis A. suggested that the asset management grant could possibly be utilized to fund the recommended changes and that although the State does not have any funding similar to the Clean Water SRF loan for Drinking Water, that they are working on putting something together for this.

There was some discussion regarding the presentation and the possible energy savings that could result from the implementation of some of the recommendations.

2. Forms for Signing:

April 29, 2021 Meeting Minutes: Douglas G. made a motion to accept the April 29th meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.

April Sewer Purchase Journal: Douglas G. made a motion to accept the April Sewer Purchase Journal, seconded by Jimmy W., after some discussion regarding Decamp Trucking and the Town of Merrimack, voted unanimously in favor, so declared by the Chairman.

April Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journal for April, seconded by Jimmy W., after some discussion regarding Underwood and employee training costs, voted unanimously in the affirmative, so declared by the Chairman.

Cain Abatement Request: Douglas G. made a motion to accept the abatement request for David Cain, seconded by Jimmy W., after some discussion, voted unanimously in the affirmative, so declared by the Chairman.

Porter Trust Abatement Request: Douglas G. made a motion to accept the Porter abatement request, seconded by Jimmy W., after some discussion regarding the property, voted unanimously in favor, so declared by the Chairman.

37 Prospect Hill Road Abatement Request: Douglas G. made the motion to accept the request for abatement for 37 Prospect Hill Road, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

3. Water Treatment Highlights: Dave B. reported that the crew had worked on the Oak Ridge Road water line and had replaced an old section that had many leaks prior to turning it on. He also reported that there had been a water line break at the Post Office in Georges Mills., and that the crew had handled this very well while he had been out of Town. Dave B. stated that the hydrants have been flushed and the summer water lines are all on now. He stated that he has not received the rebuilt turbine pump back yet and is waiting for it to be received. It was suggested that he call and check into a timeline for it.
4. Wastewater Treatment Highlights: Dave B. stated that the plant is running good and that he did get the new mixer but it waiting for the electrician to get it up and running. He stated that they are still using the Cerium Silicate and that it seems to be working alright but that it may be causing some algae or something similar that is causing turbidity alarms. Dave B. reported that the septage receiving tank had been cleaned out and that there had been a lot of grit in it. He stated that from now on it would be cleaned more often. There was some discussion regarding septage receiving and grit.

5. Old & New Business:

Dave B. stated that the solar people would be at the Wastewater Plant tomorrow at 10:00 a.m. and invited anyone interest to attend.

Holly L. stated that Dave B. is overdue for a review and would like to set up a meeting to just address this at Harbor Hill. Tuesdays and Thursdays seemed to be the best option at 5:30. Holly L. will send out an e-mail and try to get this set up in June.

The next monthly meeting will be on June 24th.

7:46 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From May 1, 2021 to May 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
5/6/21	56290P Chemical Expense 202000 Accounts Payable	096877 ft	ARIES CHEMICAL, INC	189.06	189.06
5/6/21	56290P Chemical Expense 202000 Accounts Payable	097133	ARIES CHEMICAL, INC	1,351.71	1,351.71
5/6/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070025647	UNIFIRST	44.91 28.21 44.00	117.12
5/6/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070027534	UNIFIRST	44.91 28.21 44.00	117.12
5/6/21	53094P BIOS HANDLING 202000 Accounts Payable	11589	CLEAN WATERS, INC.	379.59	379.59
5/6/21	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	3/21	CONSOLIDATED COMMUNICATIONS	182.90 70.57 381.44	634.91
5/6/21	56280P Lab Equipment 202000 Accounts Payable	3083686014	IDEXX DISTRIBUTION, INC	842.54	842.54
5/6/21	53070P Maintenance Service 202000 Accounts Payable	68400	INTERSTATE FIRE PROTECTION	637.00	637.00
5/6/21	56240P Auto Fuel Expense 202000 Accounts Payable	71562519	WEX BANK	14.00	14.00
5/6/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	837078	SANEL NAPA	5.38	5.38
5/6/21	54200C Heating Fuel Expense 202000 Accounts Payable	842988	IRVING OIL CORP	26.25	26.25

Sunapee SEWER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/6/21	54200C Heating Fuel Expense 202000 Accounts Payable	843729	IRVING OIL CORP	99.39	99.39
5/6/21	54200C Heating Fuel Expense 202000 Accounts Payable	844087	IRVING OIL CORP	137.42	137.42
5/6/21	56290P Chemical Expense 202000 Accounts Payable	8705	HOLLAND COMPANY, INC.	1,509.22	1,509.22
5/6/21	53040C Computer Software Support 202000 Accounts Payable	M18361	CONTINENTAL UTILITY SOLUTIONS	650.00	650.00
5/7/21	56270P Lab Supplies 202000 Accounts Payable	12433352	HACH COMPANY	830.66	830.66
5/7/21	56270P Lab Supplies 202000 Accounts Payable	12435180	HACH COMPANY	122.48	122.48
5/7/21	53094P BIOS HANDLING 202000 Accounts Payable	1663779	BELLETTETTES	35.64	35.64
5/7/21	54200C Heating Fuel Expense 202000 Accounts Payable	252866	IRVING OIL CORP	455.87	455.87
5/7/21	54200C Heating Fuel Expense 202000 Accounts Payable	279351	IRVING OIL CORP	377.76	377.76
5/7/21	56290P Chemical Expense 202000 Accounts Payable	290203556	HARCROS CHEMICALS INC.	999.00	999.00
5/7/21	56230C Pump Station Maint. Supply 56270P Lab Supplies 202000 Accounts Payable	587592	USA BLUEBOOK	80.49 128.82	209.31
5/7/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	587770	USA BLUEBOOK	384.64	384.64
5/7/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	71357966	F.W. WEBB COMPANY	129.25	129.25

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/13/21	53094P BIOS HANDLING 202000 Accounts Payable	00010914	Town of Merrimack	2,533.99	2,533.99
5/13/21	53090P Outside Lab Services 202000 Accounts Payable	1415	AQUATEC ENVIRONMENTAL, Inc.	1,695.00	1,695.00
5/13/21	57200C 20 Article 34 CMOM 202000 Accounts Payable	16678	UNDERWOOD ENGINEERS, INC.	1,896.00	1,896.00
5/13/21	53090P Outside Lab Services 202000 Accounts Payable	226115	EASTERN ANALYTICAL, INC.	101.50	101.50
5/18/21	56250P Building/Custodial Expense 202000 Accounts Payable	1070010113 2	UNIFIRST	10.00	10.00
5/18/21	56250P Building/Custodial Expense 202000 Accounts Payable	1070012062 2	UNIFIRST	10.00	10.00
5/18/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070029428	UNIFIRST	44.01 19.74 55.30	119.05
5/18/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070031308	UNIFIRST	44.01 19.74 53.37	117.12
5/18/21	56100C Office Supplies 202000 Accounts Payable	16592851	QUILL CORPORATION	35.49	35.49
5/18/21	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	5/21	EVERSOURCE	1,724.92 4,705.87	6,430.79
5/18/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9879291224	VERIZON WIRELESS	104.48 104.48	208.96

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/21/21	53031C Alarms 202000 Accounts Payable	1051871	Pump Station 13 MISSION COMMUNICATIONS, LLC	347.40	347.40
5/21/21	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	318327	 TREASURER STATE OF NH	211.42 212.45	423.87
5/21/21	53050P Auto Repair/Service 202000 Accounts Payable	838139	 SANEL NAPA	89.90	89.90
5/21/21	55220P Training/Education 202000 Accounts Payable	9694	 GRANITE STATE RURAL WATER	50.00	50.00
5/27/21	56290P Chemical Expense 202000 Accounts Payable	097400	 ARIES CHEMICAL, INC	1,377.05	1,377.05
5/27/21	56140C Breakroom Supplies 202000 Accounts Payable	17720654 052521	 CRYSTAL ROCK LLC	42.45	42.45
5/27/21	53090P Outside Lab Services 202000 Accounts Payable	226730	 EASTERN ANALYTICAL, INC.	101.50	101.50
5/27/21	56290P Chemical Expense 202000 Accounts Payable	290203937	 HARCROS CHEMICALS INC.	720.50	720.50
5/27/21	56270P Lab Supplies 202000 Accounts Payable	392328	 NSI Solutions, Inc.	181.50	181.50
5/27/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	605283	 USA BLUEBOOK	419.69	419.69
				27,167.08	27,167.08

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/6/21	562600 Uniform Expense 202000 Accounts Payable	1070025647	UNIFIRST	26.58	26.58
5/6/21	562600 Uniform Expense 202000 Accounts Payable	1070027534	UNIFIRST	26.58	26.58
5/6/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	3/21	CONSOLIDATED COMMUNICATIONS	92.58 84.00	176.58
5/6/21	562200 Distribution Supplies 202000 Accounts Payable	54965	UNITED CONSTRUCTION CORP.	65.59	65.59
5/6/21	530400 Computer Software Support 202000 Accounts Payable	80071951	BADGER METER INC.	780.00	780.00
5/6/21	530400 Computer Software Support 202000 Accounts Payable	M18361	CONTINENTAL UTILITY SOLUTIONS	650.00	650.00
5/6/21	562500 Building/Custodial Expense 202000 Accounts Payable	hhr 56 3/31	TOWN OF SUNAPEE	211.00	211.00
5/7/21	562200 Distribution Supplies 202000 Accounts Payable	001-279573	NEWPORT SAND & GRAVEL	22.00	22.00
5/7/21	562200 Distribution Supplies 202000 Accounts Payable	001-279583	NEWPORT SAND & GRAVEL	39.75	39.75
5/7/21	530900 Outside Lab Services 202000 Accounts Payable	121050486	NELSON ANALYTICAL LAB	45.00	45.00
5/7/21	562200 Distribution Supplies 202000 Accounts Payable	1661816	BELLETETES	23.16	23.16
5/7/21	562200 Distribution Supplies 202000 Accounts Payable	71354116-2	F.W. WEBB COMPANY	839.21	839.21
5/13/21	542000 Heating Fuel Expense 202000 Accounts Payable	528382	IRVING OIL CORPORATION	494.02	494.02

**Sunapee WATER Department
Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/13/21	542000 Heating Fuel Expense 202000 Accounts Payable	535410	IRVING OIL CORPORATION	163.42	163.42
5/13/21	562200 Distribution Supplies 202000 Accounts Payable	6773-28	NOEL EASTMAN JR., INC	84.00	84.00
5/13/21	562200 Distribution Supplies 202000 Accounts Payable	71462457	F.W. WEBB COMPANY	368.94	368.94
5/13/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	Pay App 2	PRB Construction Inc.	80,119.01	80,119.01
5/18/21	562600 Uniform Expense 202000 Accounts Payable	1070029428	UNIFIRST	26.58	26.58
5/18/21	562600 Uniform Expense 202000 Accounts Payable	1070031308	UNIFIRST	26.58	26.58
5/18/21	561000 Office Supplies 202000 Accounts Payable	16592851	QUILL CORPORATION	35.50	35.50
5/18/21	530900 Outside Lab Services 202000 Accounts Payable	226401	EASTERN ANALYTICAL, INC	75.00	75.00
5/18/21	541000 Electricity Expense 202000 Accounts Payable	5/21	EVERSOURCE	1,209.16	1,209.16
5/18/21	530300 Telephone 202000 Accounts Payable	9879291224	VERIZON WIRELESS	104.49	104.49
5/21/21	562200 Distribution Supplies 202000 Accounts Payable	001-279637	NEWPORT SAND & GRAVEL	39.69	39.69
5/21/21	562200 Distribution Supplies 202000 Accounts Payable	001-279674	NEWPORT SAND & GRAVEL	128.77	128.77
5/21/21	562400 Auto Fuel Expense 202000 Accounts Payable	318327	TREASURER STATE OF NH	250.86	250.86
5/21/21	579100 LOAN PAYMENT-LAKE A	5/30/21		24,347.64	

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Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		BAR HARBOR BANK & TRUST		24,347.64
5/27/21	570100 Water Replacement Fund 202000 Accounts Payable	2021 replacemen		65,840.00	
			TOWN OF SUNAPEE		65,840.00
5/27/21	530900 Outside Lab Services 202000 Accounts Payable	226761		170.00	
			EASTERN ANALYTICAL, INC		170.00
5/27/21	530900 Outside Lab Services 202000 Accounts Payable	226763		349.00	
			EASTERN ANALYTICAL, INC		349.00
5/27/21	562900 Chemical Expense 202000 Accounts Payable	290203938		205.20	
			HARCROS		205.20
5/27/21	562200 Distribution Supplies 202000 Accounts Payable	385149		62.20	
			NEWPORT SAND & GRAVEL		62.20
5/27/21	562200 Distribution Supplies 202000 Accounts Payable	55189		286.65	
			UNITED CONSTRUCTION CORP.		286.65
5/27/21	530300 Telephone 202000 Accounts Payable	6-10-21		161.19	
			COMCAST		161.19
5/27/21	562200 Distribution Supplies 202000 Accounts Payable	71554876		26.00	
			F.W. WEBB COMPANY		26.00
5/27/21	562100 Maintenance Supply 202000 Accounts Payable	NHCLA126235		24.53	
			FASTENAL COMPANY		24.53
				177,503.88	177,503.88



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
P.O. BOX 347, SUNAPEE, NH 03782-0347
(603) 763-2115

\$585.00
2021 Sewer User Fees
\$48.00
2021 Sewer Bond Fees
Total: \$633.00
First Additional Billing

RENT COLLECTOR'S WARRANT
STATE OF NEW HAMPSHIRE

Sullivan SS.

To Holly Leonard, Collector of SEWER RENTS & BOND FEES for the town of Sunapee in said county.

In the name of the State of New Hampshire, you are hereby directed to collect the sewer rents in the list herewith committed to you, amounting in all to the sum of:

Six Hundred Thirty-three 00/100 dollars.

And we further order you to remit all money collected, to the treasurer of said town at least on a weekly basis or whenever receipts exceed \$500.00. The list on the following page is a correct list of the assessment of the additional SEWER rents for the year 2021, upon the ratable estates in said Sunapee and of additional rents assessed on the real estates in said town of persons and corporations not residents therein as made by us, the Water & Sewer Commission.

Given under our hands and seal, at Sunapee, NH this _____ day of _____ in the year 2021.



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
P.O. BOX 347, SUNAPEE, NH 03782-0347
(603) 763-2115

\$405.00
2021 Water User Fees
\$195.00
2021 Water Bond Fees
Total: \$600.00
First Additional Billing

RENT COLLECTOR'S WARRANT
STATE OF NEW HAMPSHIRE

Sullivan SS.

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Given under our hands and seal, at Sunapee, NH this _____ day of _____ in the year 2021.

_____	_____
_____	_____
_____	_____
_____	_____

Town of Sunapee

Warrant Adjustments Billing 2021

	Water Bond	Water	Sewer Bond	Sewer	Total
Donna & Frank Anzalone 0133-0115	\$195.00	\$405.00	\$48.00	\$585.00	\$1,233.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$195.00	\$405.00	\$48.00	\$585.00	\$1,233.00