



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

**Board of Commissioners Meeting
February 23, 2023
Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard and David Bailey.

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

1. Forms for Approval:

January 26, 2023 Meeting Minutes: Douglas G. made a motion to accept the January 26th meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.

January Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal for January, seconded by Jimmy W., after some discussion regarding Meyer Corporation and pumps that were purchased, voted unanimously in favor, so declared by the Chairman.

January Water Purchase Journal: Douglas G. made a motion to accept the Water Journal for January, seconded by Charles H., after some discussion regarding the Watson Marlow pumps, voted unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that A/D Instruments had come to the Wastewater Plant and calibrated the meters yesterday, he stated that there had been an issue with the meters earlier in the month due to freezing up. He stated that they are replacing some of the lights in the maintenance garage with LED's, and that the plant has been running well.

Dave B. stated that he is redoing the QAQC manual and needs a new Certificate of Authorization for him to be able to sign reports for the Commission. Jimmy W. made a motion to accept the certificate of authorization, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

3. Water Treatment Highlights:

Dave B. stated that Harbor Hill has been running well and he stated that he had just received an e-mail saying that the one year warranty term is up next week and that he plans to reply that it is fine. He stated that the backhoe had been worked on and that there had been a lot of rust on it that had been fixed by Stetson. Dave B. reported that Wragg Bros. had come out to Georges Mills and that they had not wanted to pull out a pump there without a new one ready to go in. Dave B. stated that New London had given him the name of Barry Miller and that he has reached out to him asking for help checking the pumps in Georges Mills. There was some discussion regarding disinfecting and the process that might need to be followed in order to change out the water pumps. There was some discussion regarding the well pump rates and what types of lines are on the pumps as well as if one well would be sufficient to supply water to Georges Mills.

4. Old & New Business:

Fuss & O'Neill invoice: Dave B. stated that he thinks that the invoice should be approved for payment. Jimmy W. made a motion to approve payment to Fuss & O'Neill of \$10,906.93, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

2023 Water & Sewer User Rates: Holly L. presented the increases that Dave B. and she had discussed and stated that the proposed water and sewer user fees would be an increase of 8%. She stated that the proposed Hydrant charge was a 7.5% increase and that it will bring the fee close to the \$300 per hydrant that had been discussed a few years ago. Dave B. and Holly L. are proposing doubling the other fees and charges for service calls as they have remained stagnant for over 20 years and are not covering the actual cost of labor. Charles H. made a motion to approve the 2023 rates and fees as proposed, seconded by Jeffrey R., voted unanimously in favor, so declared by the Chairman.

Updated Emergency Plans:

Dave B. stated that there had been a change to the mutual aid portion of both emergency plants and that he had wanted the part about mutual aid to be a generic statement and that since this had been drawn up he is looking for it to be a bit more legally worded and would like to find out how insurance coverage would work if something happened to an employee that was working in another Town during an emergency. He stated that he is looking to get signed up with New Hampshire's Public Works Mutual Aid system and will be pursuing this. There was much discussion regarding how mutual aid works and who's insurance would cover what in the event of damage to property or employee injury. Douglas G. made a motion to approve the updated 2023 Water Emergency plans for Sunapee and Georges Mills, seconded by Jimmy W., after some discussion, voted unanimously in the affirmative, so declared by the Chairman.

Dave B. reported that the TTHM results that had been taken earlier this month had been much better and that he thinks having the concrete tank off line might be a way to keep the Disinfection By-Products lower with less stagnant water in storage. There was some discussion regarding the concrete tank and if it should remain empty or not and why.

Asset Management Planning Grant: Theodore G. read the congratulations letter about the successful application for the 2023 Asset Management Grant Program stating that DES intends to award \$88,200 to Sunapee for this project. Holly L. stated that she needs to get all of the paperwork put together for the Selectmen to enter into this agreement with NH DES and that there will need to be a letter of justification for why Underwood had been chosen as the consulting engineering firm for the project.

Charles H. made a motion to pursue the 2023 Asset Management Planning Grant by moving it forward for the Selectmen to pursue, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Theodore G. suggested postponing the Superintendent's Review until the next meeting. The review was postponed.

The next monthly meeting is scheduled for March 30, 2023.

6:37 p.m. Douglas G. made a motion to adjourn, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.