



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

**Board of Commissioners Meeting  
November 17, 2022  
Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard and Aaron Cartier.

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

1. Forms for Approval:

October 27, 2022 Meeting Minutes: Douglas G. made a motion to accept the October 27, 2022 meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.

October Sewer Purchase Journal: Douglas G. made a motion to accept the October Sewer Purchase Journal, seconded by Charles H., after some discussion regarding the Val-Matic 4" valve purchased from Ti Sales and what it was for, voted unanimously in favor, so declared by the Chairman.

October Water Purchase Journal: Jimmy W. made a motion to accept the Water Purchase Journal for October, seconded by Charles H., after some discussion regarding Sunapee Street Auto, voted unanimously in the affirmative, so declared by the Chairman.

2022 Sewer Income Statement through October: Douglas G. made a motion to accept the 2022 income statement to date for sewer, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

2022 Water Income Statement through October: Jimmy W. made a motion to accept the Sunapee Water Income Statement, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

Billing Error Adjustments: Holly L. presented that the three billing errors were due to newer meters reading in different increments than the older meters which resulted in the problems. Charles H. made a motion to accept the requests for Billing Error Adjustments for Kingsley, Indian Cave and Tibbets as requested, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Abatement Requests: After some discussion regarding the properties in question and the non use of water at them, Charles H. made a motion to accept the requests for abatement on Tibbets, Poloquin and Zappala as requested, seconded by Richard C., voted unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Aaron C. reported that Brian has been running the Wastewater Treatment Plant and that things have been running well. He stated that the new valve had been installed and that this had been recommended by an engineer as the best solution for some of the pump/valve problems at the plant.

3. Water Treatment Highlights:

Aaron C. stated that the Town Hall water line replacement is the biggest thing going on currently. There was some discussion regarding how much water had been lost and how long the leak had been going on. Aaron C. reported that as soon as the temporary water line had been run it had frozen and that the water in the building is being left on to prevent that from happening. Aaron C. reported that the TTHM reading

this month had been high and there was some discussion regarding what could be done differently with the chlorine to reduce the problem now that the UV system is up and running.

4. Old & New Business:

Holly L. reported that the finance department is looking for the Commission to sign off on payments to Fuss & O'Neill for the two projects that they are working on that are being funded with the Local Fiscal Recovery Funds from ARPA. She presented what amounts have been invoiced and paid to date and what amounts the newest invoices were for. Jimmy W. made a motion to authorize the payments for the engineering projects that have been paid and are scheduled for payment, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Planning/Asset Management State Grants: Holly L. stated that Margaret B. from Underwood Engineering is going to put in an application for Sunapee for Water grants that could be utilized to further enrich the Water Department Asset Management Plan and that the applications must be submitted to the State by December 9<sup>th</sup>. There was some discussion regarding how much the grant would be for and how the plan could be improved.

The final draft of the proposed 2023 Budgets were reviewed and the suggestion of encumbering any funds not spent to lessen next year's budget amounts was discussed. The Commission agreed that the best use of any unspent funds at year end will be to invest them in the Capital Improvement Reserve in order to better fund future needs of the departments instead of lowering 2023's budget amounts and perhaps not having enough funds in the case of some emergency repair that may arise during the year. Jeffrey R. made a motion to present the budgets as proposed to the Town as reviewed, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

The proposed 2023 Warrant Articles were reviewed. There was much discussion regarding the water line replacements and if the amount offered by the SRF would be enough. Jeffrey R. made a motion to approve the warrant article for the water line replacements, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Holly L. presented that Thomas Page had e-mailed a certificate of final completion for the UV System to be approved. Jeffrey R. made a motion to approve the final completion certificate, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

The next monthly meeting is scheduled for December 29, 2022, Douglas G. suggested moving the meeting to December 22<sup>nd</sup>, this will be reviewed and decided when Dave B. returns.

6:25 p.m. Douglas G. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.