



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

**Board of Commissioners Meeting  
February 23, 2017  
Sunapee Town Offices Meeting Room**

PRESENT: Theodore Gallup-Chairman, Peter Hill, J. Anthony Bergeron, Richard Curtis, Jimmy Williams, David Cain.

Also present: Holly Leonard, David Bailey, Aaron Cartier, Braden Miles.

The Chairman called the meeting to order at 5:30 p.m. and introduced Braden Miles as a potential write-in candidate for the vacant 2-year Commission position.

I. Forms for Signing:

January 26, 2017 Meeting Minutes: Anthony B. made a motion to approve the January meeting minutes as printed, seconded by Peter H., voted unanimously in favor, so declared by the Chairman.

January Sewer Purchase Journal: Peter H. made a motion to accept the Purchase Journal as written, seconded by Richard C., voted unanimously in favor, so declared by the Chairman.

January Water Purchase Journal: Peter H. made a motion to accept the Sunapee Water Purchase Journal as written, seconded by Anthony B., voted unanimously in favor, so declared by the Chairman.

PHR 37 Abatement Request: After some discussion regarding the property and the fact that no water had been used there during the year, Anthony B. made a motion to approve the PHR 37 abatement request, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Miscellaneous Water Charge Warrant: Holly L. presented that the miscellaneous charges for hydrants and unmetered water had not been included in the last billing warrant so she needed to have this approved from the last billings that were sent out. Anthony B. made a motion to accept the supplemental warrant for water rents, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Perkins Pond Bond Fee Warrant: Holly L. explained that the warrant was for the 2016 Perkins Pond Bond fee on a garage that had been turned into living space. Anthony B. made a motion to approve the warrant, seconded by David C., voted unanimously in favor, so declared by the Chairman.

December 28, 2016 Water and Sewer Purchase Journals: Holly L. explained that these purchase journals were for the last of the expenses, payable to the Town, from 2016 which had just been billed for. David C. made a motion to accept the December 28, 2016 Sewer Department Purchase Journal and Water Department Purchase Journal as presented, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

2. Water Treatment Highlights:

Dave B. reported that Aaron C. and the department employees have been working hard down at River Road doing a lot of work and that it is looking very nice in there if any of the Commission is inclined to stop in and see.

Dave B. stated that there had been a meeting regarding upcoming grinding and paving of Lower Main Street and that the Police Chief wants to have more special meetings to ensure that the public is kept informed as to traffic interruptions that will be happening when it is going on. He stated that the Department will be installing some new gate valves that are needed prior to the paving and that they will be trying to do this at night during April vacation. There was some discussion regarding advertising in a local paper about the interruption of water when this is going on. Dave stated that the department will also have to raise and inspect manholes and that some new manhole covers and frames had been purchased for this project. Dave B. reported that he plans on flushing hydrants in the middle of April instead of late April and that the department also needs to have summer water lines turned on by May 15<sup>th</sup>. Anthony B. questioned how much time before the milling and the paving, Dave B. stated that he has not heard yet. Anthony B. suggested that he get that information and that waiting until the milling has happened and then doing the manhole adjustments will result in a better job overall.

Dave B. reported that he is looking to get the OK to spend approximately \$7,000 in order to put a mixer in the concrete water storage tank, Anthony B. made a motion to approve the \$7,000 to purchase a mixer, seconded by David C., after some discussion, voted unanimously in the affirmative, so declared by the Chairman. There was some discussion regarding Disinfection By-Products, water quality, freezing and a mixer.

3. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running well, he stated that the pH probe has been moved and this has resulted in needing to add less magnesium hydroxide and easily meeting the pH limit. Theodore G. questioned if Dave B. had heard anything back from EPA about an exemption for the phosphorus limit, Dave B. stated that he has not heard from them yet. He stated that he did speak with Neil C. about the possibility of profiling the treatment process to see if the plant can accomplish phosphorus removal without the addition of the Poly Aluminum Chloride (PAC). Dave B. stated that the PAC addition has been cut back and that perhaps the ultimate answer to the problem will be adding a different chemical to remove the phosphorus.

Jimmy W. questioned if the town was using the department's truck, Theodore G. stated that the town was using the truck and the bob cat to help move show. There was some discussion regarding the equipment and wear and tear on it.

David C. questioned the Colby students worm project, Dave B. reported that their project is ongoing and explained what the students would be doing with the worms.

David C. questioned what was being done as far as an Asset Management Plan, and Dave B. reported that to start with some mapping of the systems Granite State Rural Water had shown the department a program and how to use it. Aaron C. showed a map that had been done with the help of the GSRW employees of Chase Street and presented an estimate of the cost to use their program and do the entering of information in house. Dave B. presented that Cartographics had quoted \$45,450 to do the mapping for the department plus two plus thousand a year to maintain the maps and information. Aaron C. stated that GSRW had shown them a small GIS unit that was not as accurate as they had presented it would be, and gave the Commission an idea of the kinds of things that could be done with the program they were offering. There was much discussion regarding the costs and

what you would be getting with each of these options. There was some discussion regarding perhaps going with the Arc GIS program GSRW had proposed and having employees of the department do the mapping when they have the time and the fact that Cartographics would be able to do the mapping so that it would show up on the Town's maps that they already maintain.

4. Old & New Business: Dave B. stated that what Aaron C. had presented in his proposal to the Commission is what he thinks should happen. Anthony B. questioned if the job descriptions have been changed and after some discussion stated that he thinks that moving the chief operator from class 11 to a 12 is a necessary thing to do. There was much discussion regarding renaming the foreman position and the fact that some of the Commission think that all of the Town's foremen positions belong together in the same classification on the pay scale. Theodore G. presented that he thinks that Dave B. should plead his case to Donna N. and see what comes of this. The Commission would create a new title and rework the job description for the Foreman position. Dave B. stated that he would like to be able to have more operators if he so wishes, the Commission wants to deal with the rearranging of the classifications for Foreman and Chief Operator first before changing the entire chain of command. Anthony B. made a motion to instruct the Superintendent to present changing the Chief Operator from classification 11 to classification 12, seconded by Peter H., voted unanimously in favor, so declared by the Chairman.

After some discussion regarding the Foreman position Jimmy W. made a motion to create a new position of Water & Sewer Assistant Superintendent to be classified at a pay grade of 14, seconded by Anthony B., voted unanimously in the affirmative, so declared by the Chairman.

There was some discussion regarding the Town and RSAs.

The next meeting will be held March 30<sup>th</sup>.

7:45 p.m. Peter H. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Submitted by Holly Leonard.

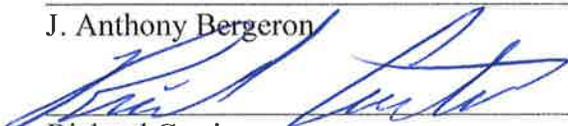
Approved by the Water & Sewer Commission this 30<sup>th</sup> day of March, 2017.

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Theodore Gallup-Chairman

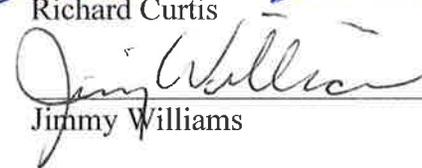
  
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