

**Newington Sewer Commission 1/17/2024      AMENDED MINUTES**

Meeting called to order at 9:12 am.

**Present:** R.Stern, T.Hazelton, J.O'Reilly, Commissioners. L.Coleman, Sewer Clerk. A.Wright, J.Tolman, H2O Innovations. T.McFarland, Trane.

**Minutes:** Motion by T.Hazelton to approve the December 20, 2023, seconded by J.O'Reilly. All in favor, approved.

**Public Comment:** Tyler McFarland from Trane, the company that maintains the plant's HVAC systems. Last year the plant was billed \$23,000 for emergency repairs. He is here to discuss setting up a maintenance agreement to prevent unpredicted failures. It would cover service visits 4x/year to look at the control system, check dampers, adjust settings, perform routine and necessary maintenance. They do not do cookie cutter plans; they do custom agreements tailored to each facility. Proposing 4x/year, controls service calls alone are a little over \$6,000. If price is an issue, can drop visits to 2x/year. Would like to set up something to prolong system life. \$15,000 annually would include everything.

J.O'Reilly asked if something breaks in between visits, is that at cost or part of the agreement? T.McFarland advised they can either reschedule the next visit to sooner or receive 20% off normal rates for emergency calls. The system currently has 3 air handlers, an outdoor condenser, and a control system that runs it, all are 5-10 years old and are out of warranty. The new Trane equipment was installed in 2021, there is one older Modine unit that no one is sure of the age.

T.Hazelton inquired in how much time is spent during a maintenance visit? T.McFarland advised about 8 hours. Their normal rate is \$270/hour which includes travel time but does not include parts – just technician time. With an agreement in place the emergency call rate would be \$230/hour for any work outside of the contract. An agreement would include filters, checking motors, adjusting windings, cleaning coils, all preventative maintenance is included.

Discussion turned to payment up front vs. payment plans. There is a 3% discount for paying up front. Reports are generated at each visit on all work done. An agreement is usually a 1-year annual contract, but the price can drop \$1,500 for a 2-year agreement. We have had 10 visits in 2 years for repairs. R. Stern requested prices on 2-year and 3-year agreements. There is a cancellation clause in the agreement contract. The hourly rate does not change on a multi-year contract, the hourly rate only impacts service calls and work outside of the agreement. If a motor needs to be replaced outside of the agreement it will be at 20% off.

Motion by J.O'Reilly to request a quote from Trane for a 3-year contract., Seconded by T.Hazelton, all in favor, approved.

**Treasurer's report:** Will be reviewed at the next meeting.

**Manifest Approval:** Review of town charges discussed. The Commission has been billed for town services annually after the year is completed, still waiting for 2023 invoice. Discussion on how it would be easier to manage quarterly or biannual billing. Detailed budget breakdown and transaction reports reviewed. Motion made to approve the 1/17/2024 manifest by J.O'Reilly in the amount of \$56,841.51. Seconded by T.Hazelton. All in favor, approved & signed.

**Plant operators report:** Flows are up from last year, sludge as billed. Preventative maintenance was performed per manufacturers recommendations and schedules by plant staff.

- Weekly pump station checks.
- Snow removal
- Changed tubing on chemical pumps

New employee Scott Corriveau started yesterday, he formerly worked at the Hampton WWTP. He is a Grade 1 operator and will be testing for Grade 2 in June.

Hard wiring connection to the Decanter valve repaired. It failed to open one day. Apparently when they did the electrical work during the upgrade, the original electrical connection was a plastic cap. An electrician apparently broke the cap and did a creative repair to hold it together with zip ties, bungees cords and tape. After 5 years it finally fell apart. It has been repaired. The second decanter valve will need to be looked at.

Will need to address rusted holes in plant truck bed. When loading the snowblower onto the truck, the wheels on the pallet went through the truck bed. 4 holes were discovered, and there may be more under the toolboxes. The truck bed may need to be replaced.

The new snowblower was not assembled correctly, was fixed under warranty and is now operational. Chris-Co lent the plant a snowblower to use for the last storm. Newington highway crew also assisted with removing larger piles of snow. Discussion on taking mowing deck off Kubota to use it for snow removal and to clean and sharpen the mowing blades.

Newington will be hosting the February MAAM meeting. Motion by J.O'Reilly to authorize G.Klanchesser to help with MAAM meeting minutes. Seconded by T.Hazelton, all in favor, approved.

A.Wright requested permission to host the New Hampshire Water Pollution Control Association fall meeting event at the Newington WWTP. The current NHWPCA President is from Wright-Pierce, who did our upgrade, he asked if we could host. It would involve an open house and tours. Motion by J. O'Reilly to host the NHWPCA fall event, seconded by T.Hazelton. All in favor, approved.

Brief discussion on possible need for an EZ Pass for the truck, it has municipal plates. Motion by J.O'Reilly to request A.Wright research if the plant truck needs an EZ Pass. Seconded by T.Hazelton, all in favor, approved.

**New Business:** Discussion on the starter on the Shattuck Way generator. A.Wright would like to replace 3 of the relays on the generator, about \$30/parts. Trying that next or they may need to replace the entire saddle on the generator which could be thousands more and would take several days to repair. R.Stern asked A.Wright to try to get the starter they took out returned as a spare, since that was not the problem with the generator. The generator is supposed to run every Wednesday to test, but is not starting and the plant is receiving fail to start alarms weekly. It is a diesel generator that has been serviced by Tri State Generator.

Setting up a QuickBooks Online account discussed. It would be an annual cost of \$567.37 but the Commission would need to obtain a debit card for payment. Motion by T.Hazelton to set up a

QuickBooks Online account, obtain a bank credit card, and to expend \$564.37. Seconded by J.O'Reilly. All in favor, approved.

**Old Business:** Review of detailed budget breakdown and transaction reports. Major maintenance expenditures reviewed, looking for what expenditures should have been funded by the Capital Reserve account.

Motion by J.O'Reilly to transfer monies from the Replacement and Emergency Repair Capital Reserve account to the Operating account to cover the costs of the Shattuck Way Pump Station Generator replacement, Digital Orp Sensor replacement, and Hach Sampler repair in the amount of \$21,468.92 from the Capital Reserve Account to the 2023 Sewer Budget to cover the costs of Replacement and Emergency Repairs. Seconded by T.Hazelton, all in favor, approved.

Motion by J.O'Reilly to approve reimbursing the Town of Newington \$26,811.82 from the 2023 budget. Seconded by T.Hazelton, all in favor, approved.

Chemical room, chlorine pump, and untreated discharge discussed. The chlorine pump was working, but chlorine was not flowing through the pump. There was no alarm because the pump was operational. This occurred at approximately 5 pm on the weekend and was caught the next morning when A.Wright came in. It was a 19-hour event, and approximately 102,000 gallons of untreated water were discharged into the river. A.Wright changed the tubing on the chlorine pump to repair it. There is a back-up chlorine pump that is not working, the rotors are corroded due to the atmosphere of the chemical room. A.Wright also ordered 2 new rollers as they were not spinning. Everything in the chemical room is very brittle and they need to be careful moving things around. Whenever they receive a chemical delivery, they need to blow out the lines and the tanks will vibrate. It's only a matter of time before something catastrophic can happen. R.Stern asked if there was a way to put a sensor on this line, A.Wright advised it would involve cutting into a fragile PVC line. J.O'Reilly inquired if the plant was fined for the untreated discharge, A.Wright advised they were not because it was a one-time event, not recurring, and NH DES is aware of the reason. A.Wright has a quote from RCM Pump Systems for \$25,000 for the piping and it will probably be another \$10,000 for new tanks. They will also need a quote for pumps. It would be 3 vendors involved.

Motion by J.O'Reilly for A.Wright to obtain 3 estimates for the complete job. Seconded by T.Hazelton, all in favor, approved.

Pump at Paul Brook discussed. Quote for \$1,520.06 to replace the view port on the high-pressure line. R.Stern requested an additional quote.

A.Wright is waiting for water data from the Portsmouth Water Department.

A statement made by a Selectmen that a resident is paying more in sewer than in taxes was discussed. Looking at accounts, this is an accumulation of unpaid sewer bills over several years. Discussion on unpaid sewer accounts ensued. R.Stern requested A.Wright send unpaid accounts to the attorney for liens. Several properties have not paid their sewer bill for years.

Email from S.Bagley requesting all bills to be applied to the 2023 budget be submitted by noon on 1/18 reviewed.

Motion by R.Stern to go into a non-public session per RSA 91-A:3, II(a) at 11:14 am. Roll call vote taken; R.Stern – yes, T. Hazelton – yes, J.O'Reilly - yes.

Motion J.O'Reilly to exit non-public session at 11:23 am and to seal the minutes for 5 years, seconded by T.Hazelton. Roll call vote taken at 11:23 am to exit non-public session. R.Stern – yes, T. Hazelton – yes, J.O'Reilly – yes.

Next regular meeting will be Wednesday February 21, 2024, at 9 am at the Wastewater Treatment Plant.

**Adjournment:** 11:24

Respectfully submitted,

Gail Klanchesser