

Meeting called to order at 9:00 am.

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

**Minutes:** Motion by T.Hazelton to approve the minutes of February 21, 2024, seconded by J.O'Reilly. All in favor, approved.

**Public Comment:** Tyler McFarland from Trane Controls and HVAC system to discuss savings and a contract. Has a service agreement to review. He has no direct way to tell what the anticipated savings would be but it could be 15% off of the cost for the service calls last year. The service contract was reviewed. It would include a remote login for technical staff to view how things are running. J.O'Reilly inquired if they would scan systems periodically? T.McFarland advised yes, but that service is only with a service contract. It is possible to do without a contract, but they would charge for it. J'O'Reilly asked if there was a failure alarm system? T.McFarland advised there is, and can set it up for A.Wright to receive notifications. They can remotely look at the system ahead of any visit. Most of the contract is for service for the technician to come out and check electrical connections, check dampers, and to ensure system is working correctly. They recommend quarterly visits, but since the system is new, semi-annual visits would work and would save money.

The contract presented today is for 3 years, with a lower COL to 4% annually instead of 6%. Mechanical tech would come out in March, controls take can come out in April, all would be under contract. If there is a problem in advance of a scheduled PM visit, they can move PM visit up to handle repair and PM in same visit. Example given of the air unit downstairs; it is mounted 20' up. The PM visit would handle filter changes in that. Approximately \$25,000 has been spent in 2 years on repairs. If the same issues occurred with a contract, there would have been a \$4,000 savings. Plant had to wait for a Trane motor on back-order for heater in the plant garage bay. Trane's parts inventory is for service contract customers, for non-contract repairs they order parts, so it took 5 weeks. More routine supplies would be on hand. With the agreement we would not have had to wait. The plant system is only 4 years old. The contract presented was for quarterly costs, semi-annual prices not handed out. The control plan would be \$6,670 and the mechanical plan would be \$9,670. A 3-year plan lowers it to \$5,200 annually for controls instead of \$6,670 and the mechanical goes from \$9,670 to \$5,400, a \$5,000 difference for 2x/year for mechanical and 1x/year for controls and will be doing remote monitoring. R.Stern asked if there was a remote charge? T.McFarland advised for quick fixes there would probably be no charge, for a longer remote repair there would be a charge. The contract presented today is for quarterly visits, a new contract can be sent if semi-annual is preferred.

**Treasurer's report:** Discussion on unpaid accounts. Lien letters sent out from attorney on delinquent accounts. Only 3 now remain unpaid, all others are current. Sewer Capital Reserve Account ending balance for February was \$1,400,471.09. Operating Fund ending balance for February was \$1,084,093.98.

**Manifest Approval:** Discussion on generator fuel tank inspection. Motion made to approve the 3/20/2024 manifest by J.O'Reilly in the amount of \$66,748.95. Seconded by T.Hazelton. All in favor, approved & signed.

**Plant operators report:** Flows are up just slightly from last year, sludge as billed. Plant staff discovered a new way to fill sludge cans to fill them more efficiently, so they are heavier but will use fewer cans. Preventative maintenance was performed per manufacturers recommendations and schedules by plant staff.

1. Maintenance Activities:

- Weekly pump station checks.
  - Pulled pumps to inspect, cleaned check valves at both stations. Very ragged up.
  - Subcom will be shutting down the pump station to repair leaking conduit on 3/21/24. The pump station will be running off the generator and plant staff will be there to supervise. Repairing conduit that has been leaking groundwater into the pump station for over 6 years causing erosion. Discussion on conduit box pictures.
- Ran Grit Screw
- Pulled SBR Air Diffuser Racks – de-ragged, hosed down and checked for proper operation.
  - Working on a memo to send to industries about a particular glove used in manufacturing that has been found in abundance when cleaning tanks.
  - Pictures viewed of gloves and rags trapped in diffuser racks as well as rust on diffuser racks. Will discuss with J.Mercer about rusting.
- Repaired another solenoid for the wash press screener.

Discussion on pictures of cleaning and maintenance that had been done.

2. Working with Tri-State Generator on fixing plant generator fuel level reader in order to pass annual state inspection for above ground fuel tanks.
3. Working with Tyler Sullivan from Sullivan Electric to install electricity to the outside of the headworks building for our new Hach Sampler. Will also have him check sensors on outdoor lights.
4. Reached out to Mark Leblanc from Johnson & Jordan HVAC for a quote to assist with HVAC maintenance.
5. Sewer rates. A.Wright hit a roadblock on sewer rates with a few numbers that did not match up. D.Messier coming in 3/21 to help with Sewer rates. 7 industries we will have to call to get flows from as they use an independent meter.

R.Stern inquired if A.Wright knew about the cross drilling under the highway, is it sewer related?

A.Wright advised no one has contacted her, not sure. R.Stern advised the Selectmen gave the State DOT an excavation permit to drill under the highway.

**New Business:**

Election of officers: Motion by J.O'Reilly to elect R.Stern as Chairman, 2<sup>nd</sup> by T.Hazelton. All in favor, approved.

B.Douglas from H2O Innovations present to provide updates, there are some changes within the company. H2O Innovations is re-organizing their 3 regions within the company to 6, so that each region will have greater oversight and there will be some consolidation and promotions. J.Tolman will be promoted to Vice President. He will be overseeing Canada and the northern half of the US. R. Lauricella is being promoted to New England Regional President, he will be responsible for New England. Promotions and restructuring will occur before June. This will also be for better oversight, support, client relations, and better admin support for plants and staff. H2O Innovations manages approximately 687 plants. J.Tolman will have the CPI letter for the Commissioners next month. B.Douglas advised that he

is retiring on 6/30/24. He will be staying on as a part-time consultant and advisor. Greg Fisher will be the new President of Operations and will attend a future meeting.

Notification from NH looking for NH water and wastewater rate survey, and intimate financial info they asked for. Looking for rates, base charges, min fees, billing cycles, impact fees, contact info. Also, audit information on assets, comprehensive annual financial reports.

**Old Business:** Discussion on need to have a separate manifest for Capital Reserve expenditures. Typically, the Capital Reserve money is transferred at the end of the year. However, since our accounts are funded differently a separate manifest and transferring of Capital Reserve monies as needed would be more transparent and trackable.

Discussion on quotes from A/D for SCADA software and the centrifuge VFD, the VFD quote is for the part and includes installation. Motion by J.O'Reilly to purchase a centrifuge VFD and installation at a cost of \$8,960.00 and update/install the SCADA software for a cost of \$12,240.00. Seconded by T.Hazelton. All in favor, approved.

R.Stern noted that in the budget there is no separate line for electronics, just major maintenance. Not sure if we want to change that or not. A new line was added for routine maintenance.

Discussion on flow monitor. Motion by J.O'Reilly for Walker Wellington quote to replace flow monitor for \$351.00 and to fund from routine maintenance. Seconded by T.Hazelton. All in favor, approved.

Chemical room upgrade and contract from Wright-Pierce discussed. Motion by J.O'Reilly to authorize R.Stern to sign contract with Wright-Pierce to create the engineering plan for the chemical room upgrade. Seconded by T.Hazelton. All in favor, approved.

Motion by J.O'Reilly to go into a non-public session per RSA 91-A:3, II(a) at 10:42 am. Roll call vote taken; R.Stern – yes, T. Hazelton – yes, J.O'Reilly - yes.

Motion by J.O'Reilly to exit non-public session at 10:55 am, seconded by T.Hazelton. Roll call vote taken at 10:55 am to exit non-public session. R.Stern – yes, T. Hazelton – yes, J.O'Reilly – yes.

R.Stern asked A.Wright if she was ever provided a quote on motor for heaters? Since she has been here, how much have we spent with Trane? A.Wright will pull data from the manifests and will email to Commissioners later in the day, will also include pending bills from Trane. She will organize it by year.

Motion by J.O'Reilly to table the service agreement with Trane. Seconded by T.Hazelton, all in favor, approved.

Next regular meeting will be Wednesday April 17, 2024, at 9 am at the Wastewater Treatment Plant.

**Adjournment:** 10:58

Respectfully submitted,

Gail Klanchesser