

Meeting called to order at 9:07 am.

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

Minutes: Motion by T.Hazelton to approve the November 15, 2023, seconded by J.O'Reilly. All in favor, approved.

Public Comment: None.

Treasurer's report: Sewer Capital Reserve Account ending balance for November was \$1,390,067.05. Operating Fund ending balance for November was \$1,228,960.04. Discussion on unpaid sewer invoices.

Manifest Approval: Motion made to approve the 12/20/2023 manifest by J.O'Reilly in the amount of \$115,853.13. Seconded by T.Hazelton. All in favor, approved & signed. Discussion on line-item balances.

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

- Weekly pump station checks.
- Cleaned plant water tank & chlorine contact tanks.
- Oil change on Kubota.

The City of Portsmouth Water Department inspected the plant backflow valve, it did not pass inspection and was replaced. McDonalds submitted a Deduct Permit Application and fee, Great Bay Commons has also submitted Deduct Permit Application. Currently interviewing for maintenance position, will need to be a certified operator. The stator was damaged and needed to be replaced. The spare that had been ordered had not yet arrived, a new stator was overnighted to keep plant operational. Will need to order more buckets for grit disposal and a new view port for the Paul Brook pump. The port is cracked and being held together with a washer.

New Business: Letter from NH DES on regulation changes reviewed. Only change affecting plant is a new requirement that the Chief Operator and back up Operator must have equivalent certifications. A.Wright is a Grade 4, S.Knight is a Grade 3. The State of NH now also requires a plan, for operators who back up other plants. Liability is on the owner of plant. It was surmised that this may be in part to raise salaries of plant operators. The discussion moved to pay for wastewater operators in general and the need for more recognition and better salaries.

As of January 1, 2024 the software for the plant computer system will no longer be supported and will need to be updated. Quote for new software, new modem, installation will be \$10,800. This could be put off for a few months but will need to be done. Cost could come out of Capital Reserve. Discussion on whether to draw from major maintenance or Capital Reserve account.

A.Wright added there is add-on software that will sync the SCADA system to A. Wright's mobile device at a cost of \$70/mo or \$840/year, and can cover up to 5 devices. It will have a firewall and A.Wright will need to research security measures. Discussion ensued on convenience vs. safety. A.Wright would be

able to see what an alarm was before responding to the plan and could take action faster. She will get a quote on installation and cost per month.

Discussion on transferring funds to Capital Reserve Account and starting a specific purpose account. The Capital Reserve account does not have a cap, and we did just complete a 9 million dollar upgrade. There will need to be another upgrade in the future and discussion on reducing the burden on the rate payers.

Motion by J.O'Reilly to transfer \$150,000 from the operating fund to the Capital Reserve Account, seconded by T. Hazelton. All in favor, approved.

Old Business: Motion by J.O'Reilly to allow Chairman R.Stern to sign the Sewer Clerk invoices as the direct supervisor, seconded by T.Hazelton. All in favor, approved. Invoice signed.

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

Adjournment: 10:15

Respectfully submitted,

Gail Klanchesser