

## **Newington Sewer Commission 4/19/2017 APPROVED MINUTES**

Meeting called to order at 9:01

**Present:** T. Cole Chairman, T.Field , R.Stern, D.Messier Plant Operator, S.Bullard Utility Partners.

R.Stern nominated T.Cole to remain Chairman of the Commission for another year, T.Field seconded. All in favor.

**Minutes:** Minutes from 3/15/17 reviewed. Motion by R.Stern approve, seconded by T.Field . All in favor, approved. Minutes from emergency meeting on 4/5/2017 reviewed. Motion by R.Stern approve, seconded by T.Field . All in favor, approved.

**Public Comment:** None.

**Treasurer's report:** Reviewed. Reports up to date as of yesterday, bills will be going out soon.

**Manifest Approval:** Motion made to approve the 4/19/17 manifest by R.Stern in the amount of \$424,075.35, Seconded by T.Field. All in favor, approved & signed.

**Plant operators report:** Flows are down slightly from last year, sludge as billed. Preventative maintenance performed as scheduled on existing equipment as some are being replaced.

56% of construction is complete and 72% project expenses have been paid.

Several change orders presented, all agreed have been approved by NH DES to be funded through the project bond.

1. Credit of \$2909.64. Slide gate for a pump station ordered, but is not needed. It was for a wet well to make it smaller. Old one rusted out and a full tank has always been used. Plant uses floats that are electronically controlled to adjust tank efficiency.

Motion by R.Stern to accept credit of \$2,909.64, seconded by T.Field. Voted, all approved. Change order signed.

2. Expense of \$1,643.48. Valve for new plant water tank that was not in the engineering plan.
3. Expense of \$541.20. Controller for new septage pumps that was not in the engineering plan.
4. Expense of \$7,271.90. Heat tracing for underground septage pump and wasting line to sludge tank that was no in the engineering plan.
5. Expense of \$1,581.22. Duct work to air flow blower in basement for existing boiler. Added stairwell enclosure limited airflow to existing boiler.
6. Expense of \$4,394.74. New Wastewater Treatment Plant sign.
7. Expense of \$4,327.41. Pump station drains.

Motion by T.Field to accept change order expenses totaling \$19,779.95, seconded by R.Stern. Voted, all approved. Change orders signed.

D.Messier met with town auditors last week, they are requesting the Commission set up an escrow account for retainage with the construction contract.

WWTP will be receiving credits from Eversource through the NH Saves energy efficiency project with the upgrade of plant facilities. Credits include \$1,265 for energy efficient lighting, \$4,900 for the vertical frequency drive, and \$2,094 for new construction. Total of \$8,259 in credits. Discussion on whether the plant will receive a check or if this is a credit applied to future electric usage.

Centrifuge replacement scheduled for May 22<sup>nd</sup>. Workers on site to look at it today.

T.Cole and D.Messier two obtained cabinet quotes:

- Coastal Remodeling: cabinetry, sink, countertop, and installation.
- Home Depot: cabinetry, sink, Corian countertop only

Discussion to confirm details of quotes and take a roll call vote via phone before next meeting.

**Old Business:** None.

**New Business:** S.Bullard presented Utility Partners contract for 2017-2018 with an API adjustment of 2.6%. Increased based on the Bureau of Labor Statistics data. Details are shown on the calculations sheet in the contract package. 2016 Contract year 5 annual cost was \$431,666, 2017 contract year 6 annual fee will be \$442,889.32.

S.Bullard advised that there have been some additional expenses above the cost of the previous year's contract that were difficult to budget for. During construction, there have been additional chemical, electrical, water, and labor expenses. From 5/1/16-4/30/17 these costs totaled \$13,286.68. Utility Partners is presenting a Construction Assessment Fee to cover these additional expenses. Discussion ensued. Additional utility costs is normal during construction, but difficult to estimate how much in advance. How to fund the fee and whether to roll it into the contract or pay outright also discussed. S.Bullard did advise that when next year's contract is calculated the fee would not be part of the contract cost when calculating any rate change based on the CPI.

Motion by T.Field to accept the new contract with a monthly fee of \$36,908.30, seconded by R.Stern. All in favor, motion carried. Contract for 2017-2018 signed by Commissioners. Utility Partners will submit an invoice at the next meeting for the Construction Assessment Fee. The issuance of a separate invoice for the CAF was noted on the UP contract prior to signing.

Sewer usage charges for 2017 were discussed. Sewer billing will be sent out before the next meeting.

Next meeting will be May 17, 2017 at 9 am.

**Adjournment:** 10:30 am.

Respectfully submitted,

Gail Klanchesser