

Newington Sewer Commission 5/16/2018 APPROVED MINUTES

Meeting called to order at 9:01 am.

Present: T. Cole Chairman, R.Stern, D.Messier Utility Partners, S.Bullard Utility Partners.

Minutes: Minutes from 4/18/18 reviewed. Motion by R.Stern to approve, seconded by T.Cole, All in favor, approved.

Public Comment: None.

Treasurer's report: April reports and bank statements reviewed. Operating fund balance as of April 30th was \$751,809.33. Sewer Enterprise Fund balance as of April 30th was \$753,147.58. Discussion on assessing legal fees for delinquent accounts. 4 accounts are still outstanding, D.Messier working with attorney.

Manifest Approval: Motion made to approve the 5/16/18 manifest by R.Stern in the amount of \$506,315.84. Seconded by T.Cole. All in favor, approved & signed.

Plant operators report:

Flows as listed, sludge as billed. Preventative maintenance performed as scheduled.

Upgrade Project: Still working on heating system problems, replacement part has arrived and will be installed shortly.

Old Business:

Woodbury Ave portion of the Forcemain project will be at 95% completion as of May 16, 2018.

New Business:

Discussion on staffing email sent out to all WWTP operators from NH DES. D.Messier in conversation with the State to confirm all employees meet State certification requirements.

2018 Sewer Billing Spreadsheet reviewed. Discussion on rates and surcharges. A 10% surcharge had been proposed, but sewer rates have increased with the upgrade. Surcharge is to rebuild the Enterprise Fund which has been used to fund the upgrade and Forcemain projects and is used for emergency repairs. Motion by R.Stern to set the surcharge at 5%, second by R.Cole. Motion approved. Letter to be sent out with sewer bills to explain increases in charges will only be incurred for the duration of the SRF Loan Repayment Plan.

4 Quotes for landscaping by sign and back hill were discussed. Plantings on back hill will eliminate the need to mow the hill. Motion by R.Stern to accept the quote for \$3,765 from Phipps Landscaping, LLC.

Utility Partners will be rehiring a former employee to fill the vacant position.

Discussion on preapplication forms for loans to fund Asset Management Plan and Forcemain Project Phase II - from Paul Brook Pump Station to Woodbury Ave. Motion by R.Stern to have Chairman T.Cole sign the preapplication forms, seconded by T.Cole. Motion approved and forms signed.

Meeting schedule for remainder of 2018 discussed.

Next meeting will be June 20, 2018 at 9 am.

Adjournment: 9:44 am.

Respectfully submitted,

Gail Klanchesser