

Newington Sewer Commission 10/17/2018 APPROVED MINUTES

Meeting called to order at 8:58 am.

Present: T. Cole Chairman, R.Stern, T.Hazelton, D.Messier Utility Partners, J.Tolman Utility Partners. J.Mercer Wright-Pierce Engineers, Luis Adorno NH DES, M.Wong Newington Property Owner.

Welcome to new Sewer Commissioner Tom Hazelton.

Minutes: Minutes from 9/19/18 reviewed. Motion by R.Stern to approve, seconded by T.Cole. All in favor, approved.

Public Comment: Mo Wong spoke to the board about his property at 347 Shattuck Way, former rented by Shogun. Shogun closed in June 2017 and did not pay their remaining bills. M.Wong paid all the 2017 bills for the remainder of the year and has received the 2018 sewer assessment. The 2108 sewer bill is based on 2017 usage, so he is receiving a bill, but the property is now vacant and unused. Sewer Commissioners advised M.Wong they would discuss his situation and advise him when he returns from his trip next month. Discussion ensued on the timing of billing assessments. Billing is based on a water in/water out system. Data is provided annually from Portsmouth Water and used to calculate bills for the next year, so usage is assessed for the following year. L.Adorno advised the Commissioners could investigate a billing schedule that would make it easier for property owners to bill their tenants. D.Messier to research if we can receive more frequent data from Portsmouth Water to set up a different billing schedule. J.Tolman suggested the Commissioners consider what other utilities do, bill a monthly fee and then actual usage. D. Messier will contact M.Wong to put an abatement request in writing for the Commissioners.

Treasurer's report: September reports and bank statements reviewed. Operating fund balance as of September 30th was \$871,515.60. Enterprise Account balance was \$358,955.69.

Manifest Approval: Motion made to approve the 10/17/18 manifest by R.Stern in the amount of \$56,228.05. Seconded by T.Cole. All in favor, approved & signed.

Plant operators report: Flows slightly up, sludge as billed. Preventative maintenance performed as scheduled.

The issue with AHU-1 has not been corrected or resolved. Wright/Pierce is still working on it.

LED lighting retrofit by Affinity Lighting has been completed. Facility is now 99.5% energy efficient with LED lights, high efficiency motors and Low E window glass.

Latest rounds of test the plant has been well below the allowable limits for suspended solids and nitrogen. Requirement is a nitrogen level of 5 or lower, we are below 2. The plant has been exceeding requirements since the upgrade.

Letter from NH DES re Fiscal sustainability plan (FSB).

New Business:

Letters from NH DES on EPA audit of SRF loan confirming loan commitment and remaining balance after 1-million-dollar loan forgiveness was applied.

NH DES has a free energy audit that can be completed on all parts of the plant.

Old Business:

Meeting with Newington Budget Committee on January 9, 2019 at 7:15 pm. Same budget as presented to the Board of Selectmen.

Luis Adorno from NH DES was introduced to provide feedback on the Asset Management Plan (AMP). Since the last meeting J.Mercer met with D.Messier to provide training on inputting data into the AMP. G.Klanchesser met with D.Messier after the last meeting and drafted Public Outreach options for the Commissioners which were presented. There are 2 existing pages on the town website with limited information on them. Social Media options used by other WWTP's were researched and there is not a lot of public outreach being done by other facilities. Suggestions presented to update the content on the existing web pages and for potential use of social media. L.Adorno spoke to the increased need for public utilities, such as the WWTP, to be more transparent and have a larger online presence for their rate payers to see how the facility is operating and to be comfortable paying for the level of service being provided. Lastly discussion moved to newsletters and e-newsletters and how they could be used. J.Mercer will provide plant data and G.Klanchesser and D.Messier to work on updating information on the town website.

Discussion then moved to the AMP level of service data tracking and different features that can be entered, measured, and quality. L.Adorno requested a copy of the AMP from J.Mercer so he could review and suggest other features that could be included. Some features other utilities may include in their AMP might not be included in ours if they are a service contracted to Utility Partners, such as employee retention and staff recruitment. D.Messier will be summarizing all the data biannually to the Commissioners based on the budget cycle.

L.Adorno advised that the AMP is used to show goals, it is not a mission statement. All items need to be measurable and time based. There is room for improvement that can be added, i.e. video line inspection. The Level of Service statement is not a legal binding document, it's a goal. It shows more transparency, so users know upcoming expenses. It is a computer program, not a static document gathering dust on a shelf. It can also be used to increase communication within municipal departments to collaborate on work and projects.

The Newington WWTP is unique from other communities because of our user system and revenues. L.Adorno recommended the Commissioners embrace the AMP and review how they are doing business. Using the same methods might continue to work or review how to change moving forward. How rates are established, how bills are sent out, tracking and sharing information. Looking at all the components on how business is run and how can it be made better. Looking at all the options to see if improvements could be made or if it supports continuing to do things the way that they have been done. It was also suggested the Commissioners review the billing structure as residential, commercial, and industrial properties can be assessed at different billing rates.

L.Adorno then spoke on the DES Dashboard of Price Comparisons. <https://dashboards.efc.sog.unc.edu/nh> AMP has moved from what do I own and maintenance to energy efficiency, users, billing, it is now covering everything.

Next meeting will be November 21, 2018 at 9 am

Adjournment: 11:23 am.

Respectfully submitted,

Gail Klanchesser