

## **Newington Sewer Commission 11/16/16 Approved Minutes**

Meeting called to order at 9:00

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

**Minutes:** Minutes from 10/19/16 reviewed. Motion by R.Stern to approve, seconded by T.Field. All in favor, approved.

**Public Comment:** None.

**Treasurer's report:** Treasurer's report for October presented. No report on the Enterprise Fund. Most sewer billing received. Reminder notices will go out shortly. Payment due by the end of December. Only a few customers to receive reminder notices. All large accounts have been paid in full.

**Manifest Approval:** Discussion on construction and legal bills. Construction is at 34%, construction payments are also at approximately 34%. Motion made to approve the 11/16/16 manifest by R.Stern in the amount of \$796,366.52. Seconded by T.Field. All in favor, approved & signed.

**Plant operators report:** Flows from last year are almost similar, sludge amounts are as billed, preventative maintenance has been completed. The City of Portsmouth performed backflow preventer inspections and not all preventers operated correctly. New backflow preventers were not included in the plant upgrade and will need to be replaced as they are 40 years old. There are 3" ball valves on either side of the backflow preventers that will also need to be replaced.

Plant upgrade project is ongoing, at 34% completion. EQ tank roof was poured last week and the first break came in at 5,000 so they could pull the forms. Majority of concrete complete and crews are working to complete all poured concrete work before it becomes too cold. Electrical duct banks are next. Storage is present on site for equipment that cannot stay out in the weather. Everything going well.

**Old Business:** Budget worksheet presented. As of 10/31 only 53 % of the budget has been expended. The Sewer Commission is scheduled to meet with the Budget Committee on Wednesday December 7<sup>th</sup> at 7pm. D.Messier will be attending as well.

Discussion on letter from Finance Director D.Zabkar, in regards to insurance for the building and vehicles. Cost for insurance is higher than originally budgeted. D.Zabkar calculated what should be budgeted and D.Messier requested she update the budget to be presented to the Budget Committee with the corrected amounts. Increase is due to the change in insurance companies used by the town as LGC is no longer providing insurance to municipalities. The request for insurance carriers went out to bid and the town chose Primex. Primex will be on site on Friday to tour the plant. The increase is much larger than what was budgeted and paid last year. D.Zabkar did contact Primex to confirm the amounts. R.Stern will find out what companies bid on our insurance. Motion by R.Stern to increase the budgeted amount for insurance for the 2017 budget to account for the increase in rates through Primex, 2<sup>nd</sup> by T.Field, all approved.

**New Business:** None.

Next meeting will be December 21, 2016 at 9 am.

**Adjournment:** 9:22 am.

Respectfully submitted,

Gail Klanchesser