

**Newington Sewer Commission 11/21/2018      APPROVED AMENDED MINUTES**

Meeting called to order at 9:00 am.

**Present:** T. Cole Chairman, R.Stern, T.Hazelton, Commissioners. D.Messier R.Lauricella, D.Sircle, Utility Partners.

Introducing Rob Lauricella and Dave Sircle from Utility Partners. D.Sircle is the VP of Operations for Utility Partners. R.Lauricella is a Regional Manager for Utility Partners and operates their facility in Claremont, NH.

**Minutes:** Minutes from 10/17/18 reviewed. Motion by R.Stern to approve, seconded by T.Hazelton. All in favor, approved.

**Public Comment:** None.

**Treasurer's report:** October reports and bank statements reviewed. Operating fund balance as of October 31<sup>st</sup> was \$1,154,599.14. Enterprise Account balance was \$359,260.56. Brief discussion on balances and use of the Enterprise Fund over the past year.

**Manifest Approval:** Discussion on costs for replacement of lab equipment, video, and paving a section of one of the pump stations. Motion made to approve the 11/21/18 manifest by R.Stern in the amount of \$59,926.96. Seconded by T.Hazelton. All in favor, approved & signed.

**Plant operators report:** Flows are up with increased rain, sludge as billed. Preventative maintenance performed as scheduled.

The issue with AHU-1 has not been corrected or resolved. Wright/Pierce, Waterline, and Trane working on it. Retainage is to be released in January but will not be until this is repaired.

Leak discovered on an Eversource Transformer. When Eversource arrived to shut down and repair the WWTP Generator would not run. Waterline contacted for generator upgrade and repairs were completed. Problem was with the transfer switch to generator.

Yearly lab equipment calibrations done. Microscope needs repair, but parts are no longer available for this model. Same problem with balance, it is 35 years old and parts are no longer available. New microscope and balance have been ordered.

**New Business:** Discussion on paving at the pump station and videography done at WWTP. Motion by R.Stern to approve \$3,750 to R.G. Young and Sons for paving and \$550 to Great Bay Photography for ground and aerial video of the WWTP, seconded by T.Hazelton. All in favor, approved.

Discussion on Primex report.

Commissioners went into a non-public session at 10:09 am for a personnel matter. Public meeting resumed at 10:13 am. Motion by R.Stern to seal non-public minutes indefinitely, seconded by T.Hazelton. All approved.

Utility Partners is currently performing a client customer satisfaction survey. Commissioners may receive a call from their Marketing Dept for the survey.

**Old Business:** Asset Management Plan (AMP) – Plan is complete. Still working on the public information portion that NH DES would like in place. Discussion ensued on town web page, use of Facebook, a general email account, and a video that was made of the WWTP was viewed. Consensus is to continue to update the Town Website with information and to link the new video. D.Messier and G.Klanchesser to set up a gmail account for the Commissioners that will auto-forward messages to them and D.Messier.

Draft copy of the Newsletter reviewed. D.Messier and G.Klanchesser to send out a mailing to all Sewer Users that will include the newsletter, a contact update form, and a survey on electronic payments and billing.

D.Messier to follow up with M.Wong in regards to his discussion with Commissioners in October.

Next meeting will be December 19, 2018 at 9 am

**Adjournment:** 10:21 am.

Respectfully submitted,

Gail Klanchesser