

**Newington Sewer Commission 12/19/2018      APPROVED MINUTES**

Meeting called to order at 9:03 am.

**Present:** T. Cole Chairman, R.Stern, T.Hazelton, Commissioners. D.Messier, J.Tolman, Utility Partners. L.Shields, J.Mercer, Wright-Pierce Engineers.

**Minutes:** Amended minutes from 11/21/18 reviewed. Motion by R.Stern to approve, seconded by T.Hazelton. All in favor, approved. Minutes from 12/12/18 reviewed. Motion by R.Stern to approve, seconded by T.Hazelton. All in favor, approved

**Public Comment:** None.

**Treasurer's report:** November reports and bank statements reviewed. Operating fund balance as of November 30<sup>th</sup> was \$1,184,366.76. Enterprise Account balance was \$359,555.84. Balance of Operating Fund as of today's meeting is \$1,000,000 less until repaid by the town.

**Manifest Approval:** Discuss on cost of plant insurance and timing of insurance bills. Some bills through the town are sent at the end of the year, not when incurred. Will request bills from Town Hall be submitted when received. Motion made to approve the 12/19/18 manifest by R.Stern in the amount of \$70,189.64. Seconded by T.Hazelton. All in favor, approved & signed.

**Plant operators report:** Flows are doubled from last year, sludge as billed. Preventative maintenance performed as scheduled.

Update on heating issues in Control Building. AHU1 is meeting design specs, issues resolved. MAU1 had issues that have been corrected. Wright-Pierce has arranged an extended warranty from Trane and Waterline for both units and is going to hold \$25,000 in retainage.

In January 2019 Waterline will be requesting 2% retainage in escrow.

AMP complete, Program ongoing.

Heavy rains in November and an equipment malfunction caused the plant to exceed permit limits. The equipment was repaired quickly. The heavy rains impacted wastewater treatment plans through the area.

**New Business:**

New email account set up for Commissioners, [NewingtonWWTP@gmail.com](mailto:NewingtonWWTP@gmail.com). Draft of copy of newsletter to send out with Sewer billing reviewed.

D.Messier is researching electronic billing with the Sewer Treasurer.

The WWTP has been approved by NH DES for \$1,000,000 with \$150,000 debt reduction for the 2018 SRF loan program for the forcemain project, as well as \$30,000 debt reduction for the Asset Management Plan. These projects must be completed in 2019 to receive SRF funding and debt reduction or the monies may be reallocated to other municipalities.

L.Shields presented Phase II of the forcemain project. Projected cost is \$923,000 which includes construction cost and contingencies. There will be geotechnical work, wetlands mapping, and extensive permitting. There are some unknowns that have been budgeted for. Plans were reviewed of the alignment and other options to reroute the alignment further from the wetlands. The current plan does go through wetlands but is the most cost-effective alignment that will have minimal impacts. Phase II will replace the original pipe from 1978 or 1979, this is the last section of the forcemain to be replaced. During the construction of Shattuck Way one section of the forcemain line was rerouted and replaced. Phase I of the current project was the replacement of the line under Woodbury Ave and was completed this past summer. This is the last section to replace with more durable PVC pipe.

Motion by R.Stern to send to the town a warrant article drafted by Atty McEachern to apply and borrow \$1,000,000 from the 2019 NH Clean Water State Revolving Fund Loan Program, with a \$150,000 debt reduction for the completion of the Paul Brook PS Forcemain Replacement Phase II project, pending Town Approval at Town Meeting. Seconded by T.Hazelton, all in favor, approved. The current interest rate is 2.47%.

Motion by R.Stern to send to the town a warrant article drafted by Atty McEachern to apply and borrow \$30,000 from the 2019 NH Clean Water State Revolving Fund Loan Program, with a possible \$30,000 debt reduction for the development of a Wastewater Asset Management Plan, pending Town Approval at Town Meeting. Seconded by T.Hazelton, all in favor, approved.

L.Shields advised after approval, geotechnical engineering surveys will begin and Wright-Pierce will begin the drawings and specifications to send out to bid.

Newington tax bills were sent out late. At the request of the Town Hall, the Sewer Commissioners met with the Town on 12/12/18 and granted their request to borrow the sum of \$1,000,000 from the Sewer operating fund to cover Town Expenses until taxes are received. The Town will be repaying the loan with interest. Discussion on emails with Atty McEachern. Motion by R.Stern to bill the Town for attorney fees to draft the promissory note, seconded by T.Hazelton. All in favor, approved.

Discussion on stipends for former Sewer Commissioner T.Fields and current Sewer Commissioner T.Hazelton. Neither have been compensated. The Town Hall disputed the amounts to be paid and is refusing to issue the checks, despite approval of payments on the Sewer Manifest of 11/21/18. Stipends are issued 3 times each year and Commissioners T.Cole and R.Stern have received theirs. The payments were voted upon at the last meeting and the Town does not have the authority to withhold a payment that has been voted upon. Commissioner R.Stern will direct the town hall staff to pay the stipends immediately.

#### **Old Business**

Request for waiver of 2018 sewer assessment due to building vacancy. Sewer billing is based on flows for the previous year, the building has been vacant for over a year and the water is shut off. Discussion on billing for upcoming year if the building is occupied. Motion by T.Hazelton to waive the 2018 bill for \$14,182.50 due to vacancy of the building, seconded by R.Stern. All in favor, approved.

Meeting with the Budget Committee 1/9/2019 at 7:15 pm

Next meeting will be January 16, 2019 at 9 am

**Adjournment:** 10:08 am.

Respectfully submitted,

Gail Klanchesser