

Newington Sewer Commission 4/18/2018 APPROVED MINUTES

Meeting called to order at 9:00 am.

Present: T. Cole Chairman, T.Field , R.Stern, D.Messier Utility Partners, L.Shields Wright-Pierce Engineers.

Minutes: Minutes from 3/21/18 reviewed. Motion by R.Stern to approve, seconded by T.Field, All in favor, approved.

Public Comment: None.

Treasurer's report: March reports and bank statements reviewed. Operating fund balance as of March 31st was \$810,114.48. Sewer Enterprise Fund balance as of March 31st was \$754,754.50. Two outstanding sewer bills have been paid.

Manifest Approval: Motion made to approve the 4/18/18 manifest by R.Stern in the amount of \$58,788.54, Seconded by T.Field. 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. In communication with Waterline to resolve issue and finishing up the punch list.

Old Business:

Email from Kathleen Bourret NH DES regarding the CWSRF Loan Repayment. At the last commission meeting it was discussed and voted to use the repayment option beginning in June 2018 which included debt forgiveness for the Asset Management Plan (AMP). After a subsequent meeting with NH DES an email from K.Bourret was received advising there was a miscommunication and that the AMP could not be included in the repayment plan. A separate loan application for the AMP principal forgiveness would need to be submitted. A new repayment schedule showing adjusted amounts was attached.

Discussion ensued on the loan repayment plan, the requirements for the AMP, and the reimbursement grant. Overall it will increase the monthly loan payments, but still falls within the budget. Asset management plans are normally reimbursed by DES. It will be paid back, but on a much later timetable. The AMP will be stand alone charge instead of being part of the full SRF loan. \$20,325 is the cost of the AMP. New CWSRF loan payments will increase to begin at \$455,843.40 for the June 2018 payment and then drop to \$454,806.45 for the remainder of the repayment plan.

Motion made to rescind the motion and vote taken on March 21st for the SRF Loan repayment plan made by R. Stern, 2nd by T.Field, all approved.

Motion made to begin the repayment plan in June 2018 based on the loan payment schedule dated 4/4/2018 from Kathleen Bourret, NH DES, with an initial first payment of \$455,843.40 and remaining payments of \$454,806.45, which does not include the repayment of the Asset Management Plan, by R.Stern. 2nd by T.Field, all approved.

Discussion on updated documents for the designation of authority for the Clean Water SRF Loan (Attachment D).

New Business:

Jack Hoyt working with Seth from Severino to mark sewer valves. Severino will begin work around April 23,2018.

Utility Partners yearly contract adjustment letter was discussed. Contract adjustments made yearly based on the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI). CPI adjustment is 1.7%. Additional operational costs after the upgrade for laboratory, utilities, and chemicals is estimated to increase of \$14,000. The new annual fee will increase \$11,223. Changes to the operational cost is based on the increased costs over the previous year. Sludge output has increased, and new chemical and changes have been implemented with the plant upgrade. Motion to approve the new contract including the CPI increase and additional operational expenses by R.Stern, 2nd by T.Field, all approved.

Employee Steve Knight resigned, will be advertising for replacement.

Next meeting will be May 16, 2018 at 9 am.

Adjournment: 9:49 am.

Respectfully submitted,

Gail Klanchesser