

Newington Sewer Commission 9/19/2018 APPROVED MINUTES

Meeting called to order at 9:00 am.

Present: T. Cole Chairman, R.Stern, D.Messier Utility Partners, S.Bullard Utility Partners. J.Mercer Wright-Pierce Engineers, S.Nall NH DES. T.Field absent.

Minutes: Minutes from 8/15/18 reviewed. Motion by R.Stern to approve, seconded by T.Cole. All in favor, approved.

Public Comment: None.

Treasurer's report: August reports and bank statements reviewed. Operating fund balance as of August 31st was \$795,229.68. Enterprise Account balance was \$358,412.47. Budget expenditures as of August 2018 reviewed.

Manifest Approval: Motion made to approve the 9/19/18 manifest by R.Stern in the amount of \$74,674.16. Seconded by T.Cole. All in favor, approved & signed.

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

Wright-Pierce continues to work on the heating issues in the Control Building. AHU-1 repair was not corrected to a satisfactory condition in August. Wright-Pierce and Waterline investigating if this can be repaired or will need to be replaced. There is a 2% retainage still on hold.

Furnace and boiler replacements were completed by Hart Plumbing and Heating. Three major preventative maintenance procedures were completed on the generators at the WWTP and two of the pump stations.

On Labor Day it was discovered that one of cards that runs the electronics on the centrifuge had burnt out. A/D Instruments was in on Tuesday and repaired with a used card. Extra cards and parts were purchased to have on hand for the other older electronic components. A new card is now in and will be replacing the used temporary card when A/D Instruments is in next to perform calibrations. A back up power supply has also been purchased.

Renewal of 5 industrial permits, they are on a 5-year cycles. Sent out outstanding sewer invoices. Second 2018 biotoxicity test samples taken and completed – 100% survival. Monthly nitrogen test completed.

New Business:

The Asset Management Program (AMP) was present by J.Mercer from Wright-Pierce Engineers. The AMP is to maintain an acceptable level of service at a cost that reflects the level of service provided. This is a centralized system for tracking assets that include equipment, people, public relations, and uses several factors to help plan for future costs. There are 5 core aspects: Current State, Level of Service, Critical Aspects, Minimum Life Cycle Cost, and Long-Term Funding. The benefit of the AMP is that it will help the WWTP to operate efficiently, plan for repairs or replacement, and to explain expenses.

The AMP tracks assets of the Collection System, Sewer Lines & Manholes, Process Equipment, Instrumentation and Electrical Equipment, and Mechanical Equipment. The collection system has 11 miles of separated sewer lines, two pump stations. Our wastewater sources are 99% commercial/industrial and we process 1 million gallons a day mostly between the hours of 9 am-9 pm. The plant is newly updated with two sequencing batch reactors with a shared outfall from the Pease WWTP. The plant has three full-time employees and contracts Utility Partners to run the plant.

Discussion ensued on integration of GIS mapping and data entry of condition reports into the AMP. As data is entered in the AMP WWTP staff, Commissioners, or even the public can pull up the status and condition of all the assets.

AMP takes info on asset and details industry standard for it and will calculate estimated replacement cost if needed. Operators will rate each asset on a scale of 1-5. Will need to be updated with each inspection. Plan will calculate replacement date and cost based on conditions the plant enters.

AMP implementation has 3 components:

- Level of Service – customer satisfaction, operational performance, fiscal sustainability, and employee development.
- Communication Plan.
- Funding Strategy.

Discussion ensued on communication in the plan creation with Commissioners and the Rate Payers. The Commissioners are drafting a newsletter and will be considering suggestions made including more information online or a Facebook page. S.Nall advised that the more transparent utilities are the higher the user satisfaction of the service provided. The current mindset of sewer services as out of sight out of mind should be changing.

Discussion moved to possibly adding a scoring system so plant staff can easily see if they are on track, exceeding, or not meeting plant or service benchmarks. The AMP is a way to track assets and plan more easily and to provide more transparency for all users to see upcoming plant costs and upgrades. This gives the data to justify expenses, repairs, and replacement. It's an upgrade to the paper tracking system currently in use. Some of the data for 2018 inspections has already been entered.

D.Messier advised he will set up a computer workstation for the Commissioners to review the AMP. A system will be set up to show system health for the public.

Old Business:

2019 Draft budget presented and reviewed. Level funding as much as possible, however there will be increases in insurance and testing fees. D.Messier researching switching to a different vendor for nitrogen testing to save money. Contingency increased to build account back up. Contingency funds were used for the plant upgrade and for the Woodbury Ave phase of the Forcemain project. Sewer Commissioner will be meeting with the Selectmen on Monday 9/24 at 6:20 pm. Motion by R.Stern to present a budget of \$1,403,956, seconded by T.Cole. Motion passed.

Discussion on the next phase of the Forcemain project. D.Messier has someone coming in after the leaves fall to see where the line falls.

Next meeting will be October 17, 2018 at 9 am.

Adjournment: 10:21 am.

Respectfully submitted,

Gail Klanchesser