



**TOWN OF SUNAPEE
WATER & SEWER COMMISSION**

P.O. BOX 347
Sunapee, New Hampshire 03782
Phone: (603) 763-2115 Fax: (603) 763-2271

Board of Commissioners Meeting
September 4, 2025, 5:30 p.m.
Sunapee Safety Services Meeting Room

1. Call to order
2. Forms for approval
 - July 31, 2025 Meeting Minutes
 - July Sewer Purchase Journal
 - July Water Purchase Journal
 - July Water & Sewer Income Statements
3. Water Treatment Highlights
 - Lower Main St /Rte 11 Crossings Project Update
 - SUR Construction Application for Payment #2
 - ARPA Disbursement Request #2
 - DWSRF Disbursement Request #1
 - Fuss & O'Neill Invoice 0274647
 - Cyanobacteria Monitoring
4. Wastewater Treatment Highlights
 - Merrimack Sludge Receiving Agreement
5. Old & New Business
 - WWTP Solar
 - Preliminary Budget Planning for 2026
 - Overwatch Cybersecurity Grant
6. Next Monthly Meeting September 25, 2025
7. Adjourn



**TOWN OF SUNAPEE
WATER & SEWER COMMISSION**
P.O. Box 347, Sunapee, New Hampshire 03782-0347
(603) 763-2115

**Board of Commissioners Meeting
July 31, 2025
Sunapee Town Offices Meeting Room**

PRESENT: Theodore Gallup – Chairman, Jeffrey Reed, Dana Whipple, Wayne Stoddard, Douglas Gamsby, Jimmy Williams.

Also present: Holly Leonard.

The Chairman called the meeting to order at 5:31 p.m.

1. Forms for Approval:

July 10, 2025 Meeting Minutes: Douglas G. made a motion to accept the meeting minutes of July 10, 2025, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

2. Water Treatment Highlights:

Holly L. stated that the leak detection survey had been performed this week and that no leaks had been found in either water system.

Holly L. reported that the Construction Progress Meeting this morning had gone well and that there had been some issues with some compaction tests that had not passed and that it will most likely end up that if there is any settling over the winter months the contractor will come back and fill in with new pavement. She stated that the contractors are moving along with installing the water main and seem to be right on schedule. Holly L. presented that the first SUR Payment Application, the Fuss & O'Neill invoice and the ARPA Disbursement Request for the Lower Main Street Project all need to be approved for Shannon to be able to sign off on and that these couple of things were most of the reason to hold this second meeting in August. Douglas G. made a motion to approve the SUR request for payment and the Fuss & O'Neill Invoice number 0273788, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman. Jeffrey R. made a motion to approve the ARPA Disbursement Request being signed by the Town Manager to request grant funds, seconded by Wayne S., voted unanimously in the affirmative so declared by the Chairman.

3. Wastewater Treatment Highlights: Holly L. stated that the crew has been busy getting manholes on Jobs Creek Road ready for the Town to do paving there next month, and that this and the water main project have kept all of the crew quite busy.

4. Old & New Business:

Holly L. presented that she thinks there is enough funds in the Sewer Department Checking Account/General Fund to make a \$100,000 deposit into the Sewer Capital Improvement Capital Reserve Fund. She read a motion to deposit \$100,000 into the Sewer Capital Improvement Capital Reserve Fund in accordance with RSA 38:29 III, and authorizing the withdrawal for that purpose, of \$100,000 from surplus sewer rental funds being held in the sewer department general fund checking account, moved by Jimmy W. seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

The next monthly meeting is scheduled for August 28, 2025.

5:46 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.