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
October 30, 2025, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order

2. LSPA – Septic Inventory

3. Forms for approval
   September 25, 2025 Meeting Minutes
   October 6, 2025 Meeting Minutes
   September Sewer Purchase Journal
   September Water Purchase Journal
   September Water & Sewer Income Statements
   2nd Billing Warrants 2025

4. Water Treatment Highlights
   Lower Main St /Rte 11 Crossings Project Update
      SUR Construction Application for Payment #4
      DWSRF Disbursement Request #3
      Fuss & O'Neill Invoice

5. Wastewater Treatment Highlights

6. Old & New Business
   Draft 2026 Budgets and Warrant Articles

7. Next Monthly Meeting November 18 or 24, 2025

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

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
September 25, 2025
Sunapee Town Offices Meeting Room

PRESENT: Theodore Gallup-Chairman, Charles Hirshberg, Jimmy Williams, Jeffrey Reed, Wayne Stoddard, Douglas Gamsby.
Also present: Holly Leonard, David Bailey. New London Selectmen- Janet Kidder and Bebe Hammond Casey, New London Town Administrator-Ashley Seybold.

The Chairman called the meeting to order at 5:30 p.m.:

1. May 29, 2025 Joint Meeting Minutes: Douglas G. made a motion to accept the May 29th 2025 joint quarterly meeting minutes, seconded by Janet K., Sunapee voted in favor of approving the minutes, New London voted in favor of approving the minutes, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B reported that the plant flows have been down a lot with the dry weather and that without the dilution the phosphorus levels have been higher and there has been more need to use the Rare Earth for phosphorus control. He stated that the sludge agreement with Merrimack has been executed and will be in effect for five years. Dave B. reported that the plant is running nicely and that sludge sampling now has to be done quarterly instead of yearly, this will result in higher costs for testing in order to comply with this regulation from the Discharge Permit. Dave B stated that the ordering of a centrifuge bowl to have on hand in case of another breakdown needs to be discussed along with how to fund the purchase of approximately $400,000 and that it will take around six months to receive once ordered. He also would like to discuss the purchase of the camera that had been discussed in the past. Dave B. stated that Brian has taken and passed the Grade III Wastewater Operator exam and that now the plant is in compliance with the need to have a back-up operator with a Grade III license. There was some discussion regarding staffing and licensing certifications. Janet K. questioned if the centrifuge bowl purchase was to have something available if there is a breakdown? Theodore G. stated that if the part was on hand the sludge drying operation would only be down for a day or two while the part was installed instead of the centrifuge being out of commission for the entire time that it would take to order and receive the part. There was some discussion regarding all the extra costs incurred during the centrifuge breakdown last year and the large disruption to the plant processes that were caused by the change in procedures needed to haul liquid sludge as opposed to partially dried.

3. Draft Proposed 2026 Plant Budget: Bebe H. questioned what the balance in the reserve account for such purchases was and Holly L. stated that there is around $600,000 in the Plant Replacement Account. Bebe H. suggested allowing the purchase and have the funds come from the Replacement Account, she would also propose increasing the amount budgeted to go into the Replacement Account for next year and going forward. There was some discussion regarding what happened when the centrifuge broke down last year and the different funds held by the Sunapee Sewer Department. Bebe H. questioned what would be a safe balance to keep in the Replacement Account? There was some discussion regarding the account and what things might need replacing. The expenditure would leave about $200,000 in the account and if the budgeted amount to go into the account were to be increased to $50,000 per year that it should replenish the account in a couple of years. After some discussion regarding the possibility of tariffs affecting the purchase price. Janet K. moved to approve the expenditure from the Plant Replacement Fund of up to $400,000 for

purchasing the centrifuge bowl, seconded by Douglas G., New London voted in the affirmative and Sunapee voted in the affirmative.
Janet K. stated that she had spoken with Sam regarding the possibility of going in on a camera purchase with Sunapee and that Sam had not seemed interested in contributing to the purchase.
Dave B. interjected that Charles H. had talked about the possibility of buying another drying unit and that had been talked about in the past. Dave has found one that comes from the Netherlands and the 1st US installation is supposed to be in Ohio in January 2026 at a smaller plant for 1.8 million dollars. He suspects that one for our installation would probably be around 2 million and this may help with PFOA removal from the sludge in the future and it will dry the sludge much more and reduce the amount of it produced. There was some discussion regarding the sludge and PFOA testing and reduction.
Proposed Budget: After some discussion regarding the budget amount for the deposit into the Replacement Account and which funds are used for what and how they are allowed to be expended. It was decided to increase the budgeted Plant Replacement Fund deposit from $35,975 to $50,000 for 2026. Bebe H. questioned the increases in certain line items and the default budget being operated under for the year of 2025 and how SB2 Town votes work with regards to Water and Sewer and what had happened at March's vote. Bebe H. stated that overall the increase of 5.6% is very frugal in the scope of the increase for 2 full years. New London questioned how Sunapee feels about SB2 because New London is considering becoming an SB2 town. There was some discussion regarding how some of the Commissioners feel about being SB2 and how it works.
There was some discussion regarding help and that Sunapee has two unfilled positions, Bebe H. stated that maybe going to the schools would be a good way to interest potential workforce. Dave B. reported that he does do tours with classes from Colby Sawyer and that he does try to plug the profession to them. There was some discussion regarding the wage study and rates for Water & Sewer Operators.

4. <u>New London/Sunapee billing percentage for 2025-2026:</u> After some discussion about the flows for the spring months being high, Janet K. made a motion to approve the 58.43 billing percentage for New London for September 2025 through August 2026, seconded by Jimmy W., New London voted in favor, Sunapee voted in favor.

5. Mt. Sunapee: Charles H. stated that Mount Sunapee is currently looking at three alternatives to remedy their sewer treatment problems and that one of them is to use Sunapee's Wastewater Treatment Plant. He stated that he wanted the Commission and New London Selectboard to be aware of what is being looked into. There was some discussion regarding the proposal and the capacity of the plant along with how long the whole process of evaluating, planning and constructing the chosen route will take.

New London Departed at 6:18 p.m.
Submitted by Holly Leonard.

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Board of Commissioners Meeting
September 25, 2025
Sunapee Town Office Meeting Room

PRESENT: Theodore Gallup - Chairman, Charles Hirshberg, Wayne Stoddard, Jeffrey Reed, Jimmy Williams, Douglas Gamsby.
Also present: Holly Leonard and David Bailey. New London Selectmen- Janet Kidder and Bebe Hammond. New London Town Administrator-Ashley Seybold.

The Chairman called the meeting to order at 5:30 p.m.

1. New London Sunapee Joint Meeting: See Joint Meeting Minutes.
2. Forms for Approval:
   September 4, 2025 Meeting Minutes: Douglas G. made a motion to accept the September 4th meeting minutes, seconded by Jimmy W., after some discussion regarding page two not having been included in the packets, voted unanimously in favor, so declared by the Chairman.
   September 15, 2025 Meeting Minutes: Charles H. made a motion to accept the September 15th meeting minutes, seconded by Jimmy W., voted 1 abstention, 5 in favor, the motion passes, so declared by the Chairman.
   August Sewer Purchase Journal: Douglas G. made a motion to accept the August Sewer Purchase Journal, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
   August Water Purchase Journal: Charles H. made a motion to accept the Water Purchase Journal for August 1 through August 31, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.
   August Water & Sewer Income Statements: Douglas G. made a motion to accept the water and sewer Income, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.
   LAS 253 Abatement Request: Jeffrey R. made a motion to accept the abatement request for Map 0134-0022-0000, 253 Lake Avenue, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.
3. Water Treatment Highlights: Dave B. stated that the water systems are running pretty well and that a leak had been found and repaired in Georges Mills resulting in the wells starting to recover a bit. He stated that the restrictions on water use in Georges Mills have been left in place in light of the drought situations and the wells not being completely recovered to normal. There was some discussion regarding the leak and the letter sent to the property owner.
   Lower Main Street / Route 11 Crossings: Theodore G. reported that there had been a construction meeting today and that the borings will be done next week with the exception of the Lake Avenue-Georges Mills one which needs replanning and will most likely be completed next spring or summer. Jimmy W. questioned what was going on with the bridge in Georges Mills? No one had heard anything in regards to that repair. Dave B. stated that SUR Construction West has done a nice job overall and that there will be a walk through next Friday before the contractor cleans up for winter shut-down.
   SUR Construction Application for Payment #3: Jeffrey R. made a motion to accept the SUR request for payment in the amount of $352,193.29, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

DWSRF Disbursement Request #2: Jeffrey R. made a motion to approve the submittal of DWSRF Disbursement Request #2, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.
Fuss & O'Neill Invoices: Jeffrey R. made a motion to approve payment of the Fuss & O'Neill invoices in the amounts of $29,344.26 and $30,399.30, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.
Cyanobacteria Monitoring: Dave B. stated that he had a conversation with the Hazen people regarding all kinds of information about the Water plant that they had requested. He reported that they are working on coming up with a plan for Sunapee to monitor for Cyanobacteria and evaluate how effective the Slow Sand Filters might be in removing it. There was some discussion regarding blooms and if Lake Sunapee had any blooms this year.

4. Old & New Business:

Dave B. presented that he wants to have a Mission Unit installed at Pump Station #9 and that the cost to purchase and install it will be $6,951.10. After some discussion regarding the units and what they are capable of monitoring, Charles made a motion to approve the expenditure of $6,951.10 to purchase and install a mission unit at Pump Station #9, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
2026 Draft Budgets and Proposed Warrant Articles:
Dave B. stated that he would be putting together a warrant article to replace the van In the amount of $90,000-$100,000. He will also be presenting a warrant article for a pump station upgrade at Pump Station 1 and that it will cost approximately $10,000 per pump as well as the cost of a new transfer switch and an upgrade of the alarm to a Mission Unit. Holly L. suggested making the warrant article enough to upgrade other pump stations and they can be done over a 5 year period.
There was some discussion regarding the default budget and how that impacts the increases to some of the 2026 budget line items. There was much discussion regarding paving and manholes maintenance for the upcoming year as well as how extra roads that were proposed to be paved in 2027 were done this past month without the manholes being addressed and without the Highway Department notifying the Water & Sewer Department about the change in schedule
Irving Propane Contract 2025-2026: Holly L. introduced that Irving's proposed rate is $1.417 for the upcoming year and that last year had been $1.367. Charles H. made a motion to enter into the propane contract with Irving at $1.417, seconded by Douglas G., voted unanimously in the affirmative, the contract was signed by the Chairman.

At 7:20 Douglas G. made a motion to enter into non-public session pursuant to RSA 91-A:3 Paragraph II subparagraph (i) consideration of matters relating to the preparation for the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life., seconded by Jeffrey R., polled unanimously in favor of entering into non-public session.
The Commission returned to public session at 7:53 p.m. Douglas G. made a motion to seal the minutes of the non-public meeting as the revealing of the action would render the proposed action ineffective and it pertains to thwarting acts of terrorism, seconded by Jimmy W., voted unanimously in favor of sealing the minutes.

The next monthly meeting will be on October 30, 2025.

7:56 p.m. Jimmy W. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

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Board of Commissioners Meeting
October 6, 2025
Sunapee Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Wayne Stoddard, Charles Hirshberg and Douglas Gamsby.
Also present: Holly Leonard.

The Chairman called the meeting to order at 5:34 p.m.

1. Lower Main Street Water Main Replacement:

   SUR Construction Proposed Change Order #3 Alternate 2 & 3: After some discussion regarding the proposal, Charles H. made a motion to approve the increase of cost to the project of $81,350.05, seconded by Jeffrey R., after some discussion regarding the crossing of Route 11 to Wendell Overlook, the funds available for the project and the Georges Mills Route 11 crossings, voted unanimously in favor, so declared by the Chairman.

   There was some discussion regarding the highway rights-of-way and what is under Route 11 that may impact the borings to be done next year in Georges Mills.

The next monthly meeting is scheduled for October 30, 2025.

5:51 p.m. Douglas G. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.