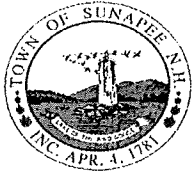


**TOWN OF SUNAPEE
WATER & SEWER COMMISSION**

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

Board of Commissioners Meeting
February 26, 2026, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. LSPA – Sewer Pump Station Maintenance Flyer & Cyanobacteria Monitoring
3. Forms for approval
 - January 29, 2026 Meeting Minutes
 - January 23 – February 19 Sewer Purchase Journal
 - January 23 – February 19 Water Purchase Journal
 - January 31, 2026 Sewer & Water Income Statements
 - 1st Additional Sewer Billing Warrant
4. Water Treatment Highlights
5. Wastewater Treatment Highlights
6. Old & New Business
 - Correspondence
 - Auditor Questionnaire
 - 2024 Audit Findings
 - Emergency Plan Updates
7. Next Monthly Meeting March 26, 2025



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

Board of Commissioners Meeting
January 29, 2026
Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Wayne Stoddard, Charles Hirshberg, Jimmy Williams and Douglas Gamsby.

Also present: Thomas Miller- Granliden Association Treasurer, Bette Nowak, David Bailey & Holly Leonard.

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

1. Granliden:

Thomas M. was invited to join the Commission table. He presented that the last bill that was received had doubled from the same time period in the previous year and that Granliden Representatives think that this may have been due to problems with the meter. He reported that Stiles had come to look at the meter and thought that it was functioning correctly. Theodore G. noted that there was a leak shown in the correspondence from Granliden, Tom M. stated that the leak noted had been small and found in November or December and fixed. There was some discussion regarding the majority of the water used had been during the months of July and August and the bill in question was for the period of April – September. Dave B. stated that the meter profiling done at the Granliden water pump station does show a trend upward. There was some discussion regarding meter reliability questions and Theodore G. suggested that Granliden have a professional check the calibration of the meter and that someone at Granliden should be watching the meter trends to keep aware of potential issues when they occur. There was some discussion regarding tracking the meter daily and watching for any indications of a leak that is occurring. Tom M. reported that they are working with Granite State Rural Water to check for leaks and give advice for maintenance and repairs to the distribution system. Tom M. stated that Granliden had set a budget and that they were not aware of the changes to the rates in 2025, Holly L. stated that the rates are included with each billing and that they are generally set in January or February for the year. She suggested that someone from Granliden should call the Water & Sewer Office when they are looking to set up their budget for the year to get an idea of what might change or has changed with the rates. Tom M. questioned if there was anything that the Commission could do about the sizeable bill. Theodore G. stated that unfortunately there have been others in similar positions over the years and that he does not feel that giving a break to one entity is prudent as it sets a precedent and then all customers will be seeking similar forgiveness at the expense of all the other water users. There was some discussion regarding possible leaks and issues with repairing pipes during the winter months and also regarding the meter and how it is read and how the water gets into the tank at the top of the hill. There was much discussion regarding leaks and what could be done to remediate the high water use that it appears is going on still. Tom M. questioned what precipitated the reduction in the amount of water allowed in the flat rate for 2025. Holly L. stated that each year an analysis of water use per unit is done and that a large majority of the users fell within the 0-12,000 gallon use for both 6 month periods so that is what had been presented to the Commission when they had lowered the usage allotment at the flat rate at the beginning of 2025. There was some discussion regarding the average use and the rate setting meetings of the Commission.

3. Solar Array Warrant Article: Bette N. presented that the Sunapee Aggregate Energy Committee had come up with a handout to try and answer some of the questions that the public had come up with from the Budget and Bond hearing. There was some discussion regarding the bidding process and the RFP that had been sent out and where the amounts used had come from. Bette N. stated that this informational packet gives the amounts that need to be authorized even though there will be principal forgiveness or other grants that may be available to lower the actual amount needing to be borrowed. She stated that the repayment will be offset by the decrease in electric bills once the array is fully functional. The Commission was asked if they are comfortable endorsing this flyer using the Commission letterhead on it. Charles H. made a motion to endorse the informational packet regarding the Solar Warrant Article to be distributed to the public by putting it on Commission letterhead, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman. There was some discussion regarding the installation of heat pumps and if the installation of them needs to wait until the project is approved and started. Bette N. stated that of the energy efficiency upgrades that are necessary for the project to move forward, the Scada does not need to be put out to competitive bids but that the Heat Pumps will require competitive bids to qualify under it.
4. Forms for Approval:
 - December 9, 2025 Meeting Minutes: Douglas G. made a motion to accept the December 9, 2025 meeting minutes, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.
 - December 5th 2025 – January 22nd, 2026 Sewer Purchase Journal: Holly L. presented that one invoice from December from Consolidated Communications in the amount of \$781.20 had been added to the December 2025 portion of the purchase journal since it had been included in the packets. Douglas G. made a motion to accept the Sewer Purchase Journal for the month of October, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.
 - December 5th 2025 – January 22nd, 2026 Water Purchase Journal: Holly L. presented that one invoice from December from Consolidated Communications in the amount of \$521.96 had been added to the December 2025 portion of the purchase journal since it had been included in the packets. Douglas G. made a motion to accept the water purchase journal as amended with the addition, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.
 - December 2025 Preliminary Water & Sewer Income Statements: Douglas G. made a motion to accept the December 31, 2025 water and sewer income statements, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
 - Abatement and Billing Error Requests:
 - Indian Cave 20A Billing Error Adjustment: Douglas G. made a motion to accept the billing error adjustment for 20A Indian Cave, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.
 - 139 Lower Main Street Abatement Request: Douglas G. made a motion to accept the Cain request for abatement, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
 - Additional Sewer Billing Warrant for PNY 61: Charles H. made a motion to approve the rent collectors warrant, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
 - 2026 Tax Lien for 2025 Fees Rent Collectors Warrant: Holly L. stated that this year's lien warrant was approximately \$20,000 more than the year before most likely due to her not having sent reminder letters out to customers. Charles H. made a motion to approve the rent collectors lien warrant in the amount of \$96,031.39, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.
 - January 23 – 26 Water & Sewer Purchase Journals: Charles H. made a motion to approve the Sewer and Water purchase journals from January 23rd through 26th, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

5. Water Treatment Highlights:

Dave B. stated that the filtration plant has been doing good and that there have been a few freezing issues here and there. Dave B. reported that there had been another water main break on Lake Avenue in Georges Mills about 50 feet past where the last one had been and that he is unsure but believes that it may have been caused by much construction going on in that area.

6. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant is running alright but that the cold is creating problems with one rotor in the ditch being frozen and that they are trying to adjust things to accommodate the colder weather. He stated that The State DES had done the yearly inspection at the plant and that it went pretty well with the exception of a couple of bench sheet problems. He stated that there does seem to be an issue with the centrifuge and that he is trying to use a type of polymer that had been used in the past in hopes of getting dryer sludge coming out of it. He stated that the centrifuge is making a noise that is making him think that there is an issue with one of the bearings. Dave B. will be getting it serviced if possible before it breaks. He reported that he had tried to get in contact with the service person that had done work on it before and that this person is out on leave. There was some discussion regarding the bearing and what might be going on with it. Dave B. reported that A/D Instruments will be here tomorrow to do calibrations and install a new mission unit at one of the pump stations. Dave B. stated that a new employee will be starting next week and that finding people with a CDL is becoming a problem. He reported that the classes are expensive and take 6 weeks to complete before the test is taken.

7. Old & New Business:

Fuss & O'Neill Invoice: Jimmy W. made a motion to accept the billing from Fuss & O'Neill, seconded by Wayne S., after some discussion regarding the Lower Main Street project, voted unanimously in favor, so declared by the Chairman.

2026 Rates: Douglas G. had suggested earlier in the meeting that billings go from bi-annually to quarterly and questioned how much extra work this might entail. There was some discussion regarding how it would essentially double the amount of work and expenses involved in billing. Holly L. stated that there is an un-metered water fee in the amount of \$750 that may not be enough to deter people from disconnecting meters she would suggest this be raised to \$1,000, and that there has never been a returned payment charge and that she feels \$25 would be in keeping with what the Town Clerk Tax Collector charges. Holly L. reported on how the water use reports for the two billings came out and that it seems that the flat rate charges should not need to be increased for 2026 when compared to the proposed budgets, but that perhaps the flat rate usage can be increased from the 12,000 gallons that it was dropped to in 2025 to 14,000 for 2026. Holly L. stated that it can wait until March to decide on the quarterly billing and she can get a better idea of the what the extra cost involved will be. Charles P.H. made a motion to leave flat rates the same and raise the flat rate usage from 12,000 to 14,000 gallons and to raise the unmetered water fee to \$1,000 as well as establish a return payment fee of \$25, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.

LSPA pump station maintenance flyer: Charles H. stated that Elizabeth from LSPA would like to come to the next meeting to discuss the informational flyer regarding maintaining your sewer.

School Irrigation: Holly L. made mention that the School had not paid for the water bill for the irrigation of the soccer field and that this may come up at a future meeting.

The next monthly meeting is scheduled for February 26, 2026.

7:26 p.m. Charles H. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.