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

Board of Commissioners Meeting
March 26, 2026
Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Dana Whipple, Douglas Gamsby, David Bjorkland, Jeffrey Reed, Wayne Stoddard, Charles Hirshberg.
Also present: Bette Nowack, John Fellows & Holly Leonard.

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

1. Solar Array:
   Holly L. presented that Revision had sent over a contract for signing and that Dennis Greene of NH DES had wanted a few more items addressed in the document and that DES needs to approve the signing of the agreement before it is entered into. Bette N. explained what some of the items that she would have Revision update would be and wording that Revision would need to incorporate before DES would be amenable to approving the Town entering into the agreement with Revision. She stated that both incentives that are offered have a tight schedule to adhere to in order for the Town to qualify for them. Holly L. proposed that there be a revised contract drawn up and sent to Dennis G. at DES to approve and would also have Commission legal counsel weigh in on the contract prior to signing. Bette N. noted that there is also a DES environmental review process and there was some discussion regarding how long that would take. Charles H. made a motion to accept having the Town Manager sign the contract based upon NH DES and Commission Counsel approval, seconded by Douglas G., voted unanimously in favor of the motion, so declared by the Chairman. Charles H. stated that he would like to see something in the contract about ledge clarified as there is sure to be some in the proposed location. There was some discussion regarding contingencies and how much that amount may cover and if bonding would be necessary.
   David Bjorkland presented who he was and there were introductions around the table.
2. Forms For Approval:
   February 26, 2026 Meeting Minutes: Dana W. made a motion to accept the February 26, 2026 meeting minutes, seconded by Charles H., voted 3 abstained, the majority in favor, so declared by the Chairman.
   February 20th ,2026 – March 19th, 2026 Sewer Purchase Journal: Douglas G. made a motion to accept the February 20 Sewer Purchase Journal, seconded by Charles H., after some discussion voted unanimously in favor, so declared by the Chairman.
   February 20th ,2026 – March 19th, 2026 Water Purchase Journal: Douglas G. made a motion to accept the water purchase journal for February, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.
   February 2026 Water & Sewer Income Statements: Douglas G. made a motion to accept the Sewer and Water income statements, seconded by Dana W., voted unanimously in favor, so declared by the Chairman.
   Emergency Plan Updates: Holly L. presented a few changes that had been made to the contact information of all of the newly updated Emergency Plans and stated that a Cyber Incident Response Plan has been created for the Commission to approve along with the Water, Wastewater and Collection system plans. She passed around three copies and stated that this plan is exempt from Right to Know laws, RSA 91-A:5 (XI). She will collect the three copies to have in locked locations after the Commission approves adoption of it. Douglas G. made a motion to approve the updated Sunapee

Wastewater Plant, Collection System, Georges Mills Water, and Sunapee Water Emergency Plans as well as the Sunapee Water & Sewer Cyber Security Incident Response Plan as presented, second by Wayne S., voted unanimously in favor, so declared by the Chairman.

3. <u>Water Treatment Highlights:</u>
   John F. reported that the new employees are reading meters currently. He stated that a check valve at River Road had failed and that a new one has been ordered for the repair of it. He reported that the wells in Georges Mills are doing good and that hydrants will be flushed in Georges Mills as well as in Sunapee in April. John F. stated that there will be borings going on for Lake Avenue road upgrades early next week and that he hopes there will not be any issues caused by them as there are many old and new water and sewer lines under that road.
   Douglas G. questioned how many meters in Town have been replaced with new ones, John F. replied that about 430 of the meters in town have been updated and that this has been ongoing since 2012.
   Theodore G. mentioned that there is an issue with a basement floor drain on Lower Main Street where the pipe from the basement into the river may have been impacted by the new water main installation. He stated that the Department had jetted the line for the homeowner once and that it was clogged again. There was some discussion regarding the issue, what type of pipe it was and the fact that it exits directly into the river across the street from the home. There was some discussion regarding the legality of the pipe. Theodore G. stated that the homeowner will need to be in touch with SUR Construction West as they are the contractor for the watermain replacement and it would be their insurance company that would deal with the issue. Holly L. stated that the Commission should be expecting a letter from the homeowner there and that she would let them know what the Commission had suggested should happen in this situation.
4. <u>Wastewater Treatment Highlights:</u> John F. reported that there had been icing issues over the winter at the Wastewater Plant and that all seems to be running better now. He stated that they had run the centrifuge and that it has been running hotter than it should but that they are keeping a close eye on it. John F. presented that there is a quote for a Gorman Rupp pump for Pump Station #1 and for a check valve that they would be installing there, the pump was quoted at $9,583.58 and the check valve was for $1,780.80. Getting these two items on order will start the Pump Station Upgrades that had been approved on the 2026 Town warrant. Douglas G. made a motion to accept the purchase and payment of $9,583.58 for the pump and $1,780.80 for the check valve, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Chairman.
5. <u>Old & New Business:</u>
   LSPA Sewer Pump Flyers: Holly L. stated that Geoff L. of LSPA had questioned if the Commission would like to include their logo/letterhead on the flyers. The consensus of the Commission was that they will be fine with the flyer having only LSPA's logo/letterhead on it. There was some discussion regarding the ownership of the pipes and appurtenances that are on and going to private properties.
   Overwatch Grant Status: Holly L. reported that there should be some movement finally with the cybersecurity measures that are proposed as the State has approved moving forward.
   <u>Election of Officers:</u> Jeffrey R. nominated Theodore G. as Chairman for another term, seconded by Dana W., voted unanimously in favor.
   Wayne S. nominated Jeffrey R. for Vice-Chairman, seconded by Charles H., voted unanimously in the affirmative.

The next monthly meeting is scheduled for April 30, 2026.

6:32 p.m. Jeffrey R. made a motion to adjourn, seconded by Dana W., voted unanimously in the affirmative, so declared by the Chairman.