

Attendees

Caryl Falvey, Howard Epstein, Jim Johnson – Commissioners
Nick Sceggell, Treasurer
Jim Johnson, Acting Clerk
Jack Kelley, Budget Representative
Taylor deOgburn, NESC

Prior Meeting Minute Review

- Johnson motion to accept December meeting minutes, Epstein second, no discussion, passed all in favor.

Correspondence

- None.

Treasurer's Report

- Finalized 2020 Budget.

Old Business

Ongoing items (*highlighted items require review and update*):

- Billing initiative in progress led by Sceggell. Project to continue as time allows.
- Job descriptions. Johnson provided a sample job description from Town of Gilford. Project to continue as time allows.
- PS2 decommission. Quoted at \$29,000 – indefinite hold on further work.
- Pressure transducers. Motion approved up to \$7,500 to install four pressure transducers to monitor well levels and collect data. NESC estimate provided for transducers totaling \$5,670. NESC has the ok to proceed with project if cost of transducers and install does not exceed \$7,500. **Update: NESC will do the install work and will provide an updated quote for the project, parts and labor.**
- Generators. Discussed at March meeting noting PS 7 and PS 1 as priorities. NESC to provide cost estimate for generators and prioritization for all pump stations, with consideration to storage.
- Zone 1 pressure study. Discussed need for pressure study in Zone 1 considering discharge pressure and pressure at highest level (232 Sagamore Rd may be highest point for Zone 1). **Update: NESC instructed to complete study within 2 months.**
- General fixed assets. Current figure of \$881,524.74 has not been updated in many years.
- Curb-stop inspections. Previously noted that not all locations are known. To be addressed at future meeting.
- August 7, 2019 letter from Primex to Johnson regarding NH Workers Compensation (WC) statute requiring WC coverage for every elected or appointed official. Johnson to complete Primex application for WC to determine premium. Also, address question of work for no pay vs WC coverage. **Update: Johnson to complete application and submit to Primex for quote.**
- Epstein requests NESC advise on grant possibilities.
- NESC installation of PS5 coils per Horizons recommendation.

Completed items:

- None.

New Business

- None.

Operators Report

- deOgburn reviewed operators report.
- PFAS testing for pump stations 1, 5 and 7 resulted in “none detected”. Waiting for State requirements for any additional future testing requirements. No further action necessary at this time.
- NESC is working on terms and conditions for the completed service contract renewal.
- NESC is reviewing grant possibilities.
- PS 3 pressure transmitter needs to be replaced.
- PS 3 pressure tank is water-logged and review is underway.
- \$1,500 NESC authority for break repairs is new policy passed by Commissioners.
- Kelley recommendation for NESC to log all equipment issues, repairs, replacements, etc.
- Sceggell recommendation to map all breaks with date, location and other pertinent information.
- RAVE system for customer communication will require contact list of all customers – possibility of working with GACPT was suggested. Additionally, May bill mailing needs to include a request for updating contact information, minimum of Acres address, cell number and email. NESC will be point of contact for the updates. Falvey will draft bill enclosure.
- NESC provided copies of the original capital plan last updated March 3, 2019. Recommended that a separate meeting be scheduled to discuss.
- Johnson motion to pay NESC December invoice in the amount of \$32,226.11, Epstein second, no discussion, passed all in favor.

Addendum – monthly meeting schedule

- March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8.
- Date and location TBD.

Meeting Adjourned

Start 5:30pm, End 7:30pm.