

## **Canaan/Stewartstown Quarterly Meeting**

**January 10, 2017**

### **Minutes**

1. Open Meeting – The January 10, 2017 Canaan /Stewartstown Quarterly meeting opened at 5:35. Those present: Vernon Crawford, Gregory Noyes (Canaan), Hasen Burns, Allen Coats and Jim Gilbert (Stewartstown), Noreen Labrecque, Brian Bissonnette and Gary Leach.
2. Approve minutes – October 11, 2016 – Hasen asked if all the issues in #8 had been addressed. (Floor has been painted, signs have been installed regarding unauthorized persons entering buildings, and insulation on pipe at the Hall Stream Bridge crossing is done). Brian stated that yes they were all taken care of. On a motion by Hasen and seconded by Gregory the October 11, 2017 Canaan/Stewartstown Quarterly Meeting minutes were approved.
3. Additions/Deletion – No additions or deletions
4. Tata & Howard
  - a) Problems at Plant
  - b) Update on upgrades

Note: The board allowed Gary Leach to present at this time.

Gary explained the issues that have surfaced in the past month down at the plant. There have been some computer issues which EII and Ken have been working on to resolve. It is believed that an automatic download of Windows 10 is part of the problem. Jim Fritz (EII rep) contacted Dell to get a copy of Windows 7 so they can downgrade back to the original operating system which would solve the computer restart problems with SCADA and WIN911. Once he receives the new OS (windows 7) he will set up a time to meet with April onsite.

There was also a problem with the generator not starting. An alert message that the coolant was low but they are not sure if that is the problem. Gary suggested that PowerPoint be contacted about the coolant level. It was suggested that the generator be checked on a weekly basis for any problems. Gary stated that the SCADA system should pick up on whether or not the generator is doing its weekly checks. But with the problem with the Windows update that may not be happening.

Gary had a picture of the Flow meters that have malfunctioned. Once the covers were removed it was evident as to why. It appears that sewage has gotten into the meters somehow. Ken has contacted the company to see about material deficiency which carries a 6 year warranty since the 1 year warranty has lapsed. The board asked how much for the flow meters if not covered by a warranty. Gary thought between \$3,000-\$5,000 for the two. Gary stated that Ken is looking into

all of these issues that arose and will get back to the Board with an update on how to address and move forward as soon as he has all of the information.

A discussion regarding the rag problem binding up the pumps took place. One possible solution was to install a grinder before the pumps.

Gary brought up the telemetry system... should we still do? He stated that with the upcoming FD#1, FD#2 and Stewartstown upgrades they will all be equipped with the SCADA system.

Gary presented the boards with an Engineering Services Agreement for WWTF Operational Assistance. The agreement was addressed to the Canaan Selectboard only. It was discussed and agreed that the agreement should include Stewartstown as well. Gary will have the agreement re-written to include the Stewartstown board. On a motion by Gregory and seconded by Allen the board unanimously agreed to accept the agreement once it has been re-written.

5. Budget Review – Noreen explained some increases that needed to be added to the budget since it was worked on in December. A three year contract was signed with Medora (company that services the Solar Bees), so \$11,000 needs to be added to the Contracted Labor line item #02-021-1006. Since Brian will be traveling to take the 10 week operator course an increase of \$1200 will need to be added to the Mileage line item #02-021-1018. And in light of the new agreement for engineering services a new line item will be created for that in the amount of \$4,000.00. This will bring the new total for Expenditures to \$266,984.61. Boards approved the changes.
6. Operator Report – Brian explained the overflow at the Treatment Plant on December 20, 2016. April wrote up an Incident Report and informed Liz Dickson at the State. After a discussion on preventing such an incident it was felt that perhaps a mud pump could be used to divert any overflow septage temporarily to the lagoons. Brian will check on the one that Vern said was at the Town Garage to see if it could be used for this purpose
7. Report on Inspection – Vern and Jim Gilbert conducted the quarterly inspection. (Copy of inspection is located in Sewer File drawer). Brian stated that the bags of grit from the headworks building are quite heavy and suggested a 400 lb. wagon truck be purchased to transport the bags to the Transfer Station for disposal. The board approved this purchase on a motion by Allen and seconded by Jim. It was discovered that there is condensation buildup at the Houle pump station. A new gasket and mat to cover door of control panel was suggested. Brian stated that he and Richard opened up a path to the Camp Pump Station generator and cleaned the snow away from it.
8. Other business – No other business

9. Adjourn meeting – On a motion by Gregory the January 10, 2017 Canaan/Stewartstown Committee meeting was adjourned at 7:20PM.