

# MEMO

TO: Board Members:  
Normand Houle  
John Ireland  
Richard White  
Chet Fessenden  
Reg Whitehouse  
Dave McGuckin, Selectman liaison  
Steve Tabbutt, Public Works Supr.

FROM: Walter Liff, Chairman

DATE: Wednesday, January 11, 2016 – 3pm

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## AGENDA – Water & Sewer Commission

1. Review, approve and sign checks
2. Approve meeting minutes of December 14, 2016
3. Old business:
  - a. Underwood Engineering
4. New business:
  - a. Zero base billing
  - b. Budget
  - c. Letter from David Brillhart
  - d. Schedule to hold work meetings on water study
  - e. Set schedule to hold informational meetings for the public
5. Any other business to come before the board
6. Adjourn