

MINUTES OF THE WATER & SEWER COMMISSION
WEDNESDAY, OCTOBER 8, 2014- 3PM

1.Present: Chairman Walter Liff, Selectman David McGuckin, Secretary Pamela Cullen, Accountant Deb Knowles

Members present: John Ireland, Walter Liff, Normand Houle

Alternate Members present: Chet Fessenden, Reg Whitehouse

Absent: Public Works Steven Tabbutt

Guest: Ambit Survey John Chagnon

2.Chairman Liff called the meeting to order at 3pm. Norman Houle moved to take items out of order. John Ireland seconded the motion. Motion carried.

3.Chairman Liff reviewed the checks with the Board. John Ireland made a motion to accept checks as written. Walter Glidden seconded the motion. Motion carried.

4.Selectman McGuckin made a motion to accept September 10, 2014 minutes as amended. Normand Houle seconded the motion. Motion carried.

5.Old business

a. Billing – Normand Houle started the discussion off that this billing topic is not about tiered billing but about zero based billing. Zero based billing is in essence looking at all the bits and pieces of overhead starting from scratch to determine what our overhead is comprised of. All customers would pay their equal share. John Ireland presented the board with a graph for usage in the zero base vs current billing system. (See Attachment)

Accountant Deb Knowles said that originally her software wouldn't be able to do this type of accounting, but BMSI has another version which the town is not using. She indicated that she spoke to the company and that they now have a newer version which should be able to tell the customer the base charges for water and sewer. She explained how the base charges would work for the customers. Normand Houle said that every year the Board should review the base charges.

Houle said that the town could make the changes in the billing for the next cycle but would need to take a closer look at independent-of-flow charges for accuracy. Ireland said that they should have a meeting with the accountant to go over the budget part in order to have accurate data.

Norman Houle said that if the town approves the billing change, we will need to inform the customers on how the numbers were derived at. Chairman Liff thanked both Normand Houle and John Ireland for their work. Liff asked for a recommendation to approve this to go forward to the Select Board. John Ireland made a motion to have Normand Houle and himself make a presentation to the Select Board at their November 3rd meeting. Walter Glidden seconded the motion. Motion carried. The Board members will have a copy of the presentation prior to the meeting.

6. New business;

a. Sewer application for 18 Fellows Court – Ambit Survey Engineer John Chagnon introduced himself and indicated that he was representing the owners of 18 Fellows Court for a sewer application. Chagnon said that this sewer application will be an extension of an existing sewer line applied for by Donald McEvoy of 10 Fellows Court. The McEvoy's sewer line will be an extension of the Peterson's line of 4 Fellows Court. The Sutherland's septic system is getting old and they have opted to tie into the town sewer system. The Board discussed private lines and the responsibilities of the owners. The town will want a full set of sewer line plans even if it is a private line and stating the owner's responsibility. The Board asked to see the Sutherland's and McEvoy's plans before approving.

b. 68 Spring Hill Road sewer application - The Board discussed the sewer application of Missy Wilich for 68 Spring Hill Road. Chris-Co Construction has been in contact with Steve Tabbutt regarding this project. Chairman Liff read the Wilich's memo indicating that the plans would be forthcoming. This application stated that Wilich will be tying into a private sewer line. Chairman Liff recommended approving the application because of the urgency of a failed septic system. Selectman McGuckin asked to have a quick review by Steve Tabbutt. John Ireland asked for something in writing. Normand Houle said that final approval should be given contingent on the submission of plans and inspection by the public works superintendent before trenches are backfilled. Reg Whitehouse asked if Wilich would be required to obtain a plumbing permit because of interior work needed. The Board asked the secretary to talk to the property owner regarding the need for a plumbing permit and this will be added to application for a paper trail.

c. Accountant Deb Knowles announced that she would be unable to attend the November meeting because of a conflict in attending the Local Government seminars.

Norman Houle made a motion to adjourn the meeting. John Ireland seconded the motion. Motion carried. The meeting adjourned at 5:25pm.