

MINUTES OF THE WATER & SEWER COMMISSION MEETING  
WEDNESDAY, JUNE 11, 2014 – 2PM

1. Present: Chairman Walter Liff, Ex-Officio Selectman David McGuckin, Supr. Steve Tabbutt  
Members: Normand Houle, John Ireland, Secretary Pamela Cullen  
Absent Member: Walter Glidden  
Absent Alternates: Reg Whitehouse, Chet Fessenden  
In attendance: Accountant Deb Knowles

2. Chairman Liff called the meeting to order at 2pm to review and work on the water/sewer ordinances.

3. Chairman Liff reviewed and read the accounts payable checks to the Board. Normand Houle made a motion to approve the checks as written and to add the recommendation of Accountant Knowles to approve Chairman Liff's signature for checks to the City of Portsmouth for consumption of water and sewer charges. (These bills have not been received by the town.) John Ireland seconded the motion. Motion carried.

4. John Ireland made a motion to accept minutes of May 14, 2014 as amended. Dave McGuckin seconded the motion. Motion carried.

4. Old Business:

There being no old business, Chairman Liff moved to new business.

5. New Business:

a. Sewer application for 10 Fellows Court – Steve Tabbutt explained the sewer application for Don and Greta McEvoy of 10 Fellows Court. He said that the sewer line for the McEvoy's will hook in to the new line that was installed last summer on Ocean Road, and a stub was put in at that time for a hook up on. Tabbutt said that the McEvoy's will need to post a bond to the town for cutting into Ocean Road for \$2000. The Board approved the application pending the bond payment.

b. Legal notice posted in paper – Selectman McGuckin discussed the legal notice posted in the Portsmouth Herald on June 4<sup>th</sup> from the City of Portsmouth. The notice stated that the City of Portsmouth is going out to bid for "New Castle Water Line Improvements." John Ireland said the fire department should be notified of this action. Selectman McGuckin said a copy of this ad was given to the fire department. Normand Houle asked about the 2013 Master Plan for the City of Portsmouth. McGuckin said that this is on the City of Portsmouth's website under the CIP.

6. Chairman Liff asked for any other business to come before the board:

a. Wentworth Hotel billing - Selectman McGuckin explained about the under-billing for the Wentworth Hotel for sewer usage which equates to a significant amount. The City of Portsmouth sends the water readings for the hotel in four digit consumption, but in February 2012 the readings went to five digits. McGuckin explained that it was assumed this fifth digit was tenths. This was determined not to be the case and now the readings have been adjusted.

The hotel has agreed to pay for usage that was not charged correctly going back to the fiscal year (July 2013). The Board then discussed how this money would be allocated. There was discussion of considering not implementing the 5 percent sewer increase that will probably come from Portsmouth, albeit not confirmed, to the residents. The Board then discussed the money going into the trust funds. Normand Houle questioned the procedure of money getting into the Enterprise Funds? Knowles said that any surplus money just stays in the checking accounts. John Ireland said that he hasn't seen any funds going into the Enterprise Trust Funds in the last two years. Houle asked if there are any guidelines to transfer money into the Trust Fund. Selectman McGuckin asked if there was a certain time of year when funds are moved to the trust funds. Buxton said there is no fixed amount or time to move funds to the Trust Funds, and that this is usually decided by the Accountant and the Treasurer.

The Board then discussed depreciation and how it is implemented. Selectman Buxton explained the depreciation amount is built into the water and sewer rate. Normand Houle questioned what happens when the depreciation becomes zero. Buxton said the depreciation amount is what constitutes being transferred into the trust fund but that it never zeroes out because replacement usually takes place beforehand.

John Ireland said he would like to see a small amount moved every year. Buxton said that the town has finally caught up with all of the issues, and may generate some cash from the checking account to the trust accounts. John Ireland then asked if we took a small percentage of the bill to invest in the trust funds. Buxton thought a modest amount could possibly be retained. John Ireland asked that when Accountant Deb Knowles and Treasurer Tom Smith get together and transfer money into the trust funds to keep the board informed.

b. The town received a comment from resident Samuel Page that was included in his sewer payment to the town. The note made reference of the town's lack of not fostering water conservation. The Board acknowledged his comment.

c. The front page newspaper article in the Portsmouth Herald interviewing Fire Chief David Blanding of May 20 was discussed, as the chief talked about the serious water pressure issue.

d. Selectman McGuckin said that Steve Tabbutt and Chris Pufahl do the maintenance twice a year on the town's hydrants. Tabbutt said that they winterize the town hydrants in the fall and also do the Wentworth Association's hydrants at the same time. The town's hydrants are only flushed once a year usually in the spring.

e. The Board discussed the bridge brackets holding up the water line under the bridge that extends from Goat Island to Shapleigh Island. Chairman Liff made a suggestion to have Steve Tabbutt while out in his boat inspect the hangers and report back to the Board; a motion entertained the suggestion for Tabbutt to look at the bridge brackets, and seconded by John Ireland. Motion carried. Tabbutt will report back on his findings.

John Ireland made a motion to adjourn the meeting. Normand Houle seconded the motion. Motion carried. The meeting adjourned at 4:30pm.