

MINUTES OF THE PUBLIC WORKS COMMISSION  
WEDNESDAY, MARCH 12, 2014 – 2pm

1. Present: Chairman Walter Liff, Supr. Steven Tabbutt, Ex-Officio Selectman Dave McGuckin, Secretary Pamela Cullen

Members Present: John Ireland, Normand Houle, Walter Glidden

Alternates Present: Reg Whitehouse

Alternate Absent: Chet Fessenden

In attendance: Accountant Debra 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. John Ireland made a motion to approve the checks as written. Normand Houle seconded the motion. Motion carried.

4. Normand Houle made a motion to accept minutes of February 12, 2014 as amended. Selectman McGuckin seconded the motion. Motion carried.

5. Old Business

a. Water/Sewer Trust Funds - Accountant Deb Knowles reported on the process of separating the water and sewer trust fund accounts and this should be accomplished by the end of the fiscal year (June 30, 2014). Selectman McGuckin said that Selectman Buxton met with the Trustees of the Trust Funds and they were in agreement regarding the separation of the funds and will do the transactions to adjust the proper the funds. Normand Houle questioned the cost to reconfigure the books. Selectman McGuckin said that he did not have an answer to the cost as yet. Deb Knowles said Auditor Roland Bergeron had not mentioned any costs but had accrued about 4 or 5 hours worth of time so far.

b. Late fees – The Board discussed late charges with Selectman McGuckin giving a brief history of what has transpired so far. Accountant Knowles suggested the idea of adding a late fee every couple of weeks. Selectman McGuckin read a suggested change for the billing and payments (see attachment). Knowles stated that currently the town water/sewer records are up to date and accurate. Everyone has paid on the main section of the island. The problem she said was how to process the late sewer accounts. There are two properties on Spring Hill and nine in the Master Association that are in arrears for sewer payment. The Board discussed those who only had sewer accounts and how to process those late payments and discussed the lien process. The board approved the changes for the Billing and Payment.

c. Hotel Grease traps - Steve Tabbutt reported that the engineer will call him a day before grease traps will be pumped.

d. Water pit meters – Steve Tabbutt said he had not got the information requested from last month's meeting regarding water meters for Shapleigh Island and Main/Wentworth but will have it for next month's meeting.

e. Chairman Liff said there being no new business, asked for any other business to come before the Board:

1. Selectman McGuckin suggested changing the name of the Public Works Commission to the Water and Sewer Commission and gave his reasons for this suggestion. Chairman Liff said that since the Commission was already working on the ordinance book that this would be an appropriate time for a name change. The Board agreed to contemplate this suggestion for next month's meeting.
2. Normand Houle said he emailed all the members about an article in the paper regarding what Eliot is doing about sealing pipes. Houle read the article to the Board. It was decided that this was more about sealing pipes and stopping infiltration. John Ireland wondered if we talked to someone in Eliot could they tell how much water they saved from doing the sealing.
3. Secretary Cullen reported on Fire Chief Dave Blanding's report for the Annual Town Report. The fire chief indicated that none of the fire hydrants work at the Common, Library and Rec Building. Cullen felt the Board should be apprised of this and expressed concerns when residents read this report. Reg Whitehouse said that he will discuss this with the fire chief.

John Ireland made a motion to adjourn the meeting. Normand Houle seconded the motion. Motion carried. The meeting adjourned at 4:20 PM