

MINUTES OF THE WATER AND SEWER COMMISSION
WEDNESDAY, FEBRUARY 11, 2015 – 3PM

1. Present: Chairman Walter Liff, Selectman David McGuckin, Supr. Of Public Works Stephen Tabbutt, Secretary Pamela Cullen
Members: John Ireland, Normand Houle, Walter Glidden
Alternate members: Reg Whitehouse, Chet Fessenden
Guests: Phil Llewellyn, John Chagnon

2. The checks were not available for today's meeting. Chairman Liff will come to the office to sign when they are available.

3. Normand Houle made a motion to approve minutes of January 11, 2015 as amended. John Ireland seconded the motion. The motion carried.

Liff said that he will take items out of order on the agenda to accommodate guests.

4. Old business:

a. Normand Houle's Draft letter re private sewer lines - Chairman Liff explained the purpose of the draft letter for private sewer lines in the town. The Commission discussed where best to file this material/letter for future reference, and decided that a copy should be in the corresponding property file folder and another in the building inspector's file. The Commission discussed this form letter being a template. Selectman McGuckin said that he will compose a draft template. The Commission decided to mail this form to the Sutherlands and McEvoy's for their signature.

5. New business:

a. Water/sewer connection – Llewellyn property Map 18 lot 64-1. Phil Llewellyn, a property owner constructing a new house on Main Street, came to discuss hooking into the town's water and sewer. Llewellyn said that he has already spoken with Steve Tabbutt about the hookups. The plans, submitted by Ambit Survey, for the water/sewer were passed around for the Commission's review. Tabbutt explained that hooking into the forced sewer main would mean crossing Route 1B, and a stub left for future hookups. Chairman Liff said that Llewellyn will need state approval to cut into Route 1B and the state will require a bond. Normand Houle made a motion to accept plans for the Llewellyn property on Main Street as presented. Walter Glidden seconded the motion. Motion carried. Chairman Liff reminded Llewellyn to complete the town water and sewer applications and to pay the application fees.

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

1. Normand Houle brought up the email that he sent to the Commission on January 15th regarding the FY2016 budget and implications to the zero based billing initiative. Liff asked if Selectman McGuckin discussed this with Selectman Buxton. Deb Knowles was going to bring up some of these issues with Selectman Buxton but she is unavailable today. The Commission discussed the trust funds

and how monies are added to these funds. They then discussed what the funds were actually used for. What are the criteria to use these funds, in particular the pump stations for replacement or repair? The next issue discussed is if the pump stations needed a major repair, would this require a bond? Should the pump stations be addressed to the CIP? Selectman McGuckin said that he would bring that particular issue up at their meeting. As of December 31, 2014, the sewer enterprise fund has \$271k, and the water enterprise fund has \$129K. The Commission discussed how to come up with a figure for annually plussing up the funds and whether these funds should be dependent of flow or independent of flow within the context of zero-based billing. Another question was should New Castle have to come up with the money to upgrade the water and/or sewer systems, would the financial burden be levied exclusively on the rate payers, the town, or some combination of the two? Selectman McGuckin suggested to look back in the records to see over the last 5 years as to what was put in these funds. Houle said he would discuss with Deb Knowles the history of deposits.

2. Chairman Liff asked for any input from the Commission for the 2014 town report. Chairman Liff received no input.
3. John Ireland said that at reviewing the budget worksheets, the water revenue was \$90k with expenses of \$57k, sewer revenue is \$499k in revenue with \$446k expenses. Ireland questioned the difference amount. Selectman McGuckin said that this is a question for the accountant.

d. Chairman Liff asked for a motion to adjourn. Normand Houle made a motion to adjourn the meeting. Selectman McGuckin seconded the motion. Motion carried. The meeting adjourned at 4:46pm.