

**MINUTES OF THE WATER & SEWER COMMISSION MEETING  
THURSDAY, NOVEMBER 19, 2015 – 3PM**

Present: Chairman Walter Liff, Ex-Officio Selectman David McGuckin, Supr. of Public Works, Steve Tabbutt and Secretary Bette Jane Riordan.

Members present: John Ireland, Normand Houle, and Walter Glidden.

Alternates Present: Reg Whitehouse, Chet Fessenden.

Deb Knowles, Town Accountant.

Chairman Liff called the meeting to order at 3:00 PM.

**1. Review, approve and sign checks.**

Normand Houle made A Motion to Approve the checks as presented and written. Walter Glidden seconded and the Motion carried.

**2. Approve meeting minutes of October 14, 2015.**

After revisions proposed by Normand Houle, the minutes were approved as amended.

**3. Old Business.**

**a. Change of Ordinances – Wentworth Grease Pits and Letter.**

Normand Houle asked for clarification about fines and his recollection of the prior discussions. After further discussion the Commission agreed to take out the terms “misdemeanors and conviction”. After inquiry by Mr. Houle, Selectman McGuckin explained that there had been a Special Meeting of the Select Board to specifically adopt the ordinance changes regarding fines. Assistant to the Select Board was directed to update the ordinance to reflect the new changes. After further discussion, John Ireland made a Motion to Amend the ordinance, which was seconded by Mr. Houle. Motion carried.

Selectman McGuckin reported that the Wentworth has paid the bill the Town incurred from Morgridge Company regarding the blockage of Quarterdeck Lane pumping station. Steve Tabbutt stated that he had spoken with Jack Clifford, Wentworth Hotel Engineer, who stated the hotel has updated their maintenance practices and will be pumping out their chambers every month and the grease traps every two months. Steve will be conducting unannounced spot checks. Selectman McGuckin reported that the hotel has been very apologetic and accommodating.

**b. Billing for property owners with just sewer bill.**

Town Accountant Deb Knowles reported on the problem with a sewer usage bill for a property on Spring Hill Road, where the owner was billed for 29 units of usage, and stated this was possibly due to a leak. She advised the owner to check with the City of Portsmouth as the owner has Portsmouth water. Ms. Knowles also addressed the issue of habitual late payers. After discussion, the Commission agreed to direct Assistant to the Select Board Pam Cullen to research the lien issue. It may be a way to resolve this chronic problem.

**c. Water & Sewer Ordinance Revision Update.**

John Ireland summarized the status of revisions to the applicable ordinances. The first draft was completed in July 2014. The draft was distributed in March 2015. John agreed to redistribute this draft as some Commissioners did not recall receiving it. Members should review, amend and then make final recommendations.

**4. Old Business.**

**a. Transfer of funds from the Water & Sewer Fund.**

Normand Houle presented the two Motions he had previously submitted. Motion #1 was designed to help out with the depreciation issue. Deb Knowles had reviewed it, and made a few changes. She stated that Town Treasurer Tom Smith expressed interest in addressing the Commission to emphasize that once the funds are transferred, they cannot be used for operating expenses, but only for capital expenses. After further discussion, Mr. Houle made a Motion to Adopt Motion #1 as presented, which was seconded by John Ireland. This will apply to the September, January and May reports.

That the town accountant transfer funds from the Water Fund and Sewer Fund checking accounts to their respective Enterprise Trust Funds on the last business day of August, December, and April. The amounts to be transferred will be at the discretion of the accountant and town treasurer allowing for sufficient funds for anticipated expenditures for the billing trimester. The transfers will be reported to the Water and Sewer Commission at its subsequent meeting.

Motion # 2: That the town accountant report the balance of Water and Sewer Fund checking accounts as of the last business day of each month at the subsequent meeting of the Water and Sewer Commission.

After discussion, Normand Houle made a Motion to Adopt Motion #2 as presented, which was seconded by John Ireland. Motion carried.

Deb Knowles then gave a status report on the trust funds and checking accounts for water and sewer:

As of July 31<sup>st</sup>, the checking account balances were as follows:

Water: \$131,858.75

Sewer: \$284,388.09

Trust Fund:

Water: \$130,130.60

Sewer: \$272,566.29

After discussion, Normand Houle made a Motion to Discuss the FY17 Budget at the next Water and Sewer Commission Meeting, which was seconded by John Ireland. Motion carried.

Deb Knowles discussed the difficulty between book and actual depreciation. Mr. Houle expressed concern about the reported figures, and the need to set aside funds for depreciation. Selectman McGuckin objected to any reference that the Commission was not on top of the future needs and enumerated various steps the Commission has taken to date.

**b. Dig Safe Letter.**

Selectman McGuckin reported that in the course of repairs Steve Tabbutt inadvertently severed a buried electric line, and in lieu of the Town having to pay a fine, Steve and Chris will be attending a one day course put on by the NH Public Utilities Commission.

**c. Water testing letter.**

Steve Tabbutt reported that all concern relative to this matter have been resolved.

There being no further business to come before the Commission, Normand Houle made a Motion to Adjourn, which was seconded by John Ireland. Motion carried.

Meeting adjourned at 4:30.