

MINUTES OF THE WATER AND SEWER COMMISSION
WEDNESDAY, JANUARY 13, 2016 – 2PM

Present: Chairman Walter Liff, Selectman David McGuckin, Supr. Of Public Works Stephen Tabbutt

Members: John Ireland, Walter Glidden, Normand Houle

Alternate Members: Chet Fessenden, Reg Whitehouse

Secretary: Pamela Cullen

Accountant: Debra Knowles

Chairman Liff called the meeting to order at 3pm.

Chairman Liff reviewed the water and sewer checks with the Commission. John Ireland made a motion to approve checks as written. Walter Glidden seconded the motion. Motion carried.

Normand Houle made a motion to accept minutes of November 19, 2015 as amended. John Ireland seconded the motion. Motion carried.

1. Old business:

a. Water and Sewer Ordinances - The Commission convened at 2pm to review the updated Water and Sewer Ordinances. The Commission wanted to review the ordinances prior to printing and available to the public. The Commission agreed to meet at 2pm at their February meeting on the 10th to finish reviewing the ordinances.

b. Cost of upgrade sewer pumping stations - Steve Tabbutt indicated that he was still waiting to hear regarding the assessment to upgrade. Selectman McGuckin asked if Tabbutt would call to get a range of costs for the next meeting.

4. New business:

a. TRUST FUNDS - Deb Knowles reported on the transfer of funds:

Balance for water checking as of the December 31, 2015 was \$138,087.86

Balance for the sewer checking as of December 31, 2015 was \$349,653.87

Knowles said there were no transfers done in December of 2015. The transfers to the trust funds have been deferred until the end of January which will be for the December trimester, and Knowles explained why the transfer was not done. Knowles said that prior to any transfers she will check with Tabbutt for any funds that might be needed before the transfer.

b. WATER/SEWER BILLING - John Myles of 36 Tarbell Lane had called Accountant Knowles on January 6, regarding his incorrect billing for water and sewer (numbers were added instead of subtracted). Myles had an irrigation meter hooked up in June of 2015, and there was a problem with the billing but he failed to bring it to the town's attention until recently. Myles sent pictures to confirm his system is a "subtract" meter. Normand Houle said that irrigation meters are to be installed in parallel with the house meter, and only by exception, with the approval of the Water and Sewer Commission, can they be installed in series. For two billing cycles, the Myles irrigation system has been calculated incorrectly. The refund for the water sided would be

\$40.80 and the refund for sewer side would be \$146.12. Chairman Liff asked for a motion to approve the refund. Walter Glidden made a motion to refund John Myles for the overcharges incurred for the amounts stated. John Ireland seconded the motion. Motion carried. Knowles said she will process the refund checks for Chairman Liff's signature.

The Commission discussed the problems of having meters installed incorrectly and how to alleviate this problem in the future. Steve Tabbutt said that during the initial time period when the water meter is purchased for irrigation that the property owner would be informed of the need of an inspection to ensure that the meter is installed properly.

c. ISLAND ITEMS – Chairman Liff asked the Commission if they had any suggestions for articles for the town newspaper, and if so to send them to Pam Cullen. The deadline for article submission is at the end of January. Normand Houle said he read the Planning Board minutes and saw there was an engineering study being done. Selectman Buxton, a member of the planning board, stated that this study will be public information. Selectman McGuckin wanted the report complete before making it available to the public.

d. LETTER OF OCTOBER 29 from the City of Portsmouth - The town received a letter from the City of Portsmouth regarding the increase in hydrant rental fees effective FY16. (see attachment) The increase went from \$150 to 175 per hydrant. Reg Whitehouse asked if the hydrants on Wild Rose Lane were part of the packet of hydrants charged. Reg Whitehouse reiterated that there is not enough water pressure on three of those hydrants on Wild Rose Lane. Selectman McGuckin said the town should look into not paying for those particular hydrants if they are not functional. John Ireland said that a letter should be sent to Portsmouth regarding this situation and the hydrants are useless for fighting a fire. Fireward Reg Whitehouse was asked if he could have the fire chief write a letter about this issue. Reg Whitehouse said that he will talk to Fire Chief Blanding to write a letter to the City of Portsmouth.

e. MS4 – Steve Tabbutt reported about the annual report due in May to the Department of Environmental Services. This report is about storm water drains. Pam Cullen explained the report and the detail which the state requires.

f. ANNUAL TOWN REPORT – Chairman Liff asked the Commission if they had anything worthy to report for the annual town report. Selectman McGuckin said the assessment project from the city of Portsmouth regarding the condition of the town's infrastructure would be of importance and at that time we'll know the cost to replace the system.

g. Chairman Liff asked for any other business to come before the commission.

1. Normand Houle passed around an article written in the Portsmouth Herald regarding the challenges facing the town of Eliot about establishing a sewer district. See attached article. Houle made comments that Eliot's challenges will be our challenges.
2. The Commission discussed the coming budget request and John Ireland inquired if there was a need to have a special meeting. The Commission decided that they wouldn't hold a meeting unless needed.

3. Steve Tabbutt reported that the state would be paving Route 1B next summer and will need to raise the manholes. Tabbutt said that this will require funds and that some of the manholes will need to be rebuilt. Those manholes that require rebuilding will need to be completed before the state paves the road. There are at least 20 manholes just on Route 1B.

There being no further business, Normand Houle made a motion to adjourn the meeting. Walter Glidden seconded the motion. The motion carried. The meeting adjourned at 3:56pm.