

**APPROVED**  
**REVISED June 13 2018**

**Water & Sewer Commission Minutes**  
**Wednesday, June 13, 2018- 3:00 PM**

**Members Present:** Walter Liff, Chair, John Ireland, Normand Houle, Richard White, Clint Springer (Alt), Steve Tabbutt, Selectman Damon Frampton, Ex-Officio.

**Also in attendance:** Ben Jankowski, DPW, Christiane McAllister, Town Accountant, Bette Jane Riordan, Recording Secretary, Glenn Kisch, David McGuckin.

Chair Liff opened the meeting and stated the Agenda will be changed to accommodate Dick White's schedule, and there were certain items he wished to address. A member of the public was also present to request a second water meter.

The first item:

**Old Business**

**4c. Glenn Kisch, 372 Portsmouth Avenue-second water meter.**

Mr. Kisch explained he was seeking permission for a second water meter for his property in order to separate water from the garden versus what goes into the sewer. Steve Tabbutt of DPW stated he approves of this request for seasonal use. The house is built on a slab. After discussion Steve agreed to meet with Mr. Kisch's plumber Randy Jones in order to get specifications so the correct type of meter is purchased by Mr. Kisch. He was also advised that he has to get a permit, and must fill out an Application for a second meter which he can get from Pam Cullen. The type of meter is called a "hose bibb meter".

Norm Houle raised the issue of whether or not the Commission was waiving the standard fee of \$235.00 Norm read the applicable ordinance and was not prepared to say there is no fee. The second issue for him, is the bibb meter will become a subtraction meter. The house meter will be read for water and sewer, and then the bibb meter will be read, and that amount subtracted from the other meter reading to arrive at sewer cost. He then returned to the issue of the fee. He noted that the Commission has not set a fee for a different type of meter. Christiane explained the process she and Steve use to arrive at the proper charge to the customer. Norm concluded that the recently completed revised ordinance now needs to be changed. He stated he will rewrite the ordinance. John Ireland agreed with Norm but wants a minimum flat fee, as there is a need to capture Steve's time. It doesn't have to be \$235.00, but there needs to be a minimum fee. Norm stated that he could add "a new second meter for irrigation service fee" and it will be listed in Appendix B to the ordinance, and asked for suggestions for a reasonable fee. The "on and off" fee is now \$40.00 as a result of the revised ordinance. Norm made a motion to establish the new service fee for the second meter at \$40.00. John Ireland seconded the motion, and the motion carried.

Clint Springer asked Dick White for his opinion. the meter would be protected. What happens at the end of the season? Is the Town ok with the homeowner taking it off and storing it, and then reinstalling it? Steve Tabbutt replied that was fine with him. The homeowner owns the meter. Damon Frampton wondered if that should be in the ordinance: namely, that the homeowner is

principally responsible, not the Town. John Ireland felt that New Castle personnel should be reading the meter and reporting the results, not the homeowner. There was further discussion, including Dick White's explanation that when the Town owns the meters, it allows the Town to check the condition of the meters. If the homeowner's meter slows down, what happens then? Norm explained that meters don't slow down that fast and the homeowner is still responsible for paying the water and sewer fees as read from the main meter. Dick White was comfortable with the explanation, and the matter was concluded, with Norm agreeing to provide language at the next meeting detailing the new service fee and that the homeowner is the primary responsible party. Should the meter fail, it is the homeowner's problem and responsibility.

#### **4b. Shapleigh Island Sewer Break.**

Steve Tabbutt reported that we have an 8" pipe coming in off the bridge through the west end of the Shapleigh Island bridge abutment, right near the Marconi dock. The sewer line failed at the bridge abutment. Chris-Co was brought in to repair. It was the AC 8" pipe encased in three feet of concrete, and had to chisel the concrete off the pipe. They cut the sleeve off, and we were lucky it was a radial crack so we were able to wrap a sleeve on it and repair it. The Town just received the bill which was a little over \$10,000, which he feels was reasonable given all of the work including: The River Road pump station had to be shut down and two septic trucks hauling all day long, plus tipping fees to Portsmouth. Steve feels we got lucky, as it could have been worse. Steve did not put concrete back, but tamped in a mixture of materials, as well as insulation. Dick White believes this has a lot to do with the movement of the bridge. The sewer was installed in 1975, which is a long time taking that amount of traffic. Steve noted that more breakage can be expected. Norm brought up the age and condition of the water hangars. Dick White strongly recommend that when the design stage of the new water pipes is being planned, that New Castle also include design for new sewer pipes. Steve has already made some suggestions along this line to Bill Stewart, to investigate the cost.

#### **4a. Steamboat Lane pumping station update.**

Steve Tabbutt reported all three pumping stations are up and running. Steamboat still has some odds and ends to clean up. June 1 River Road was started up. He clarified that there are submersible pumps in all the dry wells. Dick White asked to have the risers replaced, as they are in rough shape. This concern was raised as Dick observed a number of sand bags in the Rover Road area during periods of high tide. Steve explained the sand bags were used to divert the water during construction.

#### **4d. Election of New Chair, and appointments.**

Carol Roediger was approved as Alternate. Chair Liff stated he was stepping down as chair, and nominated John Ireland for Chair. He has been Assistant Chair for a number of years. John stated his health concerns and preferred to stay as Assistant Chair. Walter nominated Norm Houle as Chair. Clint Springer moved that the nominations be closed. The Commission voted to approve the appointments. Norm House, Chair, John Ireland, Assistant Chair, Walter Liff, member, and Carl Roediger, Alternate.

Under "New Business", Clint Springer wished to bring up a subject prior to Dick White's leaving the meeting. Clint indicated he had attended the BOS Meeting Monday evening, when they discussed the contract with Underwood Engineers. He recognizes that the Selectman want

and have full responsibility for the new water main project. It would make sense, however to let them know that Richard White and Carl Roediger are available to them for expertise. Dick recognizes they are the ultimate authority, and will make himself available. Norm would like the Select Board to notify the Commission whenever they are going to have a meeting with the engineers and invite anyone from the Commission to attend any of those meetings. Damon said that Steve and Ben should also be included. These gentlemen are smart resources. Damon also pointed out that it is a public meeting and everyone is invited. Norm stressed the importance of knowing first hand and understanding what is recommended and discussed, and not relying on minutes or accounts of what transpired. Damon will let the BOS know of this request.

Chair Liff returned to the Agenda. The numbers listed are those listed on the Agenda.

## **2. Review and Approve and Sign checks.**

The Commission reviewed the checks and Christiane provided explanation where needed or requested. Norm asked for assurance that the recent sewer repair was paid out of regular funds, and not the trust. Christiane confirmed this. She also reported that the Town is ready to cancel the telephone lines for the pumping stations as SCADA is on line. Steve and Christiane explained the increase in the amount of water coming in from Shapleigh since the pipe replacement of 1600 feet, as opposed to the decreased amount coming through at the Wentworth pit. This has been going on for about 4 months. The higher amount may also be due to the return of summer residents.

Chair Liff read the check for \$326,000 to Northeast Integration for the sewer pump contract which was broken into five payments. This amount represents 4/5ths of the total contract price. Norm questioned if there was need for double signatures on this check. Christiane explained that everything Water and Sewer signs, the Treasurer, Tom Smith also signs. Christiane also explained the check for \$33,417.09 to the City of Portsmouth for sewer flows. The original bill was for \$48,000 as they used an estimate for the month of May; however Steve was able to get readings through May 18<sup>th</sup>, so Christiane was able to prorate and proposed the lesser amount, which Portsmouth agreed to. Steve explained that River Road station was down from May 18<sup>th</sup> to June 1<sup>st</sup>, and the by-pass was used, so no readings were available. The Commission thanked them for this work.

John Ireland made a Motion to Approve the checks as presented and read, which was seconded by Clint Springer. Motion carried.

## **3. Update on Bank Balances.**

Christiane stated that rather than providing them with an end of May report, she would go ahead give the end of the year status, at least as of June 13, 2018. She described this as “projected end of fiscal year bank balances based on June activity”. She will give a final year-end report at the July meeting.

<b>Water:</b>	<b>\$160,450.96</b>
<b>Sewer:</b>	<b>\$192,646.33</b>

The sewer balance takes into account the final sewer project payment and legal fees not yet received. At this point she reported that all is good. Almost 4 months of operating expenses is

in the checking account in keeping with the Commission's policy. There was also a brief discussion about transfers to capital reserve and fund balance. Norm confirmed that we moved \$10,000 into the water reserve but nothing into the sewer reserve. Christiane explained that while there could be a transfer made to the sewer reserve it would cut into the cash flow as well as the fund balance. The unanticipated recent pipe break was not factored into this decision. The first of six loan repayments for the sewer pumps will be due in January 2019.

## **2. Approve meeting minutes of May 9, 2018.**

**Note: No one made a motion according to the tape recording. The only discussion was for the secretary to send minutes to all members, not just the Chair first. Also the final approved minutes should be sent out to all members. These minutes will be approved at the August Meeting.**

Clint Springer asked when the Commission can expect the previously identified minutes, and stressed the importance of providing a paper trail. Norm indicated that Pam is working on this issue. Christiane explained to Norm that the secretary should submit her hours to the Chair for approval and notify Christiane of the approval. Damon will check with the previous secretary.

## **5. New Business.**

Steve Tabbutt reported on water line flushing. The annual flushing has just been completed. Our intent is to flush again mid-July to help mitigate the TTHM problem.

The phone line has not yet been done for the SCADA/pumps. Christiane said the work order is in with Consolidated Communications, dated May 25<sup>th</sup>. The SCADA people recommended going with the copper phone line, according to Ben Jankowski, because it operates independent of the Internet. This is also what Northeast Integration recommended. As we are a current customer, the fee is \$30.00. Christiane reported she spoke with Rusty Norton today, who assured her the work will be done.

Norm asked Steve about the lead and copper reading, and Steve noted that Al Pratt of Portsmouth DPW stated there was only one home which read as elevated.

Norm reported his discussion with Ken McDonald on the updating of the Commission's website page. We are close to completion and Norm hopes to report at next month's meeting that all is done and the website is finished.

There being no further business to come before the Board, Clint Springer made a Motion to Adjourn. John Ireland seconded, and the Motion carried.

Meeting adjourned at 4:32 PM.

Note: Final revised minutes approved at meeting of August 8, 2018.

