

**FINAL APPROVED**  
**Water & Sewer Commission Minutes**  
**Wednesday, November 14, 2018, 3:00 PM**

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

**Also in attendance:** Bette Jane Riordan, Recording Secretary, Matthew Taylor 164 Walton Road.

Chair Houle opened the meeting at 3:00, noting the presence of a quorum.

**1. Public Questions: None.**

**2. Individual Applications/Petitions:**

**a. M. Taylor, Walton Road sewer connection.**

Matthew Taylor of 164 Walton Road presented his request to tie into the municipal sewer. Chair Houle noted that he and Mr. Taylor recently walked the property. Mr. Taylor bought the property 1 year ago, and moved in two months ago. The building lot is in the front and there is a second lot in back which exists as a result of an unmerger of the two existing lots. While he is requesting and prefers to hook up to the public sewer, another option is to tie into his neighbors, the Cooks line, which would be easier, but that is not a certainty at the present time. He noted that right now they have a septic system, and would have to pump uphill. The municipal sewer is 400 feet from his property. He asked the Commission what the next steps would be.

Chair Houle stated he has had a month to research the matter as it was first mentioned at the October 2018 meeting. He reviewed the applicable ordinances, and made the following comments:

There are certain ordinance requirements which will need to be met.

- The building is slab construction
- There is a need for inspection before the line is covered up.
- If the line is within 10 feet of the water line it must be sleeved.
- The property owner cannot cut into the manhole.
- There must be clear plans submitted showing any and all requests for exemptions. The Town's company would need to inspect the plans.
- A \$10,000.00 bond must be posted to cover the trench cuts. Depending on the number of cuts required, the bond amount may be raised.

- No winter work can be done. (Mr. Taylor noted he was planning on the spring.)
- If the property owner decides to go with the septic system, which is private, he needs to deal directly with NH DES. Mr. Taylor reiterated his preference to tie into the public sewer.

Dick White noted that if the line is going down Walton Road there may be a need for blasting due to ledge issues, which may cause the amount of the bond to be raised. Mr. Taylor stated he would go the rock hammer route in lieu of any blasting.

### **3. Approve Minutes of October 10, 2018.**

After review of the October 10, 2018 minutes, Damon Frampton made a Motion to Approve the October 10, 2018 minutes of the Water & Sewer Commission as amended. This was seconded by Clint Springer, and the Motion carried.

### **4. Financials.**

#### **a. Review, Approve and sign checks.**

After review, John Ireland made a Motion to accept the checks as read, which was seconded by Dick White. Motion carried.

Steve Tabbutt reported that as of November 1, 2108, there will be no more water line bleeding, but cautioned that NH DES may require more. Carl Roediger asked about the bleeding costs, which Steve stated he would provide to the Commission. Steve noted that the bleeding has helped to remediate the problems. Chair Houle indicated he had discussed the 50-50 split of the bleeding costs with Bill Stewart and proposed to draft documentation or a Memorandum of Understanding memorializing this agreed to cost split.

#### **b. Accountant's Report.**

As Christiane (Accountant) was away at a seminar, Chair Houle distributed her financial reports on the status of the water and sewer funds. Christiane asked the Commission to look at the balance line for water and sewer which is the checking account balance for each as of the end of October:

**Water: \$174,342.45**

**Sewer: \$262,978.55**

Christiane will have more details to present at the next meeting.

### **5. Selectman's Report.**

Damon Frampton gave a brief summary of what was discussed at the last Select Board Meeting regarding the Water project. He noted that most all of the surveying work has been completed and they are working on easements with homeowners

residing in the designated loops. Damon reported that drilling is set to begin next week, which Steve Tabbutt noted is of concern. He plans to be on site with Underwood when the drilling commences. On Friday, November 16<sup>th</sup>, at 9:00 AM, there is a meeting with Underwood, on traffic safety and control and other safety issues associated with the project.

## **6. Continuing Business**

### **a. Status of cost estimate for bulkhead and riser work at River Road.**

Steve Tabbutt reported that a package from Shea Concrete should be coming tomorrow and explained the odd ball size of the item is causing delay. The next bulkhead work is planned for Quarterdeck Lane, and Steve noted there is not a lot of funding available.

## **7. New Business.**

### **a. (Capital) projects.**

Chair Houle distributed three handouts for the members regarding a template for identifying, assessing and prioritizing all proposed capital projects, in preparation for the upcoming budget season. In addition to the template was a list of water projects identified to date, and another list for sewer projects. Chair Houle had previously requested Commission members to be thinking out how this process should be organized and presented, keeping in mind the central question: What do we need to budget for. As an example, he pointed out that Steve had just raised the need for further bulkhead and riser work at all of the pumping station areas after River Road is done. Both Quarterdeck and Steamboat need to be budgeted for. Also to be added to the sewer list is the matter of replacing the generators which have a useful life of 25 years. Carl Roediger noted once the water project is completed the water network should be remodeled to establish a new baseline.

Chair Houle asked the members to review the template and to use the following template as a guide in identifying and prioritizing the various proposed projects:

1. Title of project
  - a. Description including Concern/Severity (single point failure, age/end of service life, continuity of service) Basically this is the “what and why”.
  - b. WSC Priority ( High, Medium, Low)
  - c. Total Estimated Cost
    - i. As of (date)
    - ii. As of (Projected date) using 3% inflation.
  - d. Funding source (current budget or capital outlay; ratepayer or taxpayer)
  - e. CIP Project Prioritization ( 1 Urgent, years 1-2; 2 Necessary, years 3-4; Desirable, years 5-6; Deferrable, after 6 years; 5 Premature; 6 Inconsistent.

Commission members proceeded to discuss how best to come up with the necessary information and offered opinions on both needed future projects as well as completion of current ongoing projects. Chair Houle asked the group to consider

taking one or more of the listed projects and applying the criteria listed in the Template, then bring the results back to the Commission for review and discussion. An example was raised by Ben Jankowski, who indicated that water meters have a 10 year replacement schedule, and if we replace them should we go to a remote system where reading can be done much more efficiently than is currently done. There is a major cost associated with this. Steve Tabbutt suggested that as needed, to replace the hydrants as the new water main is installed. Dick White stated that once the new main is installed, the Town needs to go back and re-evaluate all of the current hydrants. He stressed the need to do new flow tests after installation of the new water main. As a result of this discussion Chair Houle added the fire hydrant evaluation to the project list.

Dick White offered to prepare the topics and present to the Commission. He asked Carl Roediger to provide him with a form which should help to streamline the process. The list of proposed projects to date is as follows:

**Proposed Water Projects:**

1. Evaluate condition of subordinate water lines
2. Rehabilitate/replace subordinate water lines
3. Integrate bi-directional water flow at Wentworth & Main pit into the imminent water main improvement project.
4. Replace customer water meters which are more than XX years old.
5. Evaluate condition of hydrants.
6. Schedule replacement of fire hydrants.

**Proposed Sewer Projects:**

1. Evaluate condition of sewer line under Sawtelle Bridge and develop alternative design solutions to include estimated cost.
2. Rehabilitate/replace sewer line under Sawtelle Bridge.
3. Evaluate condition of all sewer lines.
4. Rehabilitate/replace all forced mains.
5. Rehabilitate all Code 2-5 manholes; accomplish those under Rte 1-B during water improvement project.
6. Evaluate inflow of sewer lines in areas per UE March 2016 report.
7. Rehabilitate/replace all remaining sewer lines.
8. Replace pump stations (30 years hence).
9. NEW: Replace generators at pump stations.

10. NEW: Bulkhead & risers Steamboat and Quarterdeck.

**8. Any Other Business for the Board:**

Damon Frampton will meet with Town Accountant Christiane regarding the CIP and the ratepayer v. taxpayer issues.

**9. Adjourn.**

Dick White made a Motion to Adjourn, which was seconded by John Ireland. Motion carried. Meeting adjourned at 4:30 PM.

Respectfully submitted,

Bette Jane Riordan