

FINAL APPROVED
Water & Sewer Commission Minutes
Wednesday, December 12, 2018, 3:00 PM

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

Also in attendance: Bette Jane Riordan, Recording Secretary, Christiane McAlister, Accountant, and Mundy Tarbell.

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

1. Public Questions: None.

2. Individual Petitions: None

3. Approve minutes of November 14, 2018.

After review and editing, Vice Chair Ireland made a Motion to Approve the minutes of November 14, 2018 as amended. Clint Springer seconded, and the Motion carried.

Chair Houle recognized Mundy Tarbell who asked about the current status and quality of the drinking water regarding TTHM levels and recent test results. Steve Tabbutt was asked to respond and he proceeded to give results of the recent tests, explaining the difference between bleeding and flushing and how these mitigations have helped to lessen the TTHM levels. The bleeding has helped to lower the numbers. The aeration plant will not go on line until next year, but in the interim continued bleeding will take place starting in the spring. Chair Houle explained that we meter the bleeding and split the cost 50-50 with the City of Portsmouth.

4. Financials:

a. Review, approve, and sign checks.

After review, Clint Springer made a Motion to Approve the checks as written and presented, which was seconded by Damon Frampton. Motion carried.

b. Accountant's Report:

i. Regular Monthly report:

Checking: Water: \$155,552.54; Sewer: \$241,301.16.

Christiane reported that the Town has yet to receive the agreed upon payment from the Palmers. She did send a letter outlining late fees and the lien process. Damon Frampton has attempted to contact the Palmers. Apparently the sister and brother thought the other one was taking care of the matter. Chair Houle had a question

about the effect of this loss, which Christiane explained was not really a loss, but would be carried as a lien on the balance sheet.

ii. Financial Analysis –Rate setting for water and sewer for FY 18.

(See attached reports for reference: “ Analysis of Water and Sewer Estimates Used for Rate Setting FY 18”)

Christiane went over this report in detail. The report is available as an attachment to these minutes. She will use this information when she does the estimations for FY20 rate setting. One note of importance is that the Coast Guard situation of estimations and actual usage has settled down.

Christiane also reviewed the status of the budget for water and sewer, in getting prepared for next month’s budget work sheets. That information was also a handout to the Commission and will be appended as an attachment to these minutes.

Christiane also spoke about the effort to quantify the number of non-sewer users in Town. Authority One: There are 49 accounts that do not get billed for sewer, so we know they are on septic. There are 72 accounts on the side of the island we don’t bill for water, yielding a total of 121 accounts using septic. This is about 20% of the properties. There was a brief discussion about the Toomey property, which when their septic fails, they will have to hook up to the municipal sewer, and the mechanism is in place for that to occur. The Knight property, adjoining the Quarterdeck pump station was briefly discussed. In 1976 there was an easement given so they would not have to pay for sewer. The property is about to change owners, and the new owners will be charged for sewer.

Chair Houle changed the order on the Agenda to discuss under New Business. “Capital reserve fund”, under the direction of the accountant. (Item 7a.)

Christiane explained her research into the formation of the water capital reserve trust fund, and the sewer capital reserve trust fund, both of which were established using NH RSA 31:19a which are funded with taxpayer monies as opposed to rate payer monies. In checking with the NH DRA, she was advised that going forward, 2 new funds needed to be created in order to fund them with ratepayer monies, using a different NH RSA:35:7. Creation of the two new funds does not require warrants for Town Meeting, but may be done by the five full members of the Water and Sewer Commission. (Unanimous vote). Authority to expend the new funds is within the sole purview of the Commission. The NH DRA recommended this process going forward, and suggested the current two funds remain in existence. This must be done prior to June 15, 2019. After further discussion, it was decided to take this vote at the next Water and Sewer Commission meeting. Christiane will prepare a draft of the wording to be voted upon at the next meeting assuming we have all 5 members present. Clint Springer stated that the Select Board and the Budget Committee should be made aware of this.

5. Selectmen's Report.

Damon reported that Underwood will begin boring/drilling beginning Friday. The town received \$300,000 from the State Revolving Fund Loan group which will be used for engineering for sewer. On Thursday, there is a meeting with Underwood to discuss the 30% engineering plans. Chair Houle noted he would be going to the meeting and would cover the issues of bi-directional water main, replacement of hydrants, flow tests, and remodeling.

6. Continuing Business:

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

Steve Tabbutt reported that he received an quote from Shea Construction on the bulkhead piece, but is still waiting for other quotes for other necessary electrical work for this project. He would like to do River Road this winter. After discussion, Clint Springer made a Motion to proceed with the replacement of the bulkhead and riser at the River Road Pumping Station. Damon Frampton seconded, and the Motion carried.

b. Project Summary Sheets.

Chair Houle distributed the 17 Project Summary Sheets and asked members to review the forms with the Dunbarton priority sheet in mind, noting the urgency and importance of each project. The Commission members also discussed the role of the CIP and how best to work with them.

There being no further business, Clint Springer made a Motion to Adjourn, which was seconded by John Ireland. Motion carried.

Meeting Adjourned at 4:55.

Respectfully submitted,

Bette Jane Riordan