

**FINAL APPROVED**  
**Water & Sewer Commission Minutes**  
**Wednesday, January 9, 2019 - 3:00 PM**

**Members Present:** Normand Houle, Chair, John Ireland Vice Chair, Walter Liff, Richard White, Clint Springer (Alt), Steve Tabbutt, DPW, Selectman Damon Frampton, Ex-Officio.  
**Also in attendance:** Ben Jankowski, DPW, Christiane McAllister, Accountant, Bette Jane Riordan, Recording Secretary.

Chair Houle opened the meeting at 3:00, noting the presence of a quorum. He began by informing the Commission that Alternate Member Carl Roediger was resigning from the Commission due to work commitments. Chair Houle reluctantly accepted his resignation, and asked members to suggest possible candidates.

**1. Public Questions: None**

**2. Individual Applications/Petitions: None**

**3. Approve Minutes of December 12, 2018.**

After brief discussion, Clint Springer made a Motion to Approve the minutes as amended. John Ireland seconded, and the Motion carried. Chair Houle spoke about the needed review of the February 14<sup>th</sup> 2018 minutes by Selectman Frampton, John Ireland and Clint Springer. These will be formally adopted at the next meeting.

Chair Houle noted that Pam Cullen has requested material on the last fiscal year for the Town Report, which is due in March. He has prepared an outline which he distributed, and asked the Commission for input as soon as possible.

**4. Financials**

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

After review, John Ireland made a Motion to Accept the checks as written and presented, which was seconded by Richard White. Motion carried.

**b. Accountant's report.**

**Checking account balances:**

**Water: \$158,942.44**

**Sewer: \$205,335.89**

Christiane went over the figures as outlined in the monthly handout.

**c. Discussion regarding billing commitment.**

Christiane explained that the auditors are requiring the Commission to sign off on the total amount of billings, which indicates acknowledgment of the Water and Sewer Commission for all billings. They realize that because of the meeting schedule, the review and sign off can't happen prior to the issuance of the bills. This is similar to the warrant signed by the Select Board to raise the amount needed for taxes. It is meant to assure segregation of duties. The total amount of billings is \$127,809.54. Chair Houle was asked to sign and date the billing commitment. Richard White noted his issue with this process, which is how someone could verify the accuracy of this commitment. Basically Christiane had to explain that the billing commitment represented a process that the Commission was acknowledging that they were sending out bills, based on the readings provided by DPW staff.

**d. Vote on Capital Reserve Fund.**

Chair Houle read aloud the following motions which were discussed and voted upon.

*1. A motion to create a Sewer Capital Reserve Fund under the provisions of RSA 35:7, which upon a unanimous vote of this body, the Water and Sewer Commission, allows for the establishment of a capital reserve fund for the Sewer Department, for the purposes as provided in RSA 35:1. The reserve fund shall be established only from surplus sewer rentals (rates paid) and no part thereof shall be made from appropriations by the Town. Under the provision of RSA 35:15, the Water and Sewer Commissioners shall determine when expenditures from the Sewer Capital Reserve Fund shall be made.*

After discussion Richard White made the Motion to Create the Capital Reserve Fund as presented, which was seconded by John Ireland. Motion unanimously carried with all five members voting in the affirmative.

*2. A motion to create a Water Capital Reserve Fund under the provisions of RSA 35:7, which upon a unanimous vote of this body, the Water and Sewer Commission, allows for the establishment of a capital reserve fund for the Water Department, for the purposes as provided on RSA 35:1. The reserve fund shall be established only from surplus water rentals (rates paid) and no part thereof shall be made from appropriations by the Town. Under the provision of RSA 35:15, the Water and Sewer Commissioners shall determine when expenditures from the Water Capital Reserve Fund shall be made.*

After discussion, Richard White made a Motion to Create the Capital Reserve Fund as presented, which was seconded by John Ireland. Motion unanimously carried with all five members voting in the affirmative.

**5. Selectman's Report.**

Selectman Frampton reported that the water project is 2 weeks behind with the drilling, (2 sites remain to be drilled) but the 30% design drawings/plans are almost done. The 60% plans are coming along. Dave McGuckin stated he thought there would be a public informational meeting once the 60% plans are completed. Chair Houle stated he attended the December 13, 2018 meeting with Underwood, and spoke about bi-directional flow at Wentworth and Main. He has draft minutes from that meeting and is awaiting the final

version, which he will share with the Commission. They will also be available on Underwood's website. Damon mentioned that Selectman Stewart will be meeting with Portsmouth concerning Shapleigh Island and Wentworth and Main.

## **6. Continuing Business.**

### **a. Setting importance and priority values on our projects.**

The Commission reviewed each of the projects as previously presented, and ranked their importance and priority, based upon the Dunbarton model as explained by Chair Houle at a prior meeting. Chair Houle noted that not all of the following will be part of CIP.

Chair Houle defined "Importance" as how significant is the project relative to the safe, efficient and effective functioning of the utility. This is a subjective Commission judgment of High, Medium, or Low.

"Priority" related to urgency as follows:

1. Urgent, needed immediately for public health and safety, CIP years 1-2, i.e. 2020 or 2021.
2. Necessary, needed to maintain basic level of community services, CIP years 3-4, i.e. 2022 or 2023.
3. Desirable, needed to improve quality or level of services. 2024 or 2025
4. Deferrable, can be placed on hold until after a 6 year period. 2025
5. Premature, needs more research, time, planning, or coordination.
6. Inconsistent, project is contrary to land use planning or community development goals or is not funded by the Town or does not meet criteria.
  1. Sawtelle Bridge: Sewer line engineering: High/priority 1.
  2. Sawtelle Bridge: Sewer line replacement: High/priority 1;
  3. Eval. Condition of municipally owned gravity sewer lines: It has been done but need report from Underwood.
  4. Replace all forced mains. Low/priority 4-
  5. Rehab all Code 2-5 Sewer Manholes: Medium/priority 4.
  6. Evaluate Inflow of gravity sewer lines: Low/priority 4
  7. Replace gravity sewer lines: Low/priority 5
  8. Replacement Sewer Lift Station: High/priority 5
  9. Evaluate/Replace as necessary bulkhead risers at all pump stations: High/priority 1.
  10. Sewer Station replacement of generators: High/priority 2
  11. Evaluation of subordinate water lines: Medium/priority 2.
  - 12; Replacement of subordinate water lines Low priority/5
  13. Construct Bi-directional Water meter at Wentworth and Main: High/supposedly part of present water line improvement project

14. Water Meter replacement program: Operational, i.e. not capital
15. Eval condition of existing fire hydrants: High/priority 2
16. Schedule hydrants replacement: Dependent on evaluation of conditions
17. Flow test remodel water system. Supposedly will be done under the water line improvement project.

## **7. New Business.**

### **a. Initiate FY 20 budget build.**

Christiane and Chair Houle led the Commission through the proposed assignment of figures and amounts for each of the line items for the upcoming budget. There was extended discussion of issues involving depreciation, fund balance, and asset management. Chair Houle did assign a preliminary amount of \$12,500 for the water capital reserve, and \$78,000 for the sewer capital reserve. Work remains to be done to finalize the figures. Once completed this will be an attachment to these minutes.

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

Meeting adjourned at 5:18 PM.