

## **Final Approved**

### **Water & Sewer Commission Minutes Wednesday, July 10, 2019 - 3:00 PM**

**Members Present:** Normand Houle, Chair, John Ireland Vice Chair, Walter Liff, Steve Tabbutt DPW.

**Absent:** Richard White, Damon Frampton.

**Also in attendance:** Ben Jankowski, DPW, Christiane McAllister, Accountant, Recording Secretary, Dave McGuckin, Mr. Simeonov, and Eckman Engineering, Ransom Horner Richardson, and Meghan McCowan from Underwood Engineering.

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

#### **1. Public Questions. None**

#### **2. Approve Minutes of June 12, 2019.**

After discussion, John Ireland made a Motion to Approve the minutes as amended, which was seconded by Walter Liff. Motion carried.

#### **3. Individual Applications/Petitions.**

##### **a. Taylor (Simeonov) 164 Walton Road, water and sewer application.**

The applicant's engineer from Eckman Engineering submitted plans showing the desired connection into Mr. Cook's line and explained the scope of the project. Chair Houle noted that basically the applicant is seeking to have a private system go into a private system and then ultimately tie into the municipal sewer. He encouraged the engineer to review the applicable Town ordinance. After questioning and discussion, Chair Houle summarized what was needed from the applicant:

1. 2" PVC is to be used versus the 1 ½" currently specified in the plans
2. The pump chamber alarm will include both audible and visual indicators.
3. Mr. Simeonov is to provide a copy of the finalized agreement with Mr. Cook, which grants Mr. Simeonov permission to tie into Mr. Cook's 2" sewer line. The agreement will become part of the application package.
4. The bond for the road cut is set at \$10,000.00.

When all of the items have been taken care of, the applicant should deliver the documentation to Pam Cullen in the Town office and advise the Chair via email for his review prior to signing the application. Pam has the check for the \$470 for the application. After further discussion, John Ireland made a Motion to Approve the application contingent upon the completion of the conditions referenced. Walter Liff seconded, and the Motion carried.

#### **4. Report from Underwood Engineering re: Sewer Force Main Improvements Alternatives.**

**See Attachment A: Technical Memorandum (4 pages) dated July 3, 2019, Underwood Engineers.**

Ransom addressed the issue of the sewer force main under the Sawtelle Bridge. This matter was the subject of a study authorized by ESR 13 to design a repair possibly to be included into the water transmission main project as a change order. The bridge is scheduled for replacement in 15- 20 years. He proceeded to explain the options to be considered in addressing this matter. The options are as follows:

- Force main replacement with new 8” pipe. Estimated cost: \$690,000.
- Cured-in-place pipe liner (Not recommended-see memorandum)
- HDPE Slip lining. Estimated cost: \$205,000.

The conclusions of the memorandum are as follows:

- All solutions should be considered temporary and will need to be replaced when NHDOT replaces the bridge (20 years projected).
- Replacement of the existing AC pipe with new DI or HDPE pipe is a viable option and provides additional hydraulic benefits compared to other alternatives, but it has the highest capital cost considering the pipe will need to be replaced again before the end of its design life when the bridge is replaced.
- CIPP is not a viable option and should not be pursued further.
- Slip lining the existing AC pipe on the bridge with HDPE is a viable option for this location and provides substantial cost savings over a full replacement. The design capacity of the force main will be reduced slightly, however the resultant capacity will still exceed peak influent sewer flows to the pumping station and will provide the required flushing velocity. The bridge crossing can be replaced with a new 8” pipe in the future when the bridge is replaced.
- Underwood recommends the town pursue the option to slip-line the existing AC pipe with HDPE. This alternative will provide a new, pressure rated pipe over the existing bridge crossing and is recommended as a lower cost solution compared to a full pipe replacement.

In response to a question from the Chair regarding the accuracy of the estimates, Ransom noted these are 2019 dollars, and stated one should add on 3-5% per year if pushed off for two or three years.

There was also a discussion regarding the valve located at the Waste Treatment plant, and what transpires if there is a pipe failure or trouble with the pump stations as a result. Ben pointed out some issues which need to be resolved. It would be desirable to have a shut off valve at Shapleigh Island. Ransom will look into this. John Ireland also expressed interest that both he and Richard White have in using double walled pipe being used. Ransom’s

reaction is that it may not be worth the extra cost. The goal is to keep the line going for another 20 years, and not make wholesale improvements at this stage. He said it is not common practice to use double wall as suggested, but there are more sensitive areas where it could be used. Ransom will take this under consideration. Christiane raised questions about the time line for financing this option under the water project. Ransom said it won't be part of the initial bid package, but more likely it could be a change order to save the cost of re-bidding. Ransom stated he hopes to have the design package ready in a month.

Further discussion ensued resulting in John Ireland making a Motion to Support Option 3 which is the High Density Polyethylene (HDPS) Slip Line, as the preferred alternative to replacement of the sewer line under the Sawtelle Bridge. Walter Liff seconded, and the Motion carried.

Chair Houle will send an email to Selectman Bill Stewart.

## **5. Financials.**

### **a. Review, approve and sign checks.** **(Sewer only this month)**

After discussion, Walter Liff made a Motion to accept the checks as written and presented. John Ireland seconded, and the Motion carried.

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

**Water: Checking account balance: \$166,670.28**

**Trust account: Waiting for Cambridge Trust**

**Sewer: Checking account balance: \$218,166.27**

**Trust account: Waiting for Cambridge Trust.**

Christiane reported on end of FY budget status, and the Commission is in good shape. She also provided updated current FY budget information.

## **6. Selectman's report: Tabled until next meeting.**

## **7. Continuing Business.**

### **a. Chair's approval of amendment to 158 Portsmouth Ave sewer application.**

Chair Houle indicated he signed off on the application.

### **b. Status of River Road station bulkhead.** Completed per Steve Tabbutt and Ben.

## **8. New Business.**

### **a. Quarterdeck Lane pump station.** According to Steve, this project is on hold.

**b. R. White questions regarding SRF pre-application.: Tabled**

**c. Island Items. No report for this issue.**

**d. Ordinance amendment: This amendment was proposed by Steve Tabbutt.**

After discussion, John Ireland made a Motion to Amend the Ordinance as proposed. Walter Liff seconded, and the Motion carried. This amendment relates to the water utilities section regarding size and type of pipe (CTS polyethylene) tubing allowed, and the need for magnetic tape.

**e. Capital Asset and Depreciation Policy:**

Christiane distributed copies of the new Capital Asset and Depreciation Policy. The Commission thanked her for all of her efforts. (See **Attachment B**).

**f. New Accounting System Proposal.**

Christiane reported on her meeting with AccuFund representatives (Blum Shapiro) who demonstrated a new software program which would greatly improve the billing systems for water and sewer and requested that the Commission consider purchasing this software. She outlined the benefits which would enhance the process of transferring necessary historical data from the old BSI system. She stated the advantage is that all activity is directly connected to the accounting module, so there is less data entry and less chance for discrepancies.. Another advantage to the software is that all billing activity is directly connected to the accounting module so less work and less chance for discrepancies between billing and accounting records. She noted that the best time to implement the new system would be in February/March of 2020. The Commission is interested and asked her to submit additional information regarding the costs.

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 5:30 PM.

Respectfully submitted,

Bette Jane Riordan  
Secretary.

Attachments: A: Technical Memorandum  
B. Capital Asset and Depreciation Policy  
C. Ordinance Amendment-proposed.