

**Water & Sewer Commission Minutes
Wednesday, August 14, 2019 - 3:00 PM**

Members Present: Normand Houle, Chair, John Ireland Vice Chair, Richard White, and Steve Tabbutt DPW.

Absent: Walter Liff, Ben Jankowski

Also in attendance: Christiane McAllister, Accountant, Bette Jane Riordan, Recording Secretary, Dave McGuckin.

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

1. Public Questions. None

2. Individual Applications/Petitions.: None

3. Approve Minutes of July 10, 2019.

After review and clarification, John Ireland made a Motion to Approve the July 10, 2019 minutes as amended. Norm seconded and the Motion carried.

4. Financials.

a. Review, approve, and sign checks.

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

b. Accountant's Report.

Christiane reported on the one-month figures: (She provided the previous year report as well)

Water:

Revenue for July: \$612.47

Expenses: \$8,603.95

Checking Account: \$170,419.81 We have not received the trust balance for July.

Sewer:

Revenue: \$593.04

Expenses: \$81,805.30

Checking Account: \$168,805.30. We have not received the trust balance for July.

Christiane gave Chair Houle the questionnaire from the auditors to complete and return to her. She asked for the Chair's signature on the commitment for the billing in July, for the time frame of April until the end of June for Authorities 1 & 4. The final items concerned adjustments to the journal entries to correct meter readings.

Chair Houle had questions about the Capital Asset Policy. What should the next steps be for the Commission? She stated at this point in time, her focus is on all of the Town's properties outside of the 2 Enterprise funds. Water and Sewer will be implemented next, using records that the former auditor had, and then eventually numbers from the water project. At this point there is no need for any action on the part of the Commission. Once

the inventory process is underway, there will be a need to do research to plug in any omissions.

5. New Business

a. Richard White's questions regarding SRF pre-application.

Chair Houle gave a background on this matter, referring to Selectman Stewart's information, and Dick White's Emails, along with Chair Houle's responses. Chair Houle asked Dick to clarify. He expressed interest in having Evrocks lined up to look at the joints in the pipe, and work with Underwood. Dick is concerned about the liner issue, going from 8" to 6" pipe. He wants to make sure there is adequate flow. Steve Tabbutt stated that Evrocks is interested and amenable in helping. Steve is most concerned about the hangars. Dick agreed to draft up exactly what he is requesting in 3 or 4 sentences, and Chair Houle will get it to Underwood's Keith Pratt, so we don't lose the opportunity.

b. Rate structure vs. Projected Budget Analysis.

Christiane will provide a preview in her office by demonstrating at her computer.

Norm noted that he will be away for a portion of September, so there will not be a meeting next month.

6. Selectman's Report.

Damon reported at the meeting, Selectman Stewart that all edits have been made to the agreement regarding the meters. Chair Houle stated he submitted a list of many items to be changed or modified, not just the meters. He asked if that was all that was said? Damon replied in the affirmative. Chair Houle reiterated that the Commission went on record as strongly in favor of having the meters retained. Damon will bring this up to Selectman Stewart.

Damon stated there was a pre bid meeting. 4 of the 12 contractors showed up for the meeting. Bid opening will be on the 16th of the month (August) at 2:00 PM. The SRF application has gone to the State. Christiane had concerns about the timing of the project using the SRF funds or how we would fund without the SRF funds. Steve suggested that a camera be used in the pipe while the sewer is shut down. There was also a discussion about homes that feed into the force main, and the problems that could possibly happen. Steve has noted his concerns to Underwood.

At this point, the Commission adjourned to Christiane's office for a demonstration of her spreadsheet on projecting rates. At the conclusion of her presentation, John Ireland made a Motion to Adjourn, which was seconded by Richard White. Motion carried.

Meeting adjourned at 4:45.

Respectfully submitted,

Bette Jane Riordan
Recording Secretary