

## DRAFT MINUTES

### EXETER WATER/SEWER ADVISORY COMMITTEE MEETING MINUTES      Nov 9, 2011

#### 1.      **Call Meeting to Order**

Chairman Gene Lambert convened the Water & Sewer Advisory Committee at 6:30 pm in the Nowak Room of the Town Office Building. Other committee members present were: Mr. Bob Kelly, Mr. Jim Tanis, Ms. Colleen St. Onge, Mr. Boyd Allen and Selectman Don Clement. Mr. Paul Scafidi was absent. Town Manager Russ Dean, Mr. Frank Ferraro, Alternate Selectman Representative to the Committee, Mr. Mike Jeffers, Water/Sewer Managing Engineer, Ms. Jennifer Perry, DPW Director, Mr. Matt Berube, DPW Engineer and Mr. Paul Roy, Water Treatment Plant Operations Supervisor were also present.

#### 2.      **Water / Sewer Abatements - None**

#### 3.      **Review and Approval of Draft Minutes of October 12, 2011**

**Bob Kelly moved to approve the draft meeting minutes of October 12, 2011 as presented. Boyd Allen seconded. Vote: Unanimous**

Chairman Lambert advised that further to their last meeting the Water & Sewer Advisory Committee sent a letter to all members of the Board of Selectmen giving their I/I reduction recommendation. A copy of this letter will be included with the minutes of tonight's meeting when they get published.

#### 4.      **Groundwater Plant Site Selection Briefing by DPW Director**

Ms. Jennifer Perry explained that the Board of Selectmen had asked DPW to investigate further the possibility of the Lary Lane well site as the location for the proposed groundwater treatment plant. After consultation with Weston & Sampson Engineers who have been the Town's consultants for the groundwater treatment plant project, a brief report has been prepared which outlines the major and minor differences between the two proposed sites, Lary Lane and Gilman Park. The cost estimate for a treatment facility at the Gilman Park site is approximately 6.2 million and at the Lary Lane site it is approximately 6.3 million. It is slightly less expensive to pump water to the Gilman Park site because of its proximity. It would require about 5% more energy to pump out to the Lary Lane site because it is a little more distant. There are other benefits to the Lary Lane site, such as flooding. The Lary Lane site is higher than the flood plain in that area, whereas at the Gilman Park site it would be very close and there could be some access problems when there are excessive floods. Both sites can accommodate the facility beyond the Shore Land Protection Buffer Area. At both sites the facility would be able to be sited well beyond the wetlands areas. Concerns have been expressed by abutters to the Gilman site about the use of the park as the location for a treatment facility. The Lary Lane site is more remote, is already an active well facility and is not a park setting. The solids and backwash water that would be generated as part of the process at the Gilman Park site, which is approximately 2% of the volume of water that is treated, would be discharged to the Town sewer and eventually go to the WWTP. Drying beds could be used at the Lary Lane site to accommodate the backwash water because they do not have Town sewer at that location.

There was a brief discussion about the differences between the two proposed sites. Jim Tanis asked about the estimated costs to remove the solids in the infiltration basins at Lary Lane and if they would be considered hazardous. Ms. Perry's answer was that most likely they would not be considered hazardous waste although they would have to be dispensed with appropriately. Preliminary estimates indicate that about 300 gallons a day would be generated which is probably less than 10% of what is generated per day now at the Portsmouth Ave surface water treatment plant. They would not need to be adding

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anywhere near the amount of coagulant that is needed for surface water. Only a very minor amount of coagulant is needed with these types of pressure filters. It is really mostly the iron and manganese solids that are removed which are not hazardous and could actually be recycled. Gene Lambert asked about leftover residuals from arsenic and Ms. Perry said that it would be very small and not expected to be a problem. The other option, which would be more expensive, would be to extend sewer out to Lary Lane and discharge this to Town sewer just like the Gilman Park site. It does appear that the drying beds are a good alternative. Preliminary indications from NHDES are that it would not be a problem in terms of well head protection zone. They would be recycling and recharging the groundwater. The bottom line message is that the Lary Lane site would be a feasible site for location for the groundwater treatment plant. Don Clement said that it is the intent of the Board of Selectmen to have a public hearing on this on November 28<sup>th</sup> and to notify all Bell Ave, Crawford Ave and Lary Lane residents in advance of the hearing. Bob Kelly pointed out that the difference in costs between the two sites are within a standard deviation of error and the question is really which site is the best location for the residents of Exeter.

### **5. Review FY12 Water and Sewer Budgets**

Bob Kelly explained that the Town Budget Committee has a Public Works subcommittee which has had several meetings. The subcommittee has done a first cut on the Public Works budget and has a series of preliminary recommendations. Bob Kelly proceeded to go through the budget starting at the top to see what the input and feedback is from this committee.

The supplies account contains a request for a new color copier with cost being split between the general fund, water and sewer. The intent is to be able to make more professional presentations. There may be some reduction in other costs if this is more efficient. There is quite a bit of increase in the consulting line and some of this is for a consultant for the capacity development study regarding Exeter / Stratham. Bob Kelly said that the subcommittee's thought was that this was a fairly minor investment in trying to look at the possibility of expanding the customer base to help keep costs under control. Ms. Perry said that this budget line has been cut to the bone over the past several years to the point where it is not sufficient. They are frequently running into challenging situations where they need a consultant for assistance and do not have the ability to pay for it. They do have a supportive process with the Town Manager's office and Selectmen where they are able to get money from reserves if they really need a specific issue resolved but there are times when it really shouldn't warrant that level of effort.

Bob Kelly requested an explanation of legal expenses. Ms. Perry said that it would be everything from well head related issues, acquisition siting issues and assistance with AO's. They are anticipating needing some assistance with future development of groundwater sites. Bob Kelly said that other departments were willing to be creative with sharing cell phones in order to get better quality phones and he asked if there was a way that they could scale back the budget in this area. Ms. Perry replied that this is challenging and she agrees that it is a bit of a jump. This is to take one of the regular operator cell phones and upgrade it to a smart phone to enable it to have access to the SCADA system. This would allow the operator to have constant access to the SCADA information without having to forage around on a laptop. It is hugely convenient for Ms. Perry to be able to pick up emails on her phone at any time. Don Clement advised that the Selectmen will be taking up the issue of Town cell phone policy in a couple of weeks to try to bring everything under one umbrella, make it more efficient and reduce the overall cost to the Town. Mr. Dean said that they have done an internal review on this but need to formally discuss which employees get a Town owned device versus a stipend for business related activities. Chairman Lambert pointed out that a smart phone is a small HMI which is really a tool that is a function of the system. Mr. Dean said that the question is how many individual units are truly needed.

Bob Kelly felt that there might be room for some minor reductions in the areas of advertising, public

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notices, training and conferences if they look at what has been spent to date. Ms. Perry cautioned against reducing at this point. They are still working on coding invoices from September and are trying to catch up so there are items which have not yet hit the expended to date category. There might be some room in advertising, but the other categories should come in very close. Bob Kelly explained that the Chairman of the Budget Committee has given them a charge to try to take about a half million dollars out of the overall Town budget exclusive of water and sewer. They are about halfway there so far. One of the things they are trying to do is scale back line items which have not been fully used for the past couple of years. Chairman Lambert thinks it is important to have access to consultants and legal fees. However, in the same way that they are able to get access to reserve funds for boiler repairs when they need it why not allocate it into the reserve funds to keep the numbers down and force control.

Mr. Jeffers believes that they will be doing more notices next year when they get the disinfectant byproducts part two rules and asked them not to cut back these categories when they will almost certainly need the money. Chairman Lambert pointed out that the increases particularly in consulting services and legal are quite a big jump. In order to maintain the zero increase these points would be easy to remove and they could try to find a way to make do even though it may be a bit of a struggle. Mr. Clement clarified that the Budget Committee and the Board have set a budget goal which requires more like \$660,000 in cuts. So far all of the discussion has been about the general fund and there has been no goal set yet for water and sewer. Almost all of the Town's infrastructure needs are contained in water and sewer. Bob Kelly pointed out that right now they are looking at somewhere around a 20% increase in the water and sewer budget. There has not been a determination yet whether some of the large scale capital items will be budget items or potential warrant articles. The budget itself would not be as big if some of these items were taken out, but these decisions haven't been made yet. Mr. Dean said that the rate adjustment that would be required to cover the increase in the water and sewer budget would be 9.4% which translates into about a \$6.50 bill increase on a quarterly basis for water with no increase on the sewer side. This will be discussed more a little bit later on in tonight's meeting agenda.

Bob Kelly explained that the DPW is looking for some new billing software at a cost of \$38,000. It turns out that the current Munismart software is very good for taxes, but not so much for water and sewer billing. There have been multiple issues with the billing software which Mr. Jeffers said has lost accounts, meters and multipliers. Mike Jeffers and Matt Berube spent several hours researching the software with a highly recommended company in Colorado and feel confident that the \$38,000 number is a good benchmark. This software is widely used by many other water companies and municipalities. Bob Kelly asked Mr. Jeffers to email him the name of the company and the spec sheet for this.

There was discussion about the software specifications, number of licenses & users and annual fees for updates and support. Mr. Clement was interested in what the cost benefit would be for this investment. Colleen St. Onge asked how many other companies they had gotten quotes from. Mr. Jeffers replied that so far he has only had the time to get the one, but will be getting at least two other quotes from other vendors. Mr. Ferraro asked if all required training is included in the quote, as well as the cost for moving all of the information from Munismart to the new system. Mr. Jeffers confirmed that both are included and it is referred to as a turn key quote. This company also has a history of working with towns that use Munismart. Jim Tanis commented that it was his understanding that a future move to monthly billing would require an additional staff person. Mr. Jeffers replied that it would not be necessary since they would be using technology to do much of the work. Mr. Dean stated that he is supportive of the efforts of the water and sewer department. They ran into many issues with the old NDS system which was prior to Munismart that caused them to expeditiously change over. The price tag for the whole suite of Munismart was around \$68,000 and municipalities are known to spend \$200,000 or more on entire integrated packages like these. They like the other parts of the Munismart module,

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but are receptive to this change in the billing software as long as it integrates well with the rest of the system.

Bob Kelly pointed out that many accounts are lagging in the maintenance section. Ms. Perry said that some of the work doesn't occur until later in the year and these bills will come in before the end of the year. Mike Jeffers explained that they are holding off on spending the money in the hydrants section because they are saving it to cover shortfalls in some other accounts which are depleted and over-spent. Chairman Lambert asked why the hydrants are in the water fund. Mr. Clement said that there has been debate about this for several years. Ms. Perry explained that DPW does the maintenance and flushing on the hydrants. Mr. Dean said that one of the arguments is why should someone who lives outside of the water system pay for a hydrant that is within the system.

Chairman Lambert asked for an explanation about the software agreement for SCADA. Mr. Jeffers said that there is a \$13,500 line plus another \$5,000 line for SCADA upgrades. It is called software upgrades, but also includes repairs of hardware, replacement of burned out cards and relicensing for the next revision of I-fix. Chairman Lambert questioned the payback of doing all of the upgrades if you have to pay for a consultant to come in and do it each time. He suggested that DPW do a cost analysis on this next year and consider what the other side of the market does. Bob Kelly commented that the Town has spent a lot of money on SCADA over the past several years and asked if it has been worth it. Mike Jeffers confirmed that it is very well worth it. Now they can solve problems without having to go to the plant and this should cut back on overtime. SCADA is all installed and they are in the last stages of making all of the connections. SCADA systems for water and sewer are really common these days rather than the exception.

The capital outlay portion of the budget includes several vehicles, many of which are duplicative to the CIP booklet. The existing water pickup truck is 13 years old and virtually un-inspectable coming up in 2012. They are looking for a heftier 4WD vehicle that will have a lift gate for being able to tote chemicals around. The budget subcommittee has asked if they could get away with another half ton plus a heavier duty package. Mr. Jeffers said that a 4WD is certainly more expensive than a beefed up 2WD, but it is very common in a fleet of utility vehicles to always have a few vehicles that are 4WD. It is important to have the ability to tote chemicals around and respond to alarms, particularly during worst weather storms. He feels strongly that one sewer truck and one water truck really needs to be 4WD.

There was discussion about the vehicles. Mr. Clement disagreed with the necessity to upgrade to a 4WD and thought that a half ton should be replaced with a half ton. There is also a pickup truck requested for replacement in sewer as well and they would like this one to have a plow. Bob Kelly asked if there was any way to just replace one this year and replace the other one next year. Paul Roy said that this could possibly be done, but truck #14 is not working very well and has a lot of body rot. It has been stalling and he believes it may have transmission problems. It is recommended to be removed from service. Mr. Clement has gone over to the DPW and looked at these vehicles and agrees that they are in very tough shape. He has no argument with replacing them, but disagrees with replacing them with upgrades. Bob Kelly thought that getting two new  $\frac{3}{4}$  ton 4WD trucks was overkill and suggested that the department mull over other options. He pointed out that they do not have 4WD now and suggested either getting one 4WD drive plus one lighter duty truck or one heavy duty truck that can plow and carry chemicals. Ms. Perry referred to the overall vehicle replacement sheet in the CIP book and pointed out that if they start deferring vehicles they get into problems in future years as there are other vehicles that will need replacing. Mr. Ferraro mentioned that the Police Department is out in two wheel drive cars in bad weather and they are not asking for 4WD vehicles. Mr. Dean pointed out that the DPW has not had any heavy vehicle replacements in several years and he feels that this really needs

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some attention.

The flat roof at the surface water treatment plant is due for replacement, as well as the slate roof on the nearby historic building that is being used for storage and blending of chemicals. Bob Kelly asked if there might be any grants available for the roof work on the historic building. Don Clement said that he doesn't believe there are any grants available. Kevin Smart is looking into some less expensive options. The Historical Society also needs a slate roof replacement and Mr. Smart is looking to price a possible less expensive faux slate option for both. It may also be possible to use some of the slate from the Historical Society building on the water treatment plant utility building. The Town is not compelled by regulation to replace the utility building with slate because it is not in a historic district, but has always tried to preserve the historic nature of Town. Mr. Dean pointed out that a less expensive roof needs more frequent replacement while a slate roof will last about 100 years. Mr. Ferraro has done some research and found that there are some faux slate products with 50 year and lifetime warranties so they are getting much more comparable to slate. Bob Kelly stated that the Budget subcommittee will most likely recommend replacing the roof on the surface water treatment plant building but not the slate roof on the historic building.

There is a \$70,000 item for boiler improvements at the water treatment plant. Ms. Perry explained that they still need to make improvements to the rest of the exhaust, piping and heating system. They only replaced the boilers on an emergency basis using \$50,000 in reserve money when they couldn't pass inspection earlier this year.

Bob Kelly pointed out that they are currently looking at a \$420,000 increase on the water side of the budget. About half of this is due to debt service. Even if they cut out some things, the increase is still going to be a fairly big number. Mr. Dean said that the debt service increases by \$200,000 in the year over year budget. The rest of the increase is mainly capital. Bob Kelly summarized that they need to think about the boiler improvements, software, roof issues and vehicles to see what if anything can be reduced or cut. If anyone has any requests for the Town Budget Committee they will certainly take it under consideration. Chairman Lambert also thought they should consider the SCADA software line items.

Bob Kelly pointed out that many of the same issues exist with the sewer side of the budget. Under building maintenance there is quite a bit of an increase. Mike Jeffers explained that all 3 pumps at Webster are 12 years old and equally worn. He had one rebuilt this year. He would like to do another one in 2012 and then the third pump in 2013. Under good asset management budgeting two years from now when the first one is 5 years old he would like to have it re-done and then continue this when they get to be 5 years old going forward. He would also like to address some problems in building maintenance for the sewage collection system where things are rotting out due to a lack of proper ventilation and aeration. This is also a worker safety OSHA issue and needs to be fixed. If the Town doesn't take some measures they will face penalties from OSHA.

Another item to consider is outfall dredging. They put in new diffusers around six years ago. They have to clean out and keep a certain height above those diffusers. Evidently there has been a lot of siltation in the Squamscott. They tried to clean it out last year, but it didn't go as well as EPA is requiring and so they have to go with a different technology. Mike Jeffers had to work with two different parts of DES and the EPA. The only way that they could clean it up and not send silt down the river was to not only dredge when the divers go in and vacuum, but have a second diver go in with a jet. One diver jets the sedimentation and the other guy vacuums it up. They also put a silt fence across the river. Everything they pump goes into a box with a filter fabric so the crud is retained and does not fall back into the river.

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Cost was about \$14,000 but it works well.

The regulatory agencies are being more strict about this and almost issued Exeter a notice of violation and were going to cut Exeter's dilution factor. Bob Kelly asked what happens if they give Exeter an AO. Mike Jeffers explained that all industrial discharge permits and BOD loadings are based on a dilution factor. If the dilution factor is reduced, then they have to go upstream and reduce BOD and cut back the industrial permits which cannot reasonably be done. Ms. Perry said that if they decrease the dilution factor Exeter will not be able to meet its permit requirements and will face fines up to \$27,000 per day. Bob Kelly said that in 2004 or 2005 Exeter installed state of the art diffuser technology at a cost of around \$600,000. Now for reasons totally out of Exeter's control due to other things happening in the river, this is not working as well as it should. They are now looking at tripling the budget for this within only a few years. It is a lot of money and Mr. Kelly wonders when it will stop. Ms. Perry said that it was never intended to be maintenance free and the proper thing to do is to budget for cleaning each year, even if the inspection indicates that it is possible to skip a year. Experience has shown that it is almost an annual event. Diver inspection is required by the permit and cleaning must be done during the maritime construction season which is realistically between November 15<sup>th</sup> and December. The divers go down and measure it and tape it which is legal documentation. They measure the clearance and look for 15.5 to 16 inches. Bob Kelly would like to see the diver video done within the next couple of weeks so they know what they are looking at in terms of budgeting for cleaning expenses.

Chairman Lambert asked if Exeter requires any type of pretreatment of effluent from heavy industrial users and if this is part of the permit process or just part of the Town ordinance. Mike Jeffers explained that Exeter has an unapproved industrial pretreatment program which means that it is the Town's ordinance and DES in partnership. The permit that comes from the Town is really from the Town and DES both. TeTon Environmental is very specialized to do this and usually writes the permit for Exeter. Chairman Lambert asked if it makes sense to move toward increasing pretreatment requirements if they are having difficulty with dilution. Mike Jeffers said that it is a lot cheaper to spend the \$14,000 to clean the duckbills than to go to all of the industrial users and businesses and ask them to cut their waste back. This would include the residents as well as the commercial users. Chairman Lambert said that what they are talking about is if there is some sort of improvement that can be used for the total system. Mike Jeffers said that it isn't just total BOD. Everything that is discharged into the sewer including certain metals, arsenic and all the good old industrial pretreatment stuff is based on the effluent having a 25 to 1 dilution. According to DES, the duckbills not being clean means that they are not getting a 25 to 1 dilution. Chairman Lambert said that there are ways through pretreatment to look at the major sources of contaminants, whether they be metals or organics. Ms. Perry stated that the most limiting contaminant in Exeter's discharge that relates directly to the dilution factor is ammonia. They are not seeing huge loadings of ammonia from industrial sources. It is pretty much domestic residential waste. Jim Tanis asked if they are sure that the solids below the duckbills are not coming from the lagoons. Mike Jeffers confirmed that they are sure this is not the case because the solids found by the divers are river sediment and not sludge.

There is \$110,000 in the budget for 3 generators for pumping stations. Chairman Lambert asked if they get the generators in the budget if that will help out in emergency times by reducing the need to be out there. Mr. Jeffers confirmed this to be the case. When the power goes out the generators have automatic transfer switches which will cut in so the pumps come back on, keeping the stations running and letting the operators know via SCADA. Right now if the power is out for an extended period of time, they have to go out with a vacuum truck, suck the sewage out of the wet well and transport it to the treatment plant round the clock or they have SSO's. This uses a lot of fuel and results in a lot of overtime.

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Mr. Ferraro asked what the sizes of the generators are. Mr. Jeffers said that none of them are more than 7.5 HP and some are single phase while others are 3 phase. There are 3 stations so they are talking about at least 6 pumps. Mr. Ferraro recently put in a 10 kilowatt generator unit with a propane tank and changeover electrical switch at his house that cost him around \$6,000. He doesn't understand how the cost for these generators could be \$110,000. Mike Jeffers said that they had an electrical engineer do the specs for these and were advised that the spec for an industrial generator for commercial public application is not the same spec that is allowed for a residence. A residence has more of a resistive load and less of a deductive load. The motors have a much bigger starting amperage so a much bigger generator is needed. Matt Berube said that sometimes the pumps require a 3 phase generator and this jumps the price up.

Bob Kelly understands the risk of possibly contaminating the Town's water supply, but asked how often there is an issue with these stations going down. Ms. Perry said there have been at least 3 multi-day events over the past 3 years that have required the use of the vacuum truck. Bob Kelly asked who spec'd these generators. Mike Jeffers said that these are not exact specifications but rather vendor estimates. Bob Kelly said that Kevin Smart has done a lot of work on generators and has contacts. He suggested contacting Kevin within the next week to see if he can call his contact people with the specifications and see what they've got. It would be worthwhile to have someone else QC the information. At these costs it might be worth it to just use the vac truck. Mike Jeffers pointed out that the Town has an AO which says that the Town must be working to prevent and eliminate SSO's and CSO's. Chairman Lambert asked Mr. Jeffers to get the key information to Kevin Smart and this will give everyone some additional input. Chairman Lambert will provide assistance with getting good budget numbers for these.

Mr. Dean was asked to provide a rough number of the rate impact at both this budget as presented and also by taking \$100,000 off of each one for next week. The Budget Committee meets again next Thursday to talk about this.

### **6. FY12 Rates Presentation by Town Manager**

Mr. Dean had a meeting on Monday with Colleen St. Onge, Jim Tanis, Don Clement and Laura Hill from Finance to talk about some of the issues with rates with the idea of coming forward with a suggestion to move ahead. Due to the timeframe, it is difficult to establish a working rate early on. The Budget Committee will be looking at the water and sewer budgets next Thursday so they don't yet have established numbers. He felt that the easiest way to approach this tonight was to look at two scenarios, one based on the proposed budget and the other based on the default budget.

The projected budget for the Water Fund is 2.436 million and projected revenues for 2012 are 2.26 million. This leaves a shortfall of \$176,520. A ten percent increase in the water rate would equate to an increase of \$6.72 per quarter for a 12,000 gallon user. The total fund revenue increase as a result of that would be \$186,686. A 9.4% rate increase would raise enough money to cover this budget. The default that they are looking at for water is 2.247 million and the revenues would be sufficient for that. So if there is a default budget scenario the current rates would cover it. Water Fund reserves are approximately \$750,000 as of 12/31/10. Receivables snapshot as of November 3, 2011 totalled \$713,972 for both funds. Some of the oldest receivables may have to be written off eventually. On the Sewer Fund side, the budget and revenues match pretty well. Based upon the current rates with no adjustments they should just about be able to cover it. Sewer Fund reserves are approximately 1.5 million. Under a default scenario, the current rates would cover the budget.

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Mr. Dean presented Water and Sewer Fund consumption numbers for 2011 as of 10/31/11, as well as forecasts for 2012. For discussion purposes he also presented scenarios illustrating the impact of 5 and 10 percent rate increases for both funds. Discussion ensued about the various scenarios. There is variability in consumption data. Corrective bill revenues have not been included in the projections because they will be credited back next year.

Mr. Dean said that in terms of a fund balance or reserve policy, they have been talking internally about identifying some criteria for that. There is a feeling that a working capital reserve and emergency expenditure reserve for unforeseen items are things that should be part of the fund balance. The highest receivable month is something that they would also suggest be part of that policy. For water and sewer this number could be around \$300,000 at any given point in time. They would want to have at least that cushion as part of the fund balance on an ongoing basis. There are also uncollected balances that are above the highest receivable month. They should have some percentage of that being setting aside. There is also the lag between rate setting and actual billing which has to be accounted for. Future contract escalators and consumption fluctuations would also need to be part of a good fund balance policy for the Water and Sewer Fund. They will bring something forward for review by the committee and Board of Selectmen at a future date. Chairman Lambert felt that consulting and legal services should also be included. Jim Tanis said that the software package they followed when they came up with the new rates had recommended that small utilities like Exeter have total reserves of at least 30% of total revenue which would include working capital, maintenance emergencies and future debt service. Chairman Lambert felt that one of the problems in operation is having a requirement to do something that is greater than \$25,000 every several years. He suggested finding a way to allocate the cost over the years as a routine budget item rather than have it as a CIP item. One of the negatives in going to a default budget is items have to be postponed because they don't have the money to do what they need to do. If it is in the fund then it is always there and putting it into the reserve fund might be one way to do this. Mr. Dean said that it makes sense for the Water and Sewer Funds to carry some contingency / reserve lines.

Mr. Ferraro knows that shutoff notices have been sent out for water and sewer and questioned how far back they go to determine who gets sent notices. He suggested writing off the old balances that are uncollectable because continuing to carry them creates a false sense of anticipated revenue. Mr. Dean said that notices go out to anyone with a balance past 90 days. Mr. Jeffers said that they are trying to work on doing a smaller amount of shutoff notices every month instead of trying to do them all annually.

Based on what Mr. Dean presented, **Jim Tanis moved to increase the water rates by enough to cover the two debt service items delineated in the water budget for 2012 and keep the sewer rates the same. Colleen St. Onge seconded.**

There was discussion about this. Mr. Ferraro felt that it was premature to make a recommendation when the budget recommendations are not yet known. Mr. Clement said that the Board of Selectmen will make the final recommendation and the process that they are going through here is good. Bob Kelly was concerned that there were a lot of fairly extensive CIP items yet to be discussed and these numbers are not yet known. Mr. Clement pointed out that the larger items would be bonded and bonded articles would not hit the budget in 2012. Mr. Ferraro thought it would make sense for them to first come to an agreement on the budget that they would recommend before they set the rates.

**Mr. Clement requested that they move the question. Vote: Unanimous Motion passes.**



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### 7. Regular Business

#### a. Task List Updates

1. Follow-up on 2012 budget capital items/software
2. Discuss proposed W&S CIP items for 2012 budget
3. Update on GWTP site and well availability issues: Stadium and Gilman

### 8. Discussion / Action Items

- a. New Business - None
  
- b. Old Business - None

### 9. Review Committee Calendar

#### a. Future Meeting Dates

The next meeting of the Water and Sewer Advisory Committee will be on Wednesday, December 14th at 6:30 pm. They will be discussing CIP items.

### 10. Adjournment

**Bob Kelly moved to adjourn, seconded by Mr. Clement. Vote: Unanimous**

The meeting stood adjourned at 9:52 pm.

Respectfully submitted,

Jennifer Mancinelli  
Recording Secretary