

Town of Exeter  
Water and Sewer Advisory Committee  
Final Meeting Minutes

November 6, 2013

Town Offices      Wheelwright Room

Meeting time: Began at 7:05pm

Attendees: Bob Kelly, Chair; Boyd Allen, Jim Tanis, Paul Scafidi, John Gilbert. Also Selectman Frank Ferraro and Mike Jeffers, Town DPW.

### Meeting Minutes

Minutes of August meeting were amended to remove Matt Quandt as installed as a member of the Stratham Interconnection Finance Committee. Remove Matt's name from the minutes and add Dan Chartrand. Bob Kelly moved, Paul Scafidi seconded, unanimous vote.

October 9<sup>th</sup> meeting minutes:

Corrections on page 3 second paragraph "curve balls" instead of "curb balls."

Page 4

Rewrite paragraph... regarding small amount of hydrogen going into the bay. Cost of new wastewater treatment plant. New paragraph should read as follows:

Jim Tanis stated, "Rate payers paying 100% of the cost of a new wastewater treatment plant as total nitrogen from the plant represents only 30% of the nitrogen in the bay. Non-point sources of nitrogen represents about 70% from septic systems, surface runoff, fertilizers, etc.

Page 5 1<sup>st</sup> paragraph "tune in" should be "tie in."

John Gilbert was absent at October 9<sup>th</sup> meeting. (correction Item 5 Nancy Bergeron should be Nancy Belanger (Budget)

All in favor of amended minutes. John Gilbert abstained.

### Abatements

Chestnut Street. 7/26/13 leak fixed. Had continuous leaks. Recommend to not approve abatement. Paul Scafidi moved, Jim Tanis seconded, all were in favor to deny request

1 Heritage Way – 16 out of 96 days. Water usage seems excessive. Leak in girl's bathroom toilet. \$712.92 bill for repair. Do not recommend to approve. Jim Tanis moved, John Gilbert seconded, all were in favor to deny request

Discussed bill alert. Check your toilets, faucets, and sump pumps for continuous running. Money will not be abated for these issues.

Discussion regarding email database to notify people regarding alerts.

## Water and Sewer Budget

Discussion regarding budget. Mr. Kelly met with public works department a couple of times. Asked for input regarding some line items. Change as needed. Narrative discussed. Increases on health insurance are out of our control. Part time wages decreased hired utility clerk is under billing instead of administration.

### WATER FUND

Account 5200 Legal. Put it one place or the other. Consulting. Those numbers will change. Not going to be double counting.

Questioned 2012 actuals being so much lower. LGC / Primex

Education items have not been spent. Accounting are a couple of months in arrears. Most of these items are level funded.

Administration part time moved to billing. \$17,000 decrease in administration and \$20,000 increase in administration. Difference is putting someone in a part time position, but for a full year.

Phone utilization request for \$3300. Recommended level funding for that which would be to keep at \$2875.00

Software agreement. Looking to extend that. Close to fully expended. Billing software being utilized. Munismart is being used by town. This is not fully set up for water and sewer and had to be adjusted for better billing.

Distribution system maintenance. Specific items. Bumped up to \$37,000. Reduced their request to \$27,000. That line item was decreased to \$20,000.

Expenses year- to-date system maintenance and water. Projects don't get done until fall.

Metering and backflow. New meters to be more efficient. Looking to level fund it.

Consulting under Treatment will go away duplicate of Administration. Question how to allocate it. No legal under that.

SCADA budget will be fully extended. Leases: One phone lease left for sewer.

Capital outlay – vehicles – a new pickup truck – 10 years old – vehicle replacement program. Subcommittee is going to recommend it. (\$18,000) suggestion is to buy it outright.

John Deere Backhoe - \$176,000 original proposal was reduced to \$96,000. It would cost \$77,000 to fix existing. That budget item will go down significantly. Discussion regarding purchasing new backhoe instead of fixing existing one.

Water treatment plant maintenance. Budget \$35,000. Capital item mag meters and valves. Suggesting \$35,000 plus \$43,000 in the maintenance budget for 2014.

Water budget of \$2.4 million for 2014 goes up about 7% from 2013. It may be a little less than that because of some of the reductions that have been made. Health care came in at 9.8% increase instead of initially projected 12%.

Water reserve fund is \$1.1 million or so. Mr. Kelly asked if we should we take about \$300,000 out of the water reserves to balance the 2014 budget? This was suggested to Russ a while ago. This amount would leave about \$800,000 in reserves, more than what Committee set as a minimum “float” of \$500,000. The reserve draw would pay for some Capital Items and the Waste stream reduction project.

Finesse the debt service so that the water fund increase comes out to zero.

Motion to balance budget and reduce debt using fund balance draw of approximately \$300,000.

All in favor, unanimously.

#### SEWER FUND

Wages and insurance. Administration 5200 consulting 5224 legal. Consulting high negotiating waste water permit. \$15,000 place holder. Jen would prefer to keep \$20,000. Can't budget for an unknown. Some of the expenses by legal counsel were misallocated. We still periodically get calls from EPA. Attorneys need to handle these situations.

Also, we are in negotiations to possibly join forces with Stratham on water and sewer utilization, so we may need some contractual advice.

Level fund phone utilization. \$1,600 for one line. Alarm station landline. Goes to dispatch.

Question IT regarding phone systems. Why is this so expensive?

Use radio telemetry in substations.

53<sup>rd</sup> payroll week this year.

Manhole maintenance has increased significantly from \$10,000 to \$60,000. This is a commitment the Town made to EPA as part of the I/I Management program. Manhole work in lieu of extensive line work exceeding \$1 million, so we thought a good investment.

Good faith – we are doing something here. It is small compared to what EPA wanted us to spend.

GPS line item will be expended.

Bottom of page 3 significantly higher in 2011, 2012. Put it in the budget if the budget increased. Back down to a true maintenance. Note out of date. Court street a pump per year. Exhaust system for Court Street. Back down to a standard level.

Dredging of river required by administrative order with EPA every year. However, based on 2013 results, we do not have to do any for next year.

Page 5 debt service

SCADA done Langdon Ave retire 2016 Water Street retire 2017. End of the year principals will be made

Debt Service. Russ Dean recommended retiring a couple of debt issues, Water St. Separation Project and Outfall project. This will reduce expenses on sewer side over the next 3 years. By the time the treatment plant gets bonded, these issues will be retired and save principal and interest.

Sewer line replacement 2010 outfall principal final payment 2022 retire and principal \$123,000 and \$34,000 in interest. \$150,000 can come out of 2104 budget.

Mr. Kelly discussed recommending taking \$500,000 from sewer reserves to decrease 2014 sewer budget by 8% – 10%.

Motion to reduce sewer fund to existing debt structure by \$500,000. All in favor, unanimously.

CIP items on water side. Want to do a new line in the Lincoln Street area. Hydraulic link from new GWTP to Epping Road tank. \$1.4 million project would be bonded.

Hampton Road water tank – Circa 1952. 1995 last significant maintenance. Design build – vendor – about \$102,000 per year for 5 years would do all of the work that needs to be done. For \$30,000 a year for additional 10 years, they would warrantee the tank. A 2003 analysis indicated that the tank needed some work. Lining material is beginning to peel. This project would add at least 15 years life on the tank.

Discussion regarding repair of the water tank.

CIP items on sewer side. Design / Construction of new wastewater treatment plan. Town made some promises to EPA for a time table on cleaning up Great Bay, including a new treatment plant. All indications are that if we don't meet the time table, then the terms of the administrative order gets tossed out the window. Everything, including more stringent timetables for Nitrogen could be back on the table if we don't make it. \$6,000,000 bond. Although we haven't picked a consultant yet for facilities plan, and this may not even get spent next year, we should still vote on it.

The Committee discussed the issue of making a recommendation to the Selectman that the entire town pay for the treatment plant design and construction, not just the rate payers.

Next scheduled meeting December 11, 2013 at 6:30pm.

Meeting stands adjourned at 8:25 pm