

Exeter Water & Sewer Advisory Committee

Meeting Minutes

November 12, 2014

Call Meeting to Order

Chairman Bob Kelly called the meeting to order at 6:30 pm in the Wheelwright Room of the Exeter Town Offices building. Other members present were David Michelsen, Jim Tanis and John Gilbert.

1. Review and approve draft Minutes of September 10, 2014 meeting

Mr. Gilbert moved to approve the draft minutes as written, seconded by Mr. Tanis. Motion carried – all in favor.

2. Water/Sewer Bill Abatement Requests and/or discussions with customers

No abatement requests were reviewed.

3. Regular Business

a. Projects Update: Mike Jeffers, W/S Managing Engineer

Mr. Jeffers was not at the meeting, but he had previously distributed the October/November operations report to the committee via email. Projects noted over the past several months are ongoing.

- i. Mr. Tanis noted that the Groundwater Treatment Plant (GWTP) construction appeared to be on schedule. Concrete footings were being poured and some site work being conducted.
- ii. Mr. Michelsen reported on an October 3 workshop with DPW and Wright Pierce Engineers on the wastewater facilities plan. Dave has worked with both parties on the August draft with a final draft due soon with preliminary comments. A presentation will be conducted for the BOS and WSAC in December with a goal of finalizing the plan for distribution in early 2015.
- iii. Several Infiltration and Inflow (I/I) projects were discussed, as well as proposed work for 2015 budget consideration. The Committee noted that without more flow data from the Jady Hill project improvements, it would be difficult to justify spending money for pipeline replacements at this point. The consensus was to spend time on smoke testing, review of known low areas, and further investigations in PEA buildings before replacing large sections of pipe.

b. Financial Reports

October 2014 financial reports were previously distributed to the committee via email from Laura Hill of the Finance Department. General discussion ensued on specific aspects of the report. Note was made that the fund balances appear in good shape and projected revenues for 2014 are on track with budgeted expenses.

4. Old Business

a. 2015 Budget

Mr. Kelly had distributed the proposed 2015 Water and Sewer Department budgets via email prior to the meeting. A general review of line items and proposed capital projects ensued. A concern over the added testing and monitoring requirements in the Squamscott River was voiced, especially in view of the other financial commitments the town has made towards reducing Nitrogen in the Great Bay watershed. It was noted by all that these mandates may undercut additional on-going maintenance and small capital projects at town facilities.

b. Rates Review

Mr. Gilbert is working on a draft Request for Qualifications for a comprehensive rate and impact fee study to be conducted next year. He is working with Jennifer Perry on some of the details, but plans on having a draft RFQ for review in the next month or so. It is anticipated that a consultant would be selected by our March meeting and new rates would be instituted sometime this summer. Mr. Kelly observed that we may have to have an interim rate adjustment in Q1 2015 because the sewer account is showing negative monthly balances since July.

5. Other Business to be brought before the Committee

There was no other business discussed.

6. Committee Calendar

The next regular meeting is scheduled for Wednesday, January 14, 2015 at 6:30 pm in the Nowak Room at the Town Offices. The preliminary agenda will include a presentation by Underwood Engineers on both the Portsmouth wastewater option and our on-going I/I program, in addition to the Rate Study RFQ review.

Mr. Kelly adjourned the meeting at 7:35 pm.

Respectively submitted,

Robert Kelly
Recording Secretary pro tem