

Exeter (NH) Water & Sewer Advisory Committee

DRAFT Meeting Minutes

April 11, 2018

1. Welcome and Introductions

Chairman Bob Kelly called the meeting to order at 6:30 pm in the Nowak Room of the Exeter Town Offices building. Committee members present were Jim Tanis, Ben Mosher, Dave Michelsen, and Selectboard representative Molly Cowan. Committee members Kelly Warner and Dave Michelsen were absent from the meeting.

2. Regular Business

a. Utility Operations Report

Mr. Kelly discussed a request by Town Manager Russ Dean to encumber up to \$100K from the Water and Sewer Funds, split approximately 50/50, for proposed work on the String Bridge that may affect these utilities. Mr. Dean did not have detailed cost estimates however, he thought this would be more than enough to cover the proposed work. Mr. Kelly then moved, and Ben Mosher seconded, a motion to encumber such funds. The present members passed the motion unanimously.

b. Financial Reports

Financial reports from Ms. Laura Zogopoulos of the Finance Dept. were distributed by email to the Committee members at an earlier date. The adjusted water and sewer rates implemented in 2017 have fixed a shortfall in the fund balances and they have been replenished to acceptable levels. Mr. Kelly refreshed newer Committee members with the agreed upon strategy to allocate excess Sewer Fund reserves over and above operating requirements toward construction oriented expenses relating to the new Wastewater Treatment Plant on Newfields Road.

3. Old Business

a. Abatement Policy

Mr. Kelly noted that he and Mr. Dean thought that a review of the Town's Selectboard Policy 08-30 regarding water and sewer bill abatement procedures is in order since the last modifications were conducted in 2008. This activity will be pursued later in the year.

b. User Education Review

Some ratepayers have indicated a renewed desire to monitor their bills via the town's website. Mr. Kelly indicated that when the meter replacement program was implemented a number of years ago, it was proposed that the new meters could provide up to the minute usage data. Follow up research found that the town IT director was never instructed to set this feature up and, indeed, no indication that this can be done is on the town's website.

Review of the potential of this capability will be conducted later in the year.

4. New Business (or other business brought before the Committee)

Mr. Kelly noted that there was no new or other business to be reviewed by the Committee.

5. Committee Calendar

The next Committee meeting will be scheduled as agenda items present themselves.

Mr. Kelly adjourned the meeting at 7:15 pm.

Respectively submitted,

Robert Kelly
Recording Secretary pro tem