

**WATER SYSTEM COMMITTEE
MINUTES OF APRIL 17, 2008**

Town Hall Annex
5 Highland Street
Main Conference Room

Meeting Opened: 5:00 p.m.

Members Present: John Edgar, Keith Forrester, Carol Granfield, Bob Hill, Jonathan James, Chuck Lowth, Chuck Palm (Selectmen Alternate), Richard Roman, David Thorpe

Members Absent: Miller Lovett (Selectmen Representative), Absent with Notice

Others Present: Bill Bayard, CIP Chair, and Brenda Vittner, Director of Administrative Services.

Approval of Minutes: The approval of the April 10, 2008 meeting minutes were unanimously approved as presented.

Capital Planning Process:

John Edgar first provided an overview of the CIP process. He noted that the program started in 1998 and that it is a sub-committee of the Planning Board. The CIP organizes and prioritizes needed capital improvements. It schedules and forecasts the projects and expenditures over a 10 year period. The CIP assists as a budgeting tool, with each project proposed by departments including a detailed justification.

Bill Bayard advised the Committee that the CIP is an advisory committee and makes its final recommendation to the Planning Board. Meetings begin in the spring, with preliminary information reviewed. No meetings occur in the summer and, in the fall, the final numbers and information are updated in preparation for the CIP's final recommendation.

Bill noted that last year the CIP made the following recommendations specifically regarding Water & Sewer projects:

1. To have better coordination with other departments, such as Public Works, so roads would not be disturbed by a project after they had just been worked on.
2. To have much more reliable cost estimates.
3. To have a facilities plan regarding what needs to be built first i.e. water tank or plant expansion.

It was also noted that the debt is only funded by 60% by the water users and 40% by the General Fund.

Brenda Vittner next explained that the Water & Sewer Department is an enterprise fund that is supposed to support itself. She provided RSAs that further explained the system. She noted that the total Town CIP, for all departments, is usually \$1.8 million and that the threshold for items to be part of the CIP is \$90,000. She noted that rates will need to be raised to meet the needs of the system. Lastly, Brenda provided a summary of the debt service payments.

The Committee thanked Bill, John, and Brenda for the information provided. It further clarified with Carol Granfield that its role is not to be determining the rates. Carol indicated that the Town, and their consultant, are working together to develop a new rate structure so this issue will be addressed outside of the scope of the Committee.

Sub-committees: Next, David Thorpe distributed and discussed a work matrix with five system components; Supply, Treatment, Distribution, Storage, and Demand. He suggested that each of the five resident committee members be a sub-committee Chair of each component, seek out information required, and then report back to the Committee. It was agreed that the sub-committees will be chaired as follows:

- Supply Chuck Lowth
- Treatment Keith Forrester
- Distribution Richard Roman
- Storage David Thorpe
- Demand Jonathan James

Each sub-committee Chair will seek information and report back on their progress at the next Committee meeting.

Other Business: The Committee further discussed the status of blow offs, agreed the plant should be operating at 65%, not 90%. They also discussed a proposal Jonathan James recommended; a water usage for sprinklers etc. three days a week on a regular basis as this is done elsewhere and is quite effective. The Committee then agreed to have their next meeting on May 1, and then every other week thereafter. It was also agreed by the Committee that information should not leave the Committee, unless everyone on the Committee knows about it.

Meeting Adjourned: 6:45 p.m.

Respectfully submitted,
Carol M. Granfield