

## **WATER SYSTEM COMMITTEE**

### **MINUTES OF July 16, 2009**

Town Hall Annex  
5 Highland Street  
Main Conference Room

**Meeting Opened:** 5:00PM

**Members Present:** John Edgar, Jonathan James, Tim Goodheart, Dan Cornelissen, and Dave Thorpe

**Absent:** Brian Carroll, Paul Anderson, Chuck Palm (Selectmen's Representative).

**Others Present:** None

**Approval of Minutes:** Minutes of the June 11, 2009 meeting were approved as presented on a motion by Tim Goodheart and seconded by Jonathan James .

The meeting focused on Access Fees and the process of determining these fees. There is an urgent need to bring the system up to date to allow reasonable fees to be assessed to new development projects.

John Edgar prepared a comprehensive overview document which was helpful in our understanding of the portions of the Water Use Ordinance which are applicable, how the current system works, some of the history of how the system was developed and problems with the current system.

Most of the meeting was spent discussing the Access Unit Fee Schedule which determines the number of equivalent units assigned to each new water use. These equivalent units are then multiplied by the access fees, \$2,000 for the first unit and \$650 for each additional unit.

The Access Unit Fee Schedule was apparently developed in 1988 (or thereabouts) and references the DES Administrative Rules which give the daily water flows to be used for the design of septic and sewer systems. These flows are greater than the average amounts actually used to give a safety factor for system design.

The committee reviewed comparisons of the Meredith and DES tables and found the Meredith tables had poor correlation to the DES tables. In addition, the DES tables have been revised twice with no update to the Meredith unit equivalent tables.

Much discussion concerned the pros and cons of determining water use for new projects directly from DES design flows vs. using Meredith Equivalent Units based on DES administrative rules. In either case we will be using different flow rates to determine access fees than to determine demand vs. capacity. Design flows will be used to determine access fees and Meredith actual flows will be used to determine capacity vs. demand.

The end result was a decision to retain the present system of determining access fees but to update the Meredith Equivalent Unit table based on the current DES rule Env-Wq 1008.03, February 2008. A motion to recommend this decision to the Board of Selectmen was made by Jonathan James and seconded by Tim Goodheart.

Dave Thorpe will develop a hypothetical model using the revised equivalent unit table and a few proposed development projects to compare how this update will affect assessed access fees in the future. Tim Goodheart will contact several municipal water departments to determine how they assess access fees and their fee structure. We will ask Brian Carroll to get us similar information from Wolfeboro. The combination of the model and other town practices will help us make a recommendation to the Board of Selectmen on the access fee schedule.

Some discussion was held about whether available spare capacity should affect access fees such that the fees might increase as capacity becomes less available. No conclusion was reached at this time.

Special meetings may be held to make rapid progress on this access fee study and a recommendation to the Board of Selectmen.

**Meeting Adjourned:** 7:00 p.m.

**Next Regular Meeting:** August 20, 2009, 5:00-7:00PM, Town Hall Annex

Respectfully submitted,  
David Thorpe