

MEREDITH WATER SYSTEM COMMITTEE
Minutes of October 20, 2011 Meeting

Town Hall Annex
5 Highland Street
Main Conference Room

Meeting Opened: 5:00PM

Members Present: Dan Cornelissen, John Edgar, Tim Goodheart, Dan Leonard, Herb Vadney (Selectmen's Representative), Phil Warren and Dave Thorpe, Chairman.

Members Absent: Paul Anderson, Jonathan James, Miller Lovett (Selectmen's Alternate Representative),

Approval of Minutes: Minutes of the August 18, 2011 meeting were approved unanimously on a motion by Tim Goodheart and seconded by Dan Cornelissen.

Discussion:

20-Year Plan

The DRAFT of the 20-Year Plan, as currently written on October 20, 2011, was reviewed as noted below:

It was discussed that this report is intended, with the proposed transition of the committee to a review role, to provide a good amount of archival information along with recommended plans. This is resulting in a long report which the committee feels is appropriate.

The "Existing Service Area" definition was expanded to include lots that migrate into the service area through mergers and boundary line adjustments will require Board of Selectmen approval for water service.

Base consumption used for forecasting and rate setting was reviewed. The consumption used for rate setting was based on 2009 consumption therefore is slightly more than 10% low. The committee did not believe this is sufficient to require a rate adjustment. The consumption used for 20 year forecasting is very close to current consumption so appears to be valid.

A DRAFT executive summary was reviewed. All committee members are encouraged to review it more carefully and suggest edits if required.

Section 4 – System Components has been significantly increased with material supplied by Dan Leonard and Tim Goodheart and was reviewed. Dan will edit the paragraph describing Lake Waukegan to put recreational use in context with treatment capability. Dan added a Criticality Matrix (to be included in the Appendix) and analysis of that matrix to this section and was briefly reviewed. Dan pointed out the "Scoring Sheet" tab in the spreadsheet that gives the rules used to make the analysis which will be discussed in the 20-Year Plan.

The need and value of a Business Plan was discussed. It will be re-titled to Business Planning and Dave will meet with Brenda and Dan to review proposed documents. These meetings will result in a recommendation of how to proceed.

Dave has been doing a Rate Reconciliation report quarterly and will discuss it with Brenda to determine its value in the future when compared to the reports Brenda currently generates.

Dan is compiling a “master water database” and report generator. The records Dave has been keeping and reports generated will be reviewed with Dan for inclusion in the new database and report generator.

John Edgar has approval to devote GIS resources to generating an official “Service Area Map” as required by the Water Use Ordinance. This will be completed as soon as reasonable possible.

Suggested revisions to the Water Use Ordinance will be included in an edited version of the ordinance. Changes recommended will be simple typographical changes, the definition of the “Existing Service Area” and two new pieces of content from Dan Leonard on Backflow Prevention and Cross Connection.

With the possibility the committee has met for the last time in a working session, all committee members are asked to reply to Dave with their approval or request for changes to these minutes by email. Further revisions of the 20-Year Plan will also be circulated by email for review and approval.

Meeting Adjourned: 6:15PM

Next Meeting: As required.

Respectfully submitted:
David Thorpe, Chairman
October 26, 2011