

## **Newington Sewer Commission 1/20/16 FINAL MINUTES**

**Meeting** called to order at 9:01am

**Present:** T. Cole Chairman, T.Field, J.Richardson. D.Messier Plant Operator, S.Philbrick Treasurer, A.Treloar Town Finance Director

**Minutes:** Minutes from 12/17/15, 12/23/15, and 1/6/16 reviewed. Motion by T.Field, to approve as amended, seconded by J.Richardson. Approved.

**Old Business:** Meeting with Finance Director and Town Treasurer as a follow up to the 1/6/16 meeting with Legal and Town Auditor about the Capital Reserve account. Guests were apprised of the history of Sewer Enterprise account, Sewer Legislation, and the 1994 amendment of the Sewer Law was explained as well as a recap of the previous meeting with Legal Counsel and the Town Auditor.

A.Treloar, Town Finance Director advised that it would be cleaner for the Sewer Commission to write all checks and be reimbursed from the Surplus Capital Reserve Account by the Trustees of the Trust Fund rather than requesting the Trustees to write checks directly. The Trustees of the Trust Fund usually sign all checks in a 7-10 day window. Further all expenses in the operating budget, like engineering, that are project related, must be shown separately to calculate depreciation. The Commission has not use the depreciation expense line of their budget, but should.

T.Field and the Commission advised that engineering expenses over the past decade have been for this plant upgrade, it has been in the works for some time. Going forward A.Treloar suggested that normal engineering expenses be paid from this line, and project and upgrade engineering be paid from the Surplus Capital Reserve Account. D.Messier advised there will be a larger surplus from 2015.

S.Philbrick, Sewer/Town Treasurer, will work with the Trustees of the Trust Fund to arrange the transfer of funds and create the correct type of bank account. Discussion ensued on the suggestion of a separate cash flow account vs. transferring all surplus funds into the new Surplus Capital Reserve Account. At the previous meeting it was voted to transfer the full balance as of December 31, 2015 plus accrued interest. Going forward the Sewer Budget will show a line for fund transfers.

A.Treloar confirmed that the process will be for the Sewer Commission to pay a bill, request the Trustees of the Trust Funds issue a reimbursement from Surplus Capital Reserve Account. The Trustees of the Trust Funds send the funds to S.Philbrick and she deposits into the Sewer Account. D.Messier advised payment for bills will be handled exactly as they are now, as will fund transfers from the state for the plant upgrade. Fund transfers from the state will be listed in line 999 – Bond Proceeds, in the Sewer Budget. E.Leonard from Wright/Pierce will be at the next meeting and will review project payments and tracking.

D.Messier and A.Treloar will be setting up a system for payment schedules and tracking for S.Philbrick.

A.Treloar suggested putting all this in place on February 1, 2016.

S.Philbrick also advised there will be a change in the operating account at TD Bank. Currently it is a sweep checking account, which is set up as 2 accounts. In the past this earned interest, now it just accrues fees. She will be working with TD Bank to set up one account for the Sewer Operating Budget, but wanted the

Commissioners to be aware of the changes. She will keep D.Messier updated on the account number so that it is accurate for state fund transfers.

Lastly there was a brief discussion on charging interest or penalties for late sewer payments.

**Treasurer's report:** None provided

**Manifest Approval:** Motion made to approve the 1/20/16 manifest by J.Richardson in the amount of \$50,985.99, seconded by T.Field. Approved & signed.

**Plant operators report:**

Denis flows down from December of last year. Preventative maintenance has been completed, and Wright/Pierce is working on the project. Addenda were sent out and approved by NH DES. Bid opening is tomorrow, January 21, 2016 at 3pm. January 28<sup>th</sup> is the closing date for bid specifications for materials testing. At the February 17<sup>th</sup> meeting the Commission will need to approve the recommendations from Wright/Pierce for contractors and materials testing. The second request for disbursement has been sent out and all expenditures will be accounted for.

Discussion on the bid opening process, documentation, and the requirements each bid must contain. The project engineer, Tom Joyce, will be present at the February 17<sup>th</sup> meeting. He will have a trailer on site to oversee the entire project.

**Adjournment 10:20pm**