Newington Sewer Commission 9/23/15   Approved Minutes

Meeting called to order at 9:01am

Present: T. Cole Chairman, T.Field, D.Messier Plant Operator, Craig Musselman CMA Engineers, Inc.. Member J. Richardson absent.

Minutes: Minutes from 8/26/15. Motion by T.Field to approve, seconded by T.Cole. Approved

Plant operators report: Sewage flows are about the same compared to this time last year.

Wright-Pierce are continuing to work on the plant upgrade. By the first week of October drawings and specifications will be at 90% completed and ready for review. Copies will also be sent to DES. Comment and revision period will then be open. Bid documents will be developed by December or January. The 30-day notification period for the 60% drawings will end 9/24. Wright-Pierce will take comments to include in the 90% drawing and specs. There were no major changes from 60% drawings. A set of plans will be sent to the Newington Planning Board in Newington to go through Technical review on November 9, 2015.

New hypochlorite pumps have been ordered. Existing pumps are 15 years old. These are the pumps discussed at last month's meeting that were not working reliably.

Kubota tractor delivered. Waiting for snowblower and cab.

After 23 years the diesel tank containment vaults have begun rusting.   Rather than spend $3,600 to replace, will use a $400 solution that will meet requirements until the plant upgrade

Sewer rate discussion: Craig Musselman of CMA Engineers, a Civil and Environmental Engineering firm, has reviewed our rate structure. We currently are charging by water usage, billing twice a year. Discussion on Minimal Usage and Readiness to Serve charges. Miniminal usage billing would only affect 7 users and would increase their rate. A readiness to serve charge is complicated to set up, would not change sewer revenues and would not be fair to users. Current system for operations and maintenance charges is accurate.   Capital expenses can be billed as the Sewer Commission sees fit. Many municipalities charge this based on property taxes or frontage, but that does not fit the situation in Newington and would not be fair to users. C.Musselman felt the rate system in place is the most equitable to all of the users.

C. Musselman advised we did have a rare billing structure though. We receive water use data annually in the spring. Then bill every 6 months based on previous years usage. Most municipalities bill quarterly, some have gone to monthly. Annual water usage data creates a situation where new businesses don't get billed for until their second year. And businesses that close still have a bill a year later. He recommends we switch to a quarterly system. He confirmed with Portsmouth Water that usage data can be sent quarterly and with our accountant. There may be an additional fee for their services to switch but it will be minimal. C. Musselman suggested implementing this when rates will increase when the debt service begins.

Correspondence: Letter from the town in regards to posting agenda and minutes. Meetings are currently posted at 3 locations: at the wastewater plant, at the town hall, and on the South Newington

bulletin board. Draft minutes will be sent to the Town Hall for inclusion on the website as well as the meeting schedule and agenda's. Final minutes submission will be sent after Commission approval and will be notated as such.

Treasurer's report: Minutes read, Motion by T.Field to approve, seconded by T.Cole. Approved
Operating Fund start balance $264,470.83. End balance 8/31 $207,728.97
Enterprise Fund end balance 8/31 $1,296,696.09

Manifest: Reviewed by commission. Motion by T.Field to approve, seconded by T.Cole. Approved and signed.

New business: Sewer clerk will begin at 8:30am on meeting days to type manifest and other clerical work as needs to be done prior to the meeting.

Meeting dates: Remaining meeting dates for 2015 are:
- Wednesday October 21st at 9am
- Wednesday November 18th at 9am
- Wednesday December 16th at 9am.

Meeting adjourned 10:15am

Respectfully Submitted,
Gail Klanchesser