

**MINUTES OF THE WATER COMMISSIONERS  
MONDAY, JANUARY 5, 2015 @ 7:00 P.M.  
TOWN CLERK'S OFFICE**

**Members Present:** Jes Alexant, Brooks Sturtevant

**Guests:** Peter Magnant, Yvon Dandurand, Edmund Rainville, Sara Rainville  
(Secretary)

Jes called meeting to order at 7:03 pm, pledge of allegiance was said.

**Approve minutes:** December 8, 2014 (minutes not discussed, will need to be addressed at next regular meeting.)

**Operator Applications:**

The deadline to submit was December 30, 2014; the Clerk's Office received 3 applications and interest from 3 additional people. Jes will reach out to the 3 that showed interest and encourage them to apply. Jes/Brooks made the motion to extend the application deadline for water operator to Friday, January 9, 2015 at 3:30; all in favor 2-0, motion passed. It was noted that interested people should be able to lift heavy items and get into ditches at times. Jes has spoken with Marshall about attending interviews. Tentative date for interviews is Monday, January 12, 2015 at 7:00 p.m. Jes will finalize that date with Marshall and applicants; then, he will notify the Clerk's Office to warn the meeting as necessary. The possibility of doing background checks on the new hire was discussed. The Water Commission would like Lisa to check on workers comp rates for the two Water Commission employees, the part time operator and clerk/treasurer (Sara Rainville).

**Preliminary Draft Budget:**

Draft budget prepared by Jes was handed out to all in attendance. Four sections are: Normal Operational Costs, Retirement of Current Debt, New Upgrade Program Costs, and Projected Receipts. Jes still has to add a section on financial assets (e.g., bank accounts). Some lines were discussed and changes made, other lines still need to have research done by Jes for a more accurate number.

**Status of Engineering Scope:**

Jes briefly talked about his meeting on December 12, 2014 with Ashely Lucht from the State in regards to loan and grant funding options. Jes said that the December 12 meeting also included a discussion of the new permit requirements for engineering assessment of the hydraulic grade line in the system and for corrosion control treatment. Jes said that he subsequently spoke with John Kiernan of Phelps Engineering about these new permit requirements, particularly the hydraulic engineering assessment, which had not been brought up in other recent State correspondence. Jes said that he would meet briefly with the Fire Department to discuss fire-fighting water system use.

Jes stated that the intention of the Water Commission is to prioritize required water system upgrade actions within the financial limitations of the users. He stated that the main goals are to protect the water system from bacterial contamination, and to ensure a sufficient quantity of water supply to the users.

Jes will report back to John Kiernan on Tuesday on tonight's meeting outcome.

Jes suggested having a household income survey done on the current system users, to determine the median household income. Having that survey done will help to determine funding options as well as terms. Jes/Brooks made the motion to initiate the household income survey on current water system users; all in favor 2-0, motion passed. Brooks will speak to Marshall on how many users there are, and will go from there.

**Fire Department:**

Jes will be meeting with them after tonight's Water Commission meeting adjourns, to discuss how the water system is used by the Fire Department for fire suppression.

**Water Source Protection:**

Jes noted that it would be important to protect the water source from potential future contamination, particularly because the Town only owns a small parcel of land at the spring storage tank. He said that this would be a longer-term program that he would like to address on a separate track from the upgrades that the State is requiring. Jes asked if anyone at the meeting was familiar with any previous water source protection inspections or studies. There are water source protection documents that Sara will try to locate for the water commission. Jes will also speak to Marshall about any related previous wellhead protection inspections or reports. Guidelines about constructing buildings, wastewater systems and wells near the spring were discussed. Jes will do more research of published State guidelines on separation distance requirements. It was suggested that the Planning Board should be involved in any consideration of implementing measures for protection of the water source. Jes agreed to contact Bob Irish at 285-2288 to initiate communication with the Planning Board for open discussion about this at future Planning Board meetings. Ed Rainville suggested possibly updating the fence and gate around the spring to be more secure, and asked whether there is any grant funding for such a security upgrade. No one at the meeting was familiar with such funding. Jes agreed to investigate any related funding eligibility.

**Other Business:**

Jes will get the Water Commission's written report to the Town Clerk by the end of Tuesday for inclusion in this year's Town Report. It will not include a detailed budget, but will include a note that an updated budget is being prepared and that the water use charges will increase by some currently-unknown amount in order to pay for the State-mandated upgrades. The report will emphasize that the water system costs will be borne only by the water users, and not by the Town general taxpayers.

Marshall Ploof entered the meeting at 8:20 p.m.

Yvon Dandurand questioned Marshall as to the time frame that the recent water district bills covered; Marshall stated that users are billed for the previous 6 months, so July – December 2014 usage was what the January 2015 bill covered. Marshall confirmed that there are about 90 billed users on the system with a total of about 100 units. He also noted that the water system has been ISO tested since its inception; the system was designed and approved by the State as a drinking water and fire suppression system.

Marshall said that earlier in the day, he had delivered a box of water system documents for Jes to review at his house. Jes said that he would review those as soon as possible, and would update Brooks on key items.

Brooks/Jes made a motion to adjourn; all in favor 2-0, motion passed. Meeting adjourned at 8:30 pm.

Respectively,  
Sara Rainville  
January 6, 2015

***These minutes are not official until approved at the Water Commissions next regular meeting.***

DRAFT