

Minutes of the Meeting of the
Warner Village Water District Commissioners
At 9:00 A.M. on
September 12, 2016 at the Treatment Plant

Present: Peter Savlen and Dan Lavoie, Commissioners; Ray Martin, Administrator; Chuck Come, Superintendent; Joe Damour, Consultant; and Jim McLaughlin, Clerk. Also Clyde Carson, Warner Selectman.

Approval of Meeting Minutes

The minutes of the Commissioners' regular meeting held on August 22, 2016 were approved as submitted.

North Village Road Wells

Ray reported he is working with DES to get a letter of their prior approval of subsurface plans for the four properties on North Village Road that have been provided with wells by the District.

Solar Array Ribbon-cutting Ceremony

Clyde said that he has been working with Ray Martin to arrange a ribbon-cutting ceremony of the District's new solar array, tentatively set for September 24. The Commissioners discussed this proposal and agreed it would be beneficial to both District residents and to the Town as a whole. Agreed to a 10 AM time on the 24th. Clyde will take care of publicity.

Superintendent's Report

Chuck mentioned that the District is moving ahead with having Horizon undertake a feasibility study of land in and around the treatment plant to support a groundwater injection system. The cost estimate is \$6,500, with some provision for the company to postpone charging a portion of the cost until next year. Ray is finalizing a contract for these services and will present it to the Commissioners at the next meeting.

Chuck advised that Rick Skarinka of DES will be meeting with the Commissioners to discuss the District's need to find a location for a third well.

Chuck reported that Clarifier #2 is now on line, following repairs that Chuck and Stan had made to it.

Discussed flow of influent to the plant as being 30-40,000 gpd now compared with a normal flow of 50-60,000 gpd. In addition to changing demographics and water conservation, the drought may be another factor since the water table is very low and infiltration into the collector mains would be at a minimum.

Administrator's Report

Ray addressed the auditor's report and summarized its findings. They recommend the District adopt several policies, one dealing with decision-making with regard to infrastructure improvements.

Also mentioned was their recommendation about having two individuals involved in the billing/rent-collection/banking process. Ray said he has explained the safeguards now in place and argued that adding more complexity to the process would slow the handling of money down unnecessarily.

They also suggested using Quickbooks profit/loss feature to report monthly revenues and expenses as opposed to preparing a separate spreadsheet to report monthly activity. Ray had explained that the spreadsheet approach provided him and the Commissioners with a clear picture of the District's financial situation without introducing errors, since he checked the numbers with the Quickbooks accounts. He argued that using Quickbooks to generate these reports introduces

problems in recording dates of transactions so that the reports are accurate. Also recommended was that the District adopt specific by-laws language that addresses the Commissioners' power to regulate customer actions affecting the water supply and waste disposal systems, such as an order to cease outside water usage, and include fines that could be imposed.

Ray discussed the August expense and revenue reports. He expects revenue for this year to be down but that expenses should also be lower. Ray stated that the District may have to consider some action in 2017 to address revenue shortfalls that appear to be coming from lower water usage. Household size has dropped over the past decades. This lowering of usage may also be due to for-sale properties being vacant. Increases in water and sewer rates are one approach to this dilemma as is an increase in the precinct tax. Ray will meet with the Budget Committee soon to discuss this topic.

Joe Damour reported that DES is now satisfied with the revised reports submitted by the District on the treatment plant's operation.

Peter Savlen reported that Peter Newman should be out of the hospital on September 19.

The meeting was adjourned at 10:30 A.M.

The next Commissioners meeting – Monday, October 10, 2016 at 9:00 A.M.

Recorded by Jim McLaughlin, Clerk