



Town of Plaistow ♦ Water Committee
145 Main Street ♦ Plaistow ♦ NH ♦ 03865

POTABLE WATER MEETING

October 26, 2020

The Board of Selectmen Meeting was called to Order: 6:31 p.m.

Attendees: Francine Hart, *Chair Plaistow Board of Selectmen*
Greg Taillon, *Vice Chair Plaistow Board of Selectmen*
Julian Kiszka, *Selectman*
John Blinn, *Selectman* – Remote Participant
Jay DeRoche, *Selectman*
Beth Hossack, *Administrative Assistant*
Gene Forbes, *P.E. Underwood Engineers* - Remote Participant
Keith Pratt, *President Underwood Engineers* – Remote Participant
Mark Pearson, *Town Manager* - Remote Participant
Greg Colby, *Finance Director/Assistant Town Manager* - Remote Participant
Dee Voss, *Planning Assistant* - Remote Participant

The Water Portion of the Meeting began at: 7:30 p.m.

G. Taillon motions to approve the minutes of August 31, 2020. Seconded by J. Deroche.
Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes
Motion carries 5-0-0

WATER BUDGET PRESENTATION

J. Kiszka asks if this budget goes to the Budget Committee.

F. Hart replies yes.

J. Kiszka wants the public to know the water budget is not taxpayer funded.

Keith Pratt from Underwood Engineers begins his presentation. Plaistow has had a fire suppression budget for a long time. However, this water budget as an enterprise fund is new. Since this is the first year of this budget many of the numbers are based on planning objectives. The fees that cover non-recurring expenses and system development charges are one-time fees. Rates were approved in January. Connection incentives were previously approved to help encourage interest in joining the system. All users will pay for consumption and quarterly meter charges. MtBE users will only get incentives if they join in the first year. Some incentives will be offered to the next set of users of up to 20,000 gallons after the MtBE users. The consumption charge is \$5.24 per 100 cubic feet. Meter charges vary according to meter size. The average yearly cost for typical residential users is about \$600.00 to \$750.00. Approximately 35% of the water will be allocated as Fire Suppression. It means the current fire suppression rates will increase about 25%. This is based on standard

information from American Water Works. The biggest variable is contract operations. The range will be \$150,000.00 to \$200,000.00.

G. Forbes states he has been working on a draft Request for Proposal (RFP) for a contract operator. It should be ready next week. Underwood has targeted the end of the year to review the proposals and complete interviews. Then they will be ready to make a recommendation to the Board for a contract operator.

K. Pratt states Underwood based the budget on using 80,000 gallons per day. He opens the meeting for questions.

G. Taillon asks if slide #19 can be explained again.

K. Pratt replies the proposed budget is a combination of fire suppression and potable water. If you take 35 x the budget, you get the amount assessed to fire suppression.

F. Hart notes a correction is needed on page 12 of the power point presentation. The chart states the first 40,000 gallons per day (residential) after MtBE will received incentives. It should be the first 20,000 gallons per day.

G. Forbes states that is correct. He will make the correction to the chart.

F. Hart states Underwood's budget is very different from the draft budget created by the Town Manager and Finance Director. She wants someone to explain the difference.

M. Pearson replies Underwood brought suggestions based on other towns who have done similar projects. They have more experience than Plaistow has. We are accepting the expertise of Underwood. We do not have a proposal for a contract operator yet and we do not have a target date to hire one.

K. Pratt states the rationale behind a higher budget is to allow the Town the ability to spend up to the amount given. If we do not approve a number that is high enough it can cause problems later.

M. Pearson suggests the Board approves the higher budget. It is not taxpayer money and we will earn revenue. As we get more water users the surplus will grow.

F. Hart states she is still not sure why Underwood's budget is so much higher. She thinks the maintenance line is high and did not expect to see a line for capital reserves the first year.

K. Pratt replies, it is better to start out high and cut later. We are changing the system from a fire suppression system to a potable water system. It changes the dynamics and the pressures. Sometimes this causes unanticipated consequences. Therefore, there may be breaks and some costly maintenance issues. He states the contract operator line item was entered as \$150,000.00 and we know it may go as high as \$200,000.00. The money in the capital reserve might be used for the contract operator. Also, we want to have enough money to plan on using 80,000 gallons of water per day. We can always cut the budget in the future once we have more experience.

F. Hart thanks him for the explanation.

J. Kiszka states the new line items to be added are not clear as to what is what.

F. Hart states if we approve the Underwood budget at \$431,00.00, she wants to confirm that G. Colby will update the spreadsheet.

G. Colby replies, he will do it tomorrow.

J. Blinn agrees to go with the higher amount and adjust as we go along.

J. Kiszka states there are seventeen (17) line items on the Underwood budget and nineteen (19) line items on the spreadsheet.

F. Hart states Underwood has not steered us wrong yet.

G. Taillon motions to approve the Water budget in the amount of \$431,300.00. Seconded by J. Blinn.

Roll call vote: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes.

Motion carries 5-0-0

J. Kiszka reminds everyone that this budget is not taxpayer money. It is a water enterprise fund.

G. Forbes provides a water project update.

P1: Water Main Extension. They are working on Sweet Hill Road and it is progressing well. In 1200 more feet they will connect to the water tank. When that is complete, they will start work on Westville Road.

P2: East Road Pump House. The purchase of the property is complete. The permits for the wetlands have been submitted to New Hampshire Department of Environmental Services and we are waiting for their approval.

P3: Sweet Hill Water Storage Tank. The tank has been constructed and painted. The valve building is under construction.

P4: Water Service Connections. This is the last part of the Plaistow construction. The State of New Hampshire will be testing more sites for MtBE contamination. Underwood has completed five (5) plumbing inspections this month in addition to the forty-five (45) already completed. More inspections are scheduled.

The Request for Proposal for a Contract Operator is almost done. It will be going out soon.

F. Hart states the summary is a great report.

G. Taillon asks if the Sweet Hill Water Storage Tank will be complete before it snows.

G. Forbes replies, yes however it will not be operational. When the pipe is connected it will be filled to a height of four (4) feet.

G. Taillon asks if any fencing will be put up.

G. Forbes replies, no.

F. Hart thanks both Keith Pratt and Gene Forbes for the presentation.

The Water Portion of the Meeting concluded at 7:40 p.m.

Respectfully Submitted,

Beth Hossack,
Recording Secretary

DRAFT