

Water and Sewer Department  
Work Session Minutes  
12/2/15

The meeting was called to order at 10:00 a.m. Eli Badger, Alan Cilley, and Dave Toth present.

The commissioners made minor changes to the 2015 actual figures of the 2016 budget and composed a letter to the Budget Committee.

The commissioners met with the Treasurer concerning the plans to take over the full bookkeeping responsibilities. The Treasurer's expressed concerns about how payroll was going to be done and training for Ann Sullivan. Eli Badger told the Treasurer that the town would be taking over payroll responsibilities and that training would be provided.

The commissioners spoke with Jeff Graham of the account firm of Graham and Graham concerning the Department's plan to assume accounting responsibilities. Jeff said that his firm is experienced in handling Water and Sewer accounts, QuickBooks support and training, and electronic meter reading. A meeting was scheduled for Wednesday, December 9 at 10:00 a.m. at the Water and Sewer office to discuss the transition.

Rusty Cross submitted the Utility Partner's Monthly Reports. During the tranponder installation, the installation team has found 20 cases where meters or wires will need to be replaced. The Commissioners voted to have New England Back Flow install the meters and repair the wiring.

Rusty reported that Squam River Landing has scoped their system and found that the water problems they have been experiencing are on their side of the system. The main meter and the meters in the Squam River Landing development have been read. Ann will prepare a bill for Sipican for their portion of the bill.

The meeting was adjourned at 1:15 p.m.