

**UTILITY ADVISORY BOARD MEETING**  
**January 13, 2014**  
**CITY COUNCIL CONFERENCE ROOM**  
**5:30 P.M.**

**MEMBERS PRESENT**

Daniel Peterson  
Shawn Libby  
Arthur Hoffman  
Sharon Parshley

**STAFF PRESENT**

Blaine Cox, Deputy City Manager  
Peter Nourse, DPW Director  
Mr. Paul Hatfield, Appellant  
Mr. Thomas Muzzey, Appellant

**MINUTES**

**1. Call to Order.**

Deputy City Manager Cox called the meeting to order at 5:30 P.M. All Board members were present. Mr. Cox stated that the first order of business was to have the Board elect a chairperson.

Shawn Libby nominated Daniel Peterson to serve as chairperson. Arthur Hoffman seconded the nomination.

Daniel Peterson nominated Shawn Libby to serve as chairperson. This nomination did not receive a second.

Mr. Cox asked if there were any further nominations. Hearing none, he called for a vote on Mr. Peterson's nomination. Daniel Peterson was elected Board Chairperson by a unanimous voice vote.

Mr. Peterson took over leadership of the meeting.

**2. Acceptance of December 9, 2013 Minutes**

Arthur Hoffman **MOVED** to accept the minutes of December 9, 2013 as written. The motion received a second and was **ADOPTED** by a unanimous voice vote.

**3. Appeals**

**3.1 Thomas Muzzey Appeal**

The appellant seeks an abatement of 27 units of sewer due to a leaking broken pipe. Mr. Muzzey stated that special galvanized pipe had to be ordered from the City. Getting materials and arranging for the City to shut down the water supply took weeks all the while having a constant flow of water under the foundation of his home.

Deputy City Manager Cox's recommendation was to abate 27 units of sewer fees valued at \$168.48

The above recommendation is based upon the following findings:

- a. The customer has provided written testimony and plumbing receipts documenting a water line leak occurred under the foundation of their home.
- b. The usage attributed to the leak is estimated at 27 units:

Current Usage	37.0	Units
Avg Usage	<u>10.0</u>	<u>Units</u>
Est. Leaked Usage	27.0	Units

Sharon Parshley **MOVED** to abate 27.0 units of sewer valued at \$168.48. The motion received a second.

Arthur Hoffman **MOVED** to **AMEND** the motion to include 27 units of water fees valued at \$124.20. The motion to amend received a second and was **ADOPTED** by a unanimous voice vote.

The amended motion was then **ADOPTED** by a unanimous voice vote.

Total amount abated is \$292.68.

### 3.2 Paul Hatfield Appeal

Customer seeks an abatement of an undetermined amount for sewer fees. Mr. Hatfield has no City sewer line but has been billed for sewer fees since 1986.

Deputy City Manager Cox's recommendation is to abate 6 units of sewer fees valued at \$37.44

The above recommendation is based upon the following findings:

- a. Sewer Distribution Department personnel have confirmed that the customer does not have sewer system service.
- b. Per Ordinance Section 16.18 Appeals, subsection (a) Notification: "The aggrieved user shall notify the Business Office in writing that said bill is contested before the next billing for this wastewater service." As a result, the customer is not able to seek abatement for prior sewer service billings. The current usage of 6 units is all that is eligible for abatement.

Sharon Parshley **MOVED** to direct the Utility Billing Office to research Mr. Hatfield's sewer payments history and report the findings back to the Board. The motion received a second and was **ADOPTED** by a unanimous voice vote.

#### **4. Private Fire Hydrants**

Mr. Cox reviewed the "Private Hydrants" information sheet that he drafted. He requested the Board to send him any feedback that they might have on its content.

#### **5. Abatement Request Period per Ordinance 17.20 (A)**

Deputy City Manager Cox explained that the Codes and Ordinances Committee is seeking the Board's input on the abatement request period as it currently exists in the City's Ordinances.

Sharon Parshley stated she would like to see the Ordinances changed to allow the UAB "discretion" in determining how far back in time an abatement can be applied. Shawn Libby stated that he would support two billing cycles as the allowable abatement period.

After some discussion, Mr. Cox pointed out that the factors involved in the recent Salvation Army abatement request and the Hatfield abatement request were very different. The Salvation Army abatement request resulted from an unknown leak and higher usage over several billing periods, whereas, Mr. Hatfield did not know that he was not physically connected to the sewer system for which he was being billed.

Ms. Parshley asked that the Utility Billing Office explore amending the abatement request form to "encourage" customers to pay any uncontested charges to avoid interest fees.

The consensus of the Board was to request staff to conduct research of other communities to determine alternative options and possible ordinance language. The Board also expressed a desire to eliminate the differing language between the Water Ordinance and the Sewer Ordinance as they relate to the abatement request periods.

#### **6. Annual Septage Volume Report**

This report was provided solely for the Board's information. There was no discussion of this item.

#### **7. Financials**

Arthur Hoffman inquired as to why the Water Fund and Sewer Fund Revenue to date percentages were lower than the percentage of the fiscal year to date percentage. Mr. Cox explained that this was due to the lag in the collection of water and sewer fees, i.e. fees collected in July and August were credited back to FY2013 because that is when the usage

occurred. As a result, the year-to-date revenue percentage in FY2014 will not catch up until the upcoming July and August collections are credited back to FY2014.

## 8. Other

Public Works Director Nourse handed out (copy attached) and reviewed his draft list of FY2015 CIP projects.

## 9. Adjournment

Daniel Peterson **MOVED** to adjourn the meeting. The motion received a second and was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 6:50 P.M.

Respectfully,

Blaine M. Cox  
Deputy City Manager

BMC: sam

## For UAB Review Jan 13 2014

### FY15 CIP Water Proposed Projects

Priority	Project	Est. Cost	Cum Cost	Type	Funding
1	Franklin/Western/Adams Street Reconstruction	\$1,000,000	\$1,000,000	Construction	B
2	Water Tank Maintenance	\$200,000	\$1,200,000	Construction	B
3	Roch Reservoir West End Spillway Modifications	\$150,000	\$1,350,000	Construction	B
4	Distribution System Upgrades	\$200,000	\$1,550,000	Construction	B
5	Master Meter Installs: Fieldstone Village and Lilac City	\$150,000	\$1,700,000	Construction	B
6	Replace Gina Dr. P/S Maintenance	\$10,000	\$1,710,000	Construction	C
7	Vehicle Replacment	\$63,000	\$1,773,000	Purchase	C
8	Chesley Hill Rd. Reconstruction	\$50,000	\$1,823,000	Des/Con	B
9	Water Treatment Plant Low Lift Pump Upgrades	\$100,000	\$1,923,000	Construction	B
10	Wakefield St. Reconstruction	\$50,000	\$1,973,000	Design	C
11	Replace Roof WTP	\$150,000	\$2,123,000	Construction	B
12	Groundwater Development	\$100,000	\$2,223,000	Eval	B
13	Granite State Bus Park Water Loop	\$750,000	\$2,973,000	Des/Con	B
14	Chamberlain St Water-Sewer	\$1,000,000	\$3,973,000	Des/Con	B
<b>Total</b>		<b>\$3,973,000</b>			
Total FY14		\$2,836,500			
Difference		\$1,136,500			

1 No. 46 Ferrec backhoe 1998 W/S. Due for replacement in 2013. Hydraulics weak, brakes going, rusting out. \$63K  
Mach/Equip = \$63K

## For UAB Review Jan 13 2014

### FY15 CIP Sewer Proposed Projects

Priority	Project	Est. Cost	Cum Cost	Type	Funding
1	Franklin/Western/Adams Street Reconstruction	\$1,000,000	\$1,000,000	Construction	B
2	River St. Pump Station Eval/Design	\$65,000	\$1,065,000	Design	C
3	WWTF Lagoon Sludge Removal Eval/Design/Implemen	\$500,000	\$1,565,000	Construction	B
4	NPDES Permit Legal/Tech Support	\$400,000	\$1,965,000	NA	B
5	Vehicle Replacement	\$533,000	\$2,498,000	Purchase	C
6	Colonial Pines Sewer Eval/Design	\$250,000	\$2,748,000	Design	B
7	Chesley Hill Rd Reconstruction	\$250,000	\$2,998,000		B
8	Wakefield St. Reconstruction	\$50,000	\$3,048,000	Design	C
9	Chamberlain St Water-Sewer	\$1,000,000	\$4,048,000	Des/Con	B
<b>Total</b>		<b>\$4,048,000</b>			
FY14 Total		\$3,071,500			
Difference		\$976,500			

WWTF Wastewater Interceptor construction pushed to FY16

3 No. 46 Ferrec backhoe 1998. Due for replacement in 2013. Hydraulics weak, brakes going, rusting out. \$63K

1 New hoist truck. \$120K. New PS's have heavy new pumps. 125/E. side. 28 PS's.

2 New Vacon truck No. 47 due for replacement in 2013. \$350K. 1998.

Mach/Equip = \$533K

## For UAB Review Jan 13 2014

### FY15 CIP Highway Proposed Projects

Priori	Project	Est. Cost	Cum Cost	Type	Funding
1	Franklin/Western/Adams Street Reconstruction	\$1,500,000	\$1,500,000	Construction	B
2	Strafford Sq RA	\$1,250,000	\$2,750,000	Construction	B
3	N. Main St. Gap Project	\$100,000	\$2,850,000	Design	C
4	Pavement Rehabilitation	\$750,000	\$3,600,000	Construction	C
5	Sidewalk Replacements	\$200,000	\$3,800,000	Construction	C
6	Pavement Maintenance (Cracksealing)	\$50,000	\$3,850,000	Construction	C
7	Vehicle Replacement	\$385,000	\$4,585,000	Purchase	C
8	Replace Howard Brook Culverts	\$350,000	\$4,200,000	Construction	B
9	Chesley Hill Rd Reconstruction	\$600,000	\$5,185,000	Des/Con	B
10	Wakefield St. Reconstruction	\$75,000	\$5,260,000	Design	C
	Milton Rd/SFR Drainage	\$750,000	\$6,010,000	Des/Con	B
<b>Total</b>		<b>\$6,010,000</b>			
<b>FY14 Total</b>		<b>\$3,207,963</b>			
<b>Diff</b>		<b>\$2,802,037</b>			

- 1 Flair Side Mower \$58.5K for FY14 Cat loader. For No. 38 FY14 Cat loader. Now takes 1/2 hwy  
Currently \$3K programmed of OM for City-wide cutting. This funds about 1.5 weeks of need. A  
as the cab needs to be closed while trimming. \$7.5K needed to install A/C. Total request will be
  - 2 No. 77 Snow Blower bought used 1995. 1987. Used downtown to shoot snow into back of truck
  - 4 No. 13/14 replace with 1 sweeper. Will trade old 2 for 1 new to drop cost to \$160K.
  - 3 No. 37 sidewalk tractor. Same work as FY14 on No.'s 4 and 7. \$50K.
- Heavy Equip