

WEST NEWBURY BOARD OF WATER COMMISSIONERS  
MEETING SEPTEMBER 9, 2019  
9:00 A.M. WATER DEPARTMENT OFFICE

Commissioners present: Robert Janes, Chair, Larry Corcoran and Dick Cushing  
Mike Gootée, Water Superintendent  
Guest: Town Manager, Angus Jennings

Meeting called to order at 9:00

Minutes from August 12, 2019 were reviewed but they were not approved. They will need to be approved at the October meeting.

**Additional funds for the New Brake Hill Water Tank/New Chemical Building:**

After previously receiving the cash flow projections for the tank and chemical building Gootée and Jennings determined based on currently available funds, that we will need to secure the new borrowed funds of 1.1M by the end of the calendar year which is much sooner than projected. Jennings supplied the Water Commissioners with annual debt service projections for 10yrs, 15yrs, 20yrs, 25yrs and 28yrs for their review.

**Rate Study Proposal:**

The Water Commissioners reviewed the proposed Rate Study supplied to the department by Pioneer Consulting Group, Inc (Doug Gardner). Gootée will set up an additional meeting with the Commissioners, Town Manager and Doug Gardner to review the water departments Operating Budget and Capital Plan for the Rate Study.

**Other Matters:**

- Gootée still plans on writing to DEP about the unaccounted-for-water for legitimate water loss that they do not allow us to count.
- Gootée will update job descriptions and review with commissioners when completed.
- If meetings fall on a “holiday” Monday the meeting will be scheduled for the Monday after.
- The encumbrance for the article (Undgd Elect/Internet Svc) to be put into free cash was submitted to Laurie, Town Accountant and should show in our free cash account balance.
- Bertrand has contacted City Hall Systems and coordinated with CUSI to get a report to send to them to use for payments online. The first round needs to be tweaked to have additional information available. Bertrand has contacted Paul Desjourdy (CHS) and Cody at CUSI to update the csv file to what they need.

Meeting adjourned at. 10:20

Mike Gootée  
Water Superintendent

WEST NEWBURY BOARD OF WATER COMMISSIONERS  
MEETING AUGUST 12, 2019  
9:00 A.M. WATER DEPARTMENT OFFICE

Commissioners present: Robert Janes, Chair and Larry Corcoran  
Mike Gootée, Water Superintendent and Jodi Bertrand, Administrative Assistant

Meeting called to order at 9:00

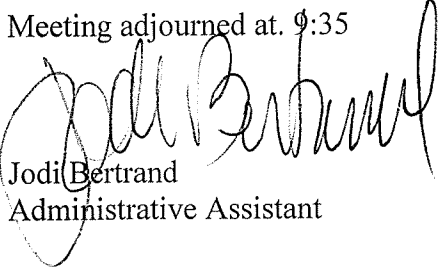
Reviewed meeting minutes from July 8th. Janes moved to approve minutes Corcoran seconded.

**New Tank**- The 12" inch water main was installed and connected at the new water tank site to Hilltop Circle. Contractor from tank contacted Gootée and hopefully they will be doing gravel road next week. Gootée received the signs that will be posted for safety and they should be put up soon.

**Other Matters:**

- Gootée still plans on writing to DEP about the unaccounted-for-water for legitimate water loss that they do not allow us to count.
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- The encumbrance for the article (Undgd Elect/Internet Svc) to be put into free cash was submitted to Laurie, Town Accountant and should show in our free cash account balance.
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Meeting adjourned at. 9:35

  
Jodi Bertrand  
Administrative Assistant