

TOWN OF TAMWORTH
Sewer System Commissioners Meeting
June 19, 2019

MINUTES

Present: Commissioners David Cluff, Rebecca Mason and Norman Cloutier.
Public Members: Melanie Streeter

I. CALL TO ORDER: At 6:00pm, Rebecca Mason called the meeting to order.

II. NEW BUSINESS:

- Election of Officers: Motion made by R. Mason and seconded by N. Cloutier to elect D. Cluff as Chairman of the Tamworth Sewer Commissioners. Passed unanimously.

Motion made by N. Cloutier and seconded by D. Cluff to elect R. Mason as secretary.
Motion passed unanimously.

- Alarms: Discussion in regards to how and whom to contact should an alarm to go off after July 1, 2019. The new alarm contacts will be added to the letter sent to those connected to the Tamworth Sewer, with the July 1 billing. Additionally, new contact numbers will be placed at the alarm sites. R. Mason will make up these signs and they will be laminated.
- Notification to Customers: A letter was drafted by N. Cloutier regarding the change of ownership from the Tamworth Village Association (TVA) to the town of Tamworth. This letter included how to make a payment as well as the contact numbers for both the commissioners and the alarms. After some revisions, this letter will be included with the July 1, 2019 bills for service.
- Liability Insurance: Discussion of the liability insurance regarding the septic system took place. N. Cloutier informed the committee that the Tamworth Village Association had to renew their policy for one (1) year. As of July 1, 2019, they will cancel their policy and the refund of the unused portion of the policy will be placed in the Tamworth Sewer account. The Town's liability will begin coverage as of July 1, 2019.
- Generator: N. Cloutier informed the committee that the generator has not operated for the last 5-7 years. Additionally, that the building and the propane tanks do not meet the Tamworth Fire Chief's approval. That the work to repair the generator and the building, as discussed prior to purchase, has not been done as of present date and will probably not be done by the July 1, 2019 transfer of ownership.

- Meeting with TVA Bookkeeper and Town Treasurer: R. Mason informed the committee that the Town Treasurer was waiting on the \$100.00 check to open an account for the Tamworth Sewer. N. Cloutier informed the committee that this had changed and the TVA would give the Town a lump sum check at Thursday's Selectmen meeting for approximately \$30,000.00. N. Cloutier stated that reimbursements for the Town's legal fees regarding the sewer system will not be paid by the TVA, but by the sewer commissioner's.
- Mowing of the septic fields: N. Cloutier informed the group that the septic fields were mowed once a year by a local individual. Additionally, that there is an informal agreement with Remick Farm to mow five (5) acres for the hay. Motion made by R. Mason and seconded by D. Cluff to maintain this arrangement for 2019. Passed unanimously.
- Tamworth Legal Fees: R. Mason reported that the latest legal bill for the septic had been received. To date the Town legal fees for the septic amounted to \$6391.80.
- Budget for 2020: It was determined to start looking at this at the next meeting.
- Meeting with TVA Bookkeeper and Treasurer: This will be at the next meeting. Both the TVA Bookkeeper and the Town Treasurer to be invited to the meeting. A process will be developed and placed in policy format.
- Transfer of system: N. Cloutier reported that the vast majority of documents had been completed and that he planned on signing them on Friday. He stated that they would then be sent to the Selectmen for signature. He informed the committee that there was some confusion on the easement deeds between the Lyceum and The Other Store. This is being addressed by the TVA attorney so that the easements will be correct at the time of transfer.
- DES request for updated information: A letter sent to the TVA dated March 7, 2019, requested an updated table of sewer connections outflows. N. Cloutier informed the committee that this had not been completed and would need to be done by the commissioners. It was decided that S. Abbott would provide a list of current users into Dropbox. R. Mason would check the users with the Town tax cards and list the number of bedrooms and bathrooms for each user. The commercial users would have to be visited to determine their capacity. R. Mason will provide the data at the next meeting.
- Lamprey: It was determined that N. Cloutier would make contact with this company which provides maintenance services to the septic system. He would verify that this company will continue to provide services after the change of ownership, until the commissioners determine how to proceed.
- Other: N. Cloutier informed the committee of a number of agreements/conditions that were in place with a number of users of the system. It was determined that this would

be reviewed on an individual basis during the next few meetings to determine what needed to be done.

- Septic System Ordinances: R. Mason stated that she had been looking for ordinances to be used for septic systems that could be used as a format for the Tamworth Septic. She stated she had sent an email to D. Tardif at DES as they had examples as stated in their March 7, 2019 letter to Jim Rines. To date she has not heard back. D. Cluff suggested looking at Baboosic Lake Village regarding their septic ordinances. R. Mason will follow-up with this.
- User Fees: N. Cloutier explained how the user fees were set. He stated that last year because of the grant that the TVA received for repairs the users had a 32% increase across the board. He stated to maintain the conditions of the grant, that the fees for usage could not be lowered. He informed the group that there were a couple of slow payers and that one individual refused to pay their bill. R. Mason informed the committee that the Tamworth Selectmen agreed to take these on as uncollected account receivables.
- Next Meeting: It was decided that the Commissioners need another meeting next month. R. Mason will check with Town Treasurer and send out the meeting notification.

III. ADJOURNMENT: At 7:20 pm Commissioner Cluff made a motion to adjourn the meeting. The motion was seconded by Commissioner Mason and passed unanimously.

Respectfully Submitted,

Rebecca Mason
Secretary

David Cluff

Rebecca Mason

Norman Cloutier