

TOWN OF TAMWORTH
Sewer System Commissioners Meeting
July 10, 2019

MINUTES

Present: Commissioners Chair David Cluff, Rebecca Mason and Norman Cloutier.

Public Members: Melanie Streeter, Willie Farnum, Anne Burke, Town Treasure, Sheena Abbott, Tamworth Septic Bookkeeper, and Andy Fisher.

I. CALL TO ORDER: At 6:05pm, Rebecca Mason called the meeting to order.

II. NEW BUSINESS:

- Minutes: Motion made by N. Cloutier and seconded by D. Cluff to accept the minutes of 06/19/19 minutes. Discussion of minutes regarding correction on page 3 from David Rines to Jim Rines. Corrected minutes passed unanimously.
- Bookkeeper/ Treasure: Discussion took place regarding information and money flowing between the Tamworth Sewer Bookkeeper and the Town Treasurer. It was determined that financial policies would have to be developed for the Tamworth Sewer. It was felt that the bookkeeper could drop off checks to be deposited to the Town of Tamworth Office and placed in the safe for the Town Treasurer to pick-up.

Discussion took place regarding setting up a group of accounts to reflect the chart of accounts used by the town. R. Mason to address this issue.

It was determined and discussed that an Accounts Payable manifest would be developed for the Commissioners to sign off on so that the Town Treasurer would see that the payments had been approved for payment.

Discussion took place regarding how the Town Treasurer and the bookkeeper would reconcile the books every month. A policy will be developed by R. Mason.

- Mr. Fisher requested to know what the policy was to request connection to the Tamworth Sewer would be. He stated he has a project that will be looking to request connection and could increase the GPD significantly. He was informed by the Commissioner's that they are updating the GPD for the NH Department of Environmental Services (DES) and once that had been completed and sent to (DES) Mr. Fisher would be notified if connections could be made and the process.
- Budget: Discussion regarding the Tamworth Septic system going from a fiscal budget of July 1, - June 30 to a January 1 - December 30 budget was discussed. It was determined that this needed to be done for the next budget as it would be easier to maintain if it was the same as the Town.

- DES request for updated information: R. Mason presented the data from the Town tax cards in regards to the number of bedrooms recorded. Calculations for the number of residential properties was completed using the guidelines from DES was completed. R. Mason presented the number of customer seats and fire ratings for a number of the commercial properties that are on the system. Discussion took place whether any of the commercial properties fee under the DES guidelines for "cafeteria". It was determined to look at all commercial properties again. N. Cloutier will look at: Map 202-55, 202-56, 202-57 and 202-59. D. Cluff will look at Map 202-02, 202-05, 202-13, and 202-55 and will be presented at the next meeting. Once this has been completed the corrected numbers will be sent to DES as requested in their March 7, 2019 to the Tamworth Village Association.
- Proof of Insurance: R. Mason explained that those venders working for the Tamworth Sewer would have to have W-9 forms and Proof of Insurance on file. R.Mason will follow-up on this as needed.
- Other: N. Cloutier discussed that the electricity is supplied by Eversource. R. Mason questioned if it should be in the pool for electricity like the rest of the Town. S. Abbott stated that the electric bill was not very high, usually about 500-600 per year.
- Next Meeting: It was decided that the Commissioners would meet again this month. Date to be determined and posted. The beginning of the meeting will be a tour of the system.

III. **ADJOURNMENT**: At 7:47 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