

TOWN OF TAMWORTH  
Sewer System Commissioners Meeting

April 7, 2020

MINUTES

Present: Commissioners Chair David Cluff, Robert Farnum and Rebecca Mason.  
Public Members: None

- I. CALL TO ORDER: At 6:00pm, Chairman, D. Cluff called the meeting to order.
  
- II. NEW BUSINESS:
  - Minutes: Motion made by R. Mason and seconded R. Farnum by to accept the minutes of April 7, 2020. Passed unanimously.
  
  - Manifests: Motion made by D. Cluff and seconded by R. Farnum to sign the two manifests for April 7, 2020 for the amount of \$3385.94, which includes the Capitol Reserve check for 2019 in the amount of \$3232.00. The second manifest \$653.96. Passed unanimously.
  
  - New User Rates: - The R.Mason reviewed the possible formula for calculating the new user rates. She explained that she took the total gallons for the system and divided it into the budget and determined a rate of \$1.04/gallon. Using the formula that the base rate must be no lower than \$456.00 per the Block Grant Bond agreement she used that as a base for all users. This base rate covered from Zero (0) gallons to 450 gallons. She then calculated the additional gallons over the 450 gallons at \$1.04 for the calculated user rate and added it to the base rate for a total user cost. It was determined by the commissioners to use this calculation formula and to review and approve at the next meeting.
  
  - Audit: R. Mason stated that the draft letter for the audit had been completed. The suggestion of the auditors was that the user rates be approved by the Commissioner's every year. To treat the User Rates as the Town treats the tax warrant and to be signed each year. Motion made by D. Cluff and seconded by R. Farnum to approve the user fees presented as of April 2020. These to be used until the new user fees are approved.

Additionally, the auditors suggested that maybe the process to remove Map 202-83 from the system would be appropriate due to the number of years of lack of payment. Motion made by D. Cluff and seconded by R. Mason to

attempt to collect these fees since the Town of Tamworth approved accepting the Tamworth Village Associations assets and liabilities.

R. Mason informed the committee that the auditors suggested that we obtain a list of assets that are being shown as depreciation. R. Mason will contact the bookkeeper regarding this.

- Survey for Residential Users: R. Mason stated that the surveys had been sent out to the residential users as requested. These will be reviewed next meeting.
- Company for Sewer Maintenance: Discussion regarding the issue of maintenance for the tanks and pumps.
- Generator : R. Mason stated that she had contact White Mountain Propane again and that they were suppose to get back to her.
- Water Meters: D. Cluff stated that we could obtain water meters from F.W. Webb regarding the measuring of water flow entering a building. This will be considered for next year's budget as there is a cost for each meter. It may not be a practical solution as the meters would have to be read each day.
- Single Signature: R. Mason made a motion that due to COVID -19 that a single signature for manifest be allowed if needed. That signature to be the Chairman. Seconded by R. Farnum. Passed unanimously.
- Next meeting: Date to be determined. Discussion took place on holding it remotely, but determined that with the small group, social distancing could be maintained.

III. ADJOURNMENT: Commissioner Cluff made a motion to adjourn the meeting. The motion was seconded by Commissioner Farnum and passed unanimously. Meeting adjourned at 6:50 pm

Respectfully Submitted,

Rebecca Mason  
Secretary

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David Cluff

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Rebecca Mason

Robert Farnum