

**Joint Meeting of the Water & Sewer Commission
And the Electric Utility Commission
December 1, 2014**

- I. **Roll Call:** Commissioners Steve Fitzhugh, Chris Bradley, Jim Wilson, Dennis Donahue (absent); Town Manager Jeff Schulz; Utility Superintendent Pat Demasi. Steve Fitzhugh called the meeting to order at 7:00 PM.

- II. **Appointment of Acting Clerk:** Chairman Fitzhugh stated that the Commission needs to appoint a Clerk to take minutes, and asked Jeff if he would take minutes on a regular basis. Jeff Schulz agreed to take the minutes, and the Commission appointed Jeff as Clerk.

- III. **Meeting of the Water and Sewer Commissioners:**

The Commission reviewed the budget reports for the Water and Sewer CIP, and discussed the following: there is approximately \$80,000 for smart meters; there are 120 water customers and 800 sewer customers and thus the calculation of the cost split should be 60% water and 40% sewer; the current budget has \$34,735 for water line replacement and that should also be adequate for FY 15/16; and the concept of renting versus purchasing a backhoe for the Sewer and Water Department.

- IV. **Meeting of the Electric Commission**

The Commissioners discussed the actual name of the electric department, and with the merger the name should be Northfield Electric. Also, the necessary forms and bills should be changed to reflect the name change. Next, the Commission discussed the issue of whether to do the utility budgets at the same time as the town general budget. The Commission agreed that it is best to do the utility budgets separately so as not to be confusing to the residents. Steve and Chris agreed to send a letter to the Select Board requesting that the utility budgets be prepared and approved separately.

Next, the Commission discussed the utility pole replacement process stating that GMP inspects the electric poles every 10 years and they classify the poles as rejected or good. GMP inspects about $\frac{1}{4}$ of the poles. Also, Steve noted that a majority of the utility poles in Town are "Penta" poles.

- V. Jim Wilson moved to adjournment at 8:15pm. Chris Bradley seconded the motion. Motion was approved. The meeting adjourned 8:15pm.

Respectfully Submitted,

Jeff Schulz, Clerk