

**RICHMOND WATER AND SEWER
COMMISSION MEETING
March 17, 2014 MINUTES**

Members Present: Ashley Lucht, Chair; Amy Lord; Chris Granda; Bard Hill; Bruce Bailey

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager, Kendall Chamberlin, Water Resources; Sheila Bailey; John Rankin; Bob and Chris Fischer; Connie Doherty, Finance Assistant; Peter Pochop, Green Mountain Engineering; and Ruth Miller was present from MMCTV to tape the meeting.

Ms. Lucht called the meeting to order at 6:00 PM.

Welcome and Public Comment

Ms. Lucht asked if there were any comments from the public but there were none.

Superintendents Report

Mr. Chamberlin reported that there was a significant water break on Bridge Street near the Water House on March 16th. This was the third big dollar repair this Winter, with one more that could be considered normal. There was some discussion about the costs of emergency repairs, and how many we were having. Mr. Chamberlin noted it was a cold, expensive Winter for us this year.

Review of Leak Policy

The Manager explained that since the Water Commission had voted to approve a policy to adjust ERUs for leaks, since repaired, he had been working on formalizing this policy for approval. The Manager noted several accounts in which had high meter readings and possible leaks that may have been repaired. The policy was to go back five years to observe average usage and see if usage had dramatically increased and then declined, due to a leak. In which case, those accounts would be brought forward for an adjustment by the Water Commission.

Maureen Kangley said that the Shermans should have their account reviewed.

The Manager further explained that the policy set out instructions on how the ERU may be adjusted in other circumstances, as well, and also how the ERU is initially determined and what is included in that determination.

There was some discussion. Ms. Lord offered a motion to approve the ERU Adjustment Policy and was seconded by Mr. Bailey, and the motion carried 5-0.

Discussion of Water Storage Tank

Peter Pochop explained that Tom Clark was the person contracted to do the income survey for the water system. If the results were favorable, the town may qualify for certain loans from the USDA Rural Development Program, or the state's Drinking Water Revolving Loan Fund for programs that would reduce what the system would have to pay for the water storage tank. Green Mountain Engineering would manage this, under a contract amendment.

Sheila Bailey asked what the average household income was in town. Ms. Lucht said that the revolving loan fund threshold was \$56,000 and the town as a whole was \$90,000. It was believed, based on census data, that the village area was \$41,000.

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2 Mr. Bailey offered a motion to authorize the Town Manager to sign an amendment to the contract with
3 Green Mountain Engineering for design of the Water Tank in the amount of \$7,500 to conduct an
4 income survey and was seconded by Mr. Hill. The motion carried 5-0.
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6 Mr. Pochop then went on to explain more about the water storage tank, and the chlorine contact time
7 project. He intended to finalize designwork, go to bid, award and construct the chlorine contact time
8 improvements this Summer. The water storage tank would take longer, and not get to construction
9 until next year. There was some discussion on these projects, but the schedule was generally
10 approved of.
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12 Annual Meeting Schedule

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14 The Manager noted that the annual customer meeting will be on Monday, April 28th at 7:00 pm in the
15 Richmond Free Library.
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17 Review of Correspondence

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19 The Manager explained a complaint from David Savoie of US Aviation Finance, a tenant in the
20 Goodwin Baker Building. There was an extremely high reading for this account in the second quarter,
21 as well as for the other three accounts in this building. This was an obvious issue that could not be
22 pinpointed. All meters read very high flow rates of water for this quarter.
23

24 Mr. Chamberlin said it was known that a repair of the sprinkler system was made by the owner. It
25 was not known how this was done. He said he also had a picture of work being done on the exterior
26 of the building and the remote meters were removed, without approval by his department. He said
27 that the tenants or owner could not prove that the water did not go through these meters.
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29 There was some discussion. The board decided that no adjustments would be made, and further
30 correspondence be sent back to Mr. Savoie explaining the board's position on this.
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32 Rate Design

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34 Mr. Granda took a moment to explain the work he and Ms. Lucht had undertaken to examine rate
35 alternatives. The final structure would be presented at the April 28th meeting.
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37 Warrants

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39 The warrants were approved and signed.
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41 Approval of Minutes

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43 Ms. Lucht offered a few corrections.
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45 Mr. Hill offered a motion to approve the minutes of February 18, 2014 and March 3, 2014, with minor
46 corrections, and was seconded by Ms. Lord. The motion carried 5-0.
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48 Adjourn

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50 Mr. Hill offered a motion to adjourn the meeting at 7:00 PM and was seconded by Ms. Lord. So
51 voted.