

**RICHMOND WATER AND SEWER
COMMISSION MEETING
November 6, 2017 MINUTES**

Members Present: Fran Huntoon; Bard Hill; David Sander; Lincoln Bressor; Bob Reap

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Connie Bona, Finance Director; and Erin Wagg was present from MMCTV to tape the meeting.

Ms. Huntoon called the meeting to order at 5:30 PM.

Welcome and Public Comment

Ms. Huntoon asked for any public comment but there was none.

Superintendent's Report

Mr. Chamberlin reported that Trudy Jones and Alan Carpenter were to be commended for their efforts during the power outage from last Monday. While the power came back on before too long, they were able to respond quickly.

Mr. Chamberlin reported that the conveyor on the sludge press needed replacement and one mixer at the water tank was not working correctly and would be repaired. The hydrant replacement at Railroad Street went well, and the next one at the water house was scheduled for next week. The Buttermilk water line was installed, and they were examining options for their sewer – including using the old line behind the property. Mr. Chamberlin wasn't sure that it was intact and that some of it may be shallow and subject to freezing.

Mr. Chamberlin mentioned he would be reviewing the Cumberland Farms tank replacement project for impacts to the system (he did not anticipate any) and went over a few other items. The ISO survey would be conducted this week as well; it was the first since 2005 and many improvements to the system have been made since then.

FY2019 Budget Discussions – First Draft

Connie Bona, Finance Director, was present to help Mr. Chamberlin explain the first draft of the FY2019 budget. There were two formats, one similar to the updated format from last year and a brand new format which showed completely separate funds for Water (fund 20) and Wastewater (new fund 21). This represented a longtime goal of correctly separating the finances of Water and Wastewater, which is the appropriate accounting method for them. As a result, the two versions weren't quite identical and needed additional work. The good news was that the Water Commission decided to make a clean split of the funds now, and go with the separated version only from now on.

Mr. Chamberlin noted that they had been taking in less septage, and a reduction in the revenue line was apparent. There was some other light discussion, but the board would review again with capital goals explained at the next meeting.

1 Don Morin Water Allocation Request

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3 The Manager explained that Mr. Morin had acquired 113 Pleasant Street with four bedrooms worth of
4 allocation. He is building a two-unit duplex, and wants to have three bedrooms in one, and two in the
5 other. Therefore he is required to have one additional bedroom worth of water allocation (150 gpd)
6 and one units worth of sewer allocation (210 gpd). Mr. Morin had paid for the allocation in advance.
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8 Mr. Bressor offered a motion to approve the additional allocation of 150 gpd for water and 210 gpd for
9 sewer, for Mr. Morin's property at 113 Pleasant Street and was seconded by Mr. Sander. The motion
10 carried 5-0.
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12 West Main Street – Request for Proposal review

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14 The Manager explained that he had met with Mr. Reap and Ms. Huntoon to go over the RFP
15 documents. Rod West had provided one, and the Manager had been working on the other. During the
16 meeting the decision was made to go with a revision of the Manager's RFP, and the reason was the
17 increased level of technical and qualification specificity. The Manager had provided a brief list of the
18 amendments since the last meeting.
19

20 Mr. Hill asked if the December 7th deadline was feasible and suggested a later deadline. The board
21 discussed this and agreed that a December 21st deadline was appropriate and would not throw off the
22 general goals of the board.
23

24 After some additional discussion, Mr. Hill offered a motion to approve the solicitation request as
25 amended and was seconded by Mr. Sander. The motion carried 5-0.
26

27 Approval of Warrants

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29 The warrant was approved.
30

31 Items for discussion at the next meeting, start at 6:00:

32 Superintendent's Report
33 Budget & Capital Plan
34

35 Adjourn

36
37 Mr. Hill offered a motion to adjourn at 6:50pm and was seconded by Mr. Sander. So voted.