

MEMORANDUM

Date: May 16, 2019

To: Water and Sewer Commission

From: Josh Arneson, Town Manager

RE: Water and Sewer Commission Meeting of May 20, 2019

5:30 PM Water and Sewer Commission

I will not be at the meeting until 5:45 or 6pm. So I have moved a few things around on the agenda so you can get going without me and I will be there for the budget and rate review.

Update on Utility Connection Permit policy

Kendall, Jess and I have made edits on these polices and sent them to the following developers for review and comment: The Reaps; Gary Bressor; Don Morin; Josi, Brendan, and Colin from Buttermilk; Mark Carbone principal at Camel's Hump Middle School which has a water line extension project scheduled for this summer. We asked for feedback by May 22 with the goal of having a final draft of each to present to the Water Commission at their June 3 meeting.

Update on grant application for West Main Street Extension

With some help from the Reaps, Kendall and Green Mountain Engineering we were able to get this grant submitted by the deadline on May 10. Decisions for funding will be made in July 2019. We should begin to explore how we would cover the 50% match estimated at \$414,000 so we are ready if we get the grant.

Update on user members: set timeline

We have until 45 days after Annual Meeting to appoint the two user members on the Commission. If we ask for letters by May 29 that will give the Water and Sewer Commission time to review and make recommendations at their meeting on June 3 and then this can be on the agenda for the June 17 Selectboard meeting.

Annual Meeting Items

- **Review budget and rates that will be presented for approval at Annual Meeting**
- **Review of Power Point presentation for Annual Meeting**

An updated budget, rate sheet and power point presentation is included in the packet. There is also a notes sheet which details the reserve accounts. There is a notes sheet for the rates which details how numbers are arrived at and we added a section to detail the fixed and variable costs for the Stone Coral which is our only industry account.

Please note, on the rate sheet I put non-user group revenue at the top of the rate sheet with user group revenue following that. Since user group rates are a function of how much we need to generate in revenue after we consider non-user group revenue, I think this flows a bit better.