

**RICHMOND WATER AND SEWER
COMMISSION MEETING
November 5, 2012 MINUTES**

Members Present: Ashley Lucht; Chris Granda; Amy Lord; Bruce Bailey; Harold Irish
Members Absent: None
Others Present: Kendall Chamberlin, Richmond Water/Sewer Superintendent; Geoffrey Urbanik, Town Administrator; Sheila Bailey; and Ruth Miller was present from MMCTV to tape the meeting.

Ashley Lucht called the meeting to order at 6:30 p.m.

1. Public Comment

Ashley Lucht opened the floor for public comment but there was none.

Water Rate Structure

Ashley Lucht explained that the expanding debt service of the Water system and the allocation structure were creating the need for a restructuring of the rates. Unfortunately, the committee had not had a chance to meet, and with the holidays coming up there was not much of a chance of getting this together before January. Ms. Lucht asked that this come back for discussion on the December 17th agenda.

Water Billing Policy

The Commissioners reviewed the policy, which stated:

- Water bills will be due 45 after billing is sent to residents. This is a change from the current 30 day due date which is too close to that of the quarterly Tax billing.
- The interest and penalty will mirror that of Tax billing beginning with the first billing of FY13. Therefore, late payments will be assessed 1% interest each of the first 3 months of each quarter, and 1.5% each month following the billed quarter. The 8% penalty will not be assessed until May 25th of each Fiscal Year.
- Payments must be postmarked on or before the due date to be considered timely.
- Interest (and penalty) will be assessed 2 business days after the due date to accommodate postmarked payments.
- Bills are to be printed and mailed on or before the 10th of the month following the billed quarter meter readings.
- If the 10th falls on a weekend, the bills shall be mailed on the Friday preceding the weekend with no change in the due date.
- If the 25th falls on a weekend, payments in the drop box at close of business Monday will be considered timely.

Mr. Granda offered a motion to approve this policy and was seconded by Ms. Lord and the motion carried 5-0.

Capital Plan

The Administrator explained the Capital Plan as it stood in its current draft. Mr. Chamberlin explained that the replacement of the pickup truck could wait until 2018 or 2019 to be replaced. Mr. Chamberlin said that the tractor for the portable generator was needed, and the Chlorine Contact Time project should be done as soon as possible. This cost was estimated to be \$100,000.

1 There was also discussion that the water tank study be performed this year, at an unknown cost. Mr.
2 Bailey suggested that the town general budget should be able to fund part of this, since the water
3 system provided for much for businesses and residents, as well as fire protection that was a benefit to
4 many beyond the village.

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6 Ms. Lord agreed. Mr. Granda said that there was perhaps a negotiated solution here.

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8 There was also a discussion of the \$55,000 for the replacement of the Depot Street waterline. Ms.
9 Lord explained that this was strictly for the waterline, and not towards the development of the parking
10 lot. Ms. Lucht agreed that this was a good idea to pursue.

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12 The Manager said that these changes would be made and the Selectboard would then need to
13 finalize the full Capital Plan, send it to the Planning Commission, and hold a public hearing prior to
14 adoption.

15 16 Meeting Dates

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18 Ms. Lucht reminded everyone that the meeting schedule would change to the third Monday of every
19 month, beginning on December 17th. The meeting held on December 3rd would be for paying bills
20 only.

21 22 Superintendents Report

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24 Mr. Chamberlin reported that Thacher Evans had resigned to take another position elsewhere, and
25 the recruitment for his replacement had begun. The department had recently undergone a sanitary
26 survey, where it revealed that one connection, Mr. Irish's, was required to have an "air gap"
27 separation between the system and his booster pump. This might be achieved through the normal
28 double-check valve that other connections have. The Source Protection Plan needed to be updated,
29 and the use of a backup generator was recommended.

30 31 Approval of Minutes of October 1, 2012

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33 Mr. Granda offered a motion to approve the minutes of October 1, 2012 and was seconded by Ms.
34 Lord. The motion carried 5-0.

35 36 Approval of Warrants

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38 Mr. Granda and Ms. Lucht said that they checked the warrants earlier and there were no issues.
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41 **2. Adjourn**

42 Motion by Mr. Irish to adjourn the meeting at 7:10 p.m. Seconded by Ms. Lord. So voted.