RICHMOND WATER AND SEWER COMMISSION MEETING ANNUAL CUSTOMERS MEETING June 20, 2016 MINUTES

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

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering; Linda Parent, Town Clerk; Maureen Kangley; Bruce Bailey and Sheila Bailey; and Ruth Miller was present from MMCTV to tape the meeting.

Mr. Hill called the meeting to order at 6:00 pm.

Welcome and Public Comment

Mr. Hill asked if there was any comment from the public, but there was none.

Update on Water Storage Tank

Alan Huizenga of GME reported that the outstanding items were the tank coating and some landscaping. The stairs were in and the final grading completed. Mr. Hill asked if there was planned any security signage. Mr. Chamberlin said they would install that following the completion of the project. There was also some discussion on how to secure the ladder to the top of the tank. Mr. Chamberlin noted it was a felony to tamper with water facilities.

East Main Street

Mr. Huizenga reported that the contractor had begun work and a planned outage was set for early the next morning. Traffic issues were likely, but work would be shut down and not interfere with July 4th.

West Main Street

The Manager explained that he held a hearing on the application, which had been published, but no one showed.

Bruce Bailey Talking Points

Former Water Commission member Bruce Bailey had supplied a list of suggestions to the commission before he retired this year. Mr. Hill asked Mr. Bailey to review these with the current commission at this meeting.

Mr. Bailey had suggested four items. First was to contact cell phone providers and ask if they would be interested in either the old or new water storage tank sites for cell service. If so, we could gain income from rentals. There was some discussion on this but the board was willing to explore. The Manager noted that AT&T had approval for a tower in the area that had not been built but they could be interested in another site.

The second item to offer the face of the new tank as a mural for the Town of Richmond, which would be a nice “welcome” sign – there were others on Route 2. The board was willing to explore this as well.

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The third item was to market our water to other breweries. Mr. Bailey felt that the Stone Corral was a great addition to town, and was successful. We had resources that other breweries could use and we could market Richmond as an ideal location. There was some discussion and it was generally agreed that we had a resource that brewers would seek out.

The fourth item was to offer the old steel tank as the new public safety building. This was a light-hearted offer and several other similar suggestions followed. The board thanked Mr. Bailey for his previous work and for the helpful suggestions.

Reserve Funds

There was a discussion on reserve funds and what was in the budget. The wastewater reserve currently had $25,772 however much more was required for the East Main project. The budget had several reserve funds established and money would be transferred in by the accountant. The budget was in good shape to provide these funds in the future.

The water reserve had $138,062 – and $140,000 was required to close out the water storage tank project. Additional water reserves were in the budget, similar to the wastewater side. Mr. Chamberlin's asset management project would create the basis for short and long term reserve requirements.

Budget Status Review

Mr. Chamberlin reviewed the budget status with the board. He noted that there might be some sort of NEMRC glitch with dates and billing. The water billing was 6% over budget, while the wastewater billing was about 6% under budget. Since they both used the water meter to calculate the bill, there was some discrepancy. The board requested that the finance assistant inform them of what has happened and when it happens.

Superintendent's Report

Mr. Chamberlin explained there would be additional East Main Street and West Main Street shutdowns, intermittently, with the water line replacement project. The SCADA replacement system for wastewater was taking longer than anticipated since the newer software wasn't meshing correctly with older hardware. The contractor was determined to make it work.

Warrants

Mr. Hill asked if the income survey by Tom Clark had been accepted by USDA? If not, we should hold the bill until it has been. The board agreed to hold this bill until we know that the results are acceptable to USDA. The warrants were reviewed and approved.

Asset Management Grant

Mr. Chamberlin explained his asset management grant, and that it was ready to approve. This would identify assets, list their value and provide a basis for short-term reserves. Items would be replaced on schedule.

Approval of Minutes

Mr. Sander offered a motion to approve the minutes of May 16, 2106 and was seconded by Ms. Huntoon. The motion carried 4-0-1 with Mr. Bressor abstaining.

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Mr. Sander offered a motion to approve the minutes of May 19, 2016 and was seconded by Ms. Huntoon. The motion carried 4-0-1 with Mr. Bressor abstaining.

Mr. Sander offered a motion to approve the minutes of June 6, 2016 and was seconded by Mr. Bressor. The motion carried 5-0.

Next agenda items were reviewed, with project reports and superintendent report.

Adjourn

Mr. Sander offered a motion to adjourn at 7:00 pm and was seconded by Ms. Huntoon. So voted.

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