

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
November 20, 2017 MINUTES**

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Members Present: Fran Huntoon; Bard Hill; David Sander

Members Absent: Lincoln Bressor; Bob Reap

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; and Ruth Miller was present from MMCTV to tape the meeting.

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

**Welcome and Public Comment**

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

**Superintendent's Report**

Mr. Chamberlin reported that Buttermilk was still exploring their sewer options and finalizing the water lines. They suggested future phases of construction but nothing had been decided. Hydrant testing on East Main would commence with the Fire Department's help and Cumberland Farms was being worked on but the water lines were marked out. The hydrant replacement on Bridge Street at the water house was delayed due to unforeseen conditions once the dig began.

**FY2019 Budget Review**

The Manager provided a brief overview of the budget. The significant items revolved around the water "Fire Protection Service Fee" that had gone up by \$12,000 and the wastewater reserves and loss of septage revenue.

Mr. Chamberlin talked about each issue, and spent considerable time on the reserves. Mr. Hill wanted to see current reserve balances, and Mr. Chamberlin argued in favor of showing an aggregate "wastewater reserve" cash balance as had been done in previous years – it was simpler for people to understand. The Manager noted that in the budget there were several reserve lines that had been placed there and there was value in showing them as they were. Perhaps there was a way to show things in two different ways.

There was also discussion about replacing the service truck, but the overall discussion would continue on December 4<sup>th</sup>.

**West Main Extension update**

The Manager updated the timeline on the West Main project, which was about two weeks further out than originally noted. Ms. Huntoon recognized that there was no scheduled "vote" for expansion into the West Main area on the timeline, and there needed to be something to indicate when and how that would happen.

Mr. Hill asked under what process or authority would they vote on a district? Mr. Chamberlin explained a couple of scenarios where the owners could form their own district and purchase service

1 from the town's, or the town could extend the existing district – the choice Mr. Chamberlin  
2 recommended.

3  
4 There was considerable discussion on this topic. The Manager was directed to determine the legal  
5 mechanism for expanding the system and answer these questions: 1) Who would vote to expand the  
6 district – residents of that area or property owners? 2) Would a simple majority be sufficient to be  
7 legally binding; and also is that a majority of the eligible voters or a simple majority of those that  
8 vote? 3) What does it take to hold that vote? 4) How are voters determined – one property one vote  
9 or otherwise?

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11 The board discussed the questions raised at the November 17<sup>th</sup> site visit which were summarized in the  
12 Manager's memo. No action was taken other than agreement to extend the due date to January 5,  
13 2018. The Manager would get the word out on that answer. The board also asked for a revised  
14 timeline once the voting issue was figured out.

15  
16 Approval of Warrants

17  
18 The warrant was approved.

19  
20 Items for discussion at the next meeting, start at 6:00:

- 21 Superintendent's Report
- 22 Budget & Capital Plan
- 23 West Main review committee

24  
25 Adjourn

26  
27 Mr. Hill offered a motion to adjourn at 6:50 pm and was seconded by Mr. Sander. So voted.