

Water Commission Minutes
4/27/2020

Called to Order: 6 PM

Present by Zoom: Fran Huntoon, David Sander, Bard Hill, Don Morin

Absent: Katie Mather

Others Present by Zoom: Josh Arneson, Town Manager; Kendall Chamberlin, Water & Sewer Superintendent; Kathy Daub-Stearns, Admin. Assist.; Connie Bona, Finance; and Angelica Contis recorded the meeting for MMCTV Channel 15; others present: none

1. Welcome by Bard. No comments.

2. Additions or Deletions to the Agenda.

Josh informed the Commission that ground-breaking will begin 5/4/2025 on the Bridge St. projects.

3. Other Business

a. Final water and wastewater allocation for 4 Cochran Rd.

Josh reported that Gary Bressor has requested a final water and wastewater allocation for 4 Cochran Rd.

A motion was made by David to approve the requested allocation, Fran seconded.

Prior to vote there was discussion surrounding payment of the fee that was to be put in the drop box at Town Center Monday afternoon, it was not known whether that had taken place. In addition, it was noted that there are design improvements being required prior to hooking-up to the system.

David amended his motion and moved to approve the allocation as requested for water and wastewater allocation for 4 Cochran Rd contingent upon payment of the fee and improvements recommended by Kendall, Fran seconded. Roll call vote: David, Don, and Bard voted affirmatively. Fran abstained.

b. Review of FY21 Budget and Rates

Josh reported that the budget has had internal changes adding that Kathy is checking with VLCT- PACIF regarding the insurance allocation but that nothing external should change once we have the answers.

Discussion of the budget included:

- Josh providing information on contributions to the reserve funds stating the Auditors as of 6/30/2019 showed \$124,942.07 in Water unassigned revenue and Wastewater \$150,256.28. Bard asked what percentage of budgeted expenses those numbers represent? Josh responded 30% water, 25% wastewater. Kendall thought everyone should remember those numbers were not from one year but represented years of accumulation. Don wanted to know how much could be attributed to this past year. Josh said auditors could let us know for the next meeting.

- Connie explained that there is a difference between the “general fund” which is municipal accounting and Water and Sewer’s unassigned revenue which is considered proprietary accounting. She added that there are different guidelines for each and that the accounting is not co-mingled
- Kendall noted that water rates may be able to be level funded this year.

Discussion on rates included:

- how residential, commercial & government, and school rates are based on the amount of water used by each category of user.
- concern that people will not be able to pay their bills during the next billing cycle.
- Bard noted that with the billing cycle being quarterly it will be difficult to forecast how the economy in Richmond is doing adding that an economist recently wrote that the impact of COVID-19 will last 2-10 years.
- David noted that commercial usage will go down, so bills will go down. Bard added that looking at decreasing “future use” assumptions for commercial and increasing residential assumptions should be looked at. Don would like to look at increasing the residential fixed rate from 30-40% to match the commercial rate. Bard stated the net impact of raising the rate is small users pay more with large users paying less.

Josh noted that this was the first pass at the budget and he would have answers for the Commission at the next meeting.

4. Approval of Minutes, Warrants and Purchase Orders

A) Minutes:

David moved to approve the Minutes of 4/20/2020, Fran seconded. Roll Call Vote: Don, Bard, David, and Fran voted affirmatively.

B) Warrants:

David moved to approve the Warrant, Fran seconded. Roll Call Vote: Fran, David, Don, and Bard voted affirmatively.

Josh will send out the Warrant for signatures by DocuSign.

5. Discuss Items for Next Agenda and Adjourn

Items for the next agenda:

budget

Adjourn:

Dave moved to adjourn, Fran seconded. Roll Call Vote: David, Bard, Fran, and Don voted affirmatively.

The meeting adjourned at 7:02

It was noted that next Monday’s meeting will start at 5:30 PM and if necessary another budget meeting could be called for 5/11/2020.