

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
November 4, 2013 MINUTES**

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Members Present: Ashley Lucht (arrived 6:10 pm); Amy Lord; Chris Granda; Bard Hill; Bruce Bailey

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager, Kendall Chamberlin, Water Resources; Donna Lyons; Nancy Devaux; Ralph Gasso; Doug Ferreira; Sheila Bailey; bob and Chris Fischer; Harold Irish; Kathy Sikora; Connie Doherty, Richmond Finance Assistant; and Ruth Miller was present from MMCTV to tape the meeting.

Ms. Lucht called the meeting to order at 6:00 pm.

Ms. Lucht asked if there was any public comment but there was none.

#### General Policies Discussion

There was discussion amongst the board on several policies that needed to be written down and officially adopted. Policies discussed and identified were division of payment for extending lines; when will the annual meeting be; when will the budget be presented; when and how may rates be amended; how to handle delinquencies and shutoffs; how to assign an ERU – by the meter or by the living unit; is the customer the owner, landlord or tenant; how to flag and manage a “beyond control” meter reading – such as in a leak situation; how to charge the sewer rates; a “pool” policy; needs-based relief; comments to the bill and how to handle surplus revenue; liens; and the 90 days to pay policy.

#### Delinquencies Discussion

There was a discussion of current delinquent accounts, which had grown by about \$14,000 since the last billing period. It was agreed that for those that had not signed agreements then the shutoff procedure should be followed. Mr. Chamberlin was concerned about people who made sporadic payments on an agreement. The board agreed that in these cases they were to either pay the agreement or go directly to shutoff, following the statutory procedure.

#### ISO Ratings

The Manager explained that the Fire Chief still had not been able to obtain access to the ISO site. The Manager said he would contact a neighboring town’s Fire Chief to see if they could access Richmond’s maps.

#### Billing for Allocation Only Accounts

Ms. Lucht explained that the commission could handle allocation-only accounts in several different ways. Allocation-only accounts were accounts that were inactive and not using water, but could be activated if the owner started up. Mr. Granda said that there were about six of these, which used to produce revenue of about \$16,000 per year and much of that was from just one account, the former creamery.

Mr. Hill suggested creating separate categories. Ms. Lucht suggested a one-time “use or lose” fee where these accounts would hold allocation for a fee for perhaps two years to develop a project or lose the allocation and face paying a new allocation fee. This discussion was to be continued.

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2 Mr. Granda mentioned he spoke with the Chittenden East Superintendent John Alberghini and had  
3 conversations with John Milazzo about the schools paying as a separate class. We couldn't just  
4 increase the school's payment mid-year because they need to budget for this, and have their budget  
5 approved. He felt that for the middle school especially, there was the chance to spread the allocation  
6 costs through several towns instead of just Richmond.

7  
8 The Manager noted that the town's allocation-only account was also inactive right now, and a new  
9 allocation should be created to reinstate it. This was used for miscellaneous unmetered water and  
10 the fire department's firefighting capability.

11  
12 **Adjourn**

13  
14 Ms. Lord offered a motion to adjourn at 7:05 pm and was seconded by Mr. Bailey. So voted.

DRAFT