

**RICHMOND WATER AND SEWER
ANNUAL MEETING
June 16, 2014 MINUTES**

Members Present: Ashley Lucht, Chair; Bard Hill; David Sander (arrived 6:20 pm); Bruce Bailey;
Bob Fischer

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager, Kendall Chamberlin, Water Resources;
Chris Fischer; Linda Parent, Town Clerk; Sheila Bailey; and Ruth Miller was
present from MMCTV to tape the meeting.

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

1. Welcome and Public Comment

Ms. Lucht asked if there were any comments from the public.

Sheila Bailey asked if we have heard back any results from the Income Survey. The Manager said that he had not.

Ms. Lucht said that if we had not received enough response by the due date then Mr. Clark would have to go door to door, but hopefully we are close. Ms. Lucht said that at our July 7th meeting we should have a status update on this, and a decision on tank size on the July 21st agenda.

Bormann Water Allocation for Account #840, 282 West Main Street

The Manager explained that the Bormanns had bought a duplex in the village and planned to expand the number of units, adding bedrooms. This was the basis of the water allocation, and sewer as well. A determination letter was written by the Manager explaining their current allocation and an estimate of what they would need. This was amended by an engineer hired by the Bormanns, to request an additional 510 gallons of water allocation and 90 gallons of sewer allocation. The purchase of the additional allocation would be \$1.89 per gallon of water and \$4.41 per gallon of sewer.

Mr. Fischer asked if the line servicing this account was large enough to service additional units, and Mr. Chamberlin said he believed it was.

Ms. Lucht asked when we last revised our cost per gallon for allocation. Mr. Chamberlin said it had been some time, but he didn't recommend we change it. Ms. Lucht noted this was to cover the cost of improvements to the lines, and should be put into reserves.

Mr. Hill offered a motion to approve the request for preliminary allocation of an additional 510 gallons of water and 90 gallons of sewer for Account #840 and was seconded by Mr. Bailey and the motion carried 4-0.

Mr. Chamberlin asked when we would start billing, and the Manager said when the account was finalized, but likely on July 1st.

Mr. Sander arrived at 6:20 pm.

Superintendents Report

Mr. Chamberlin explained that he required approval for his annual purchase orders for a variety of expenses, for the 2015 budget. Mr. Chamberlin provided the following purchase orders for approval:

- PO 3109 to Chittenden Solid Waste District in the amount of \$60,000 for sludge disposal
- PO 3110 to various vendors for purchase of replacement meters in the amount of \$3,000
- PO 3111 the water bill for the wastewater facility in the amount of \$16,000
- PO 3112 various vendors for wastewater treatment chemicals in the amounts of \$6,600 and \$49,500
- PO 3113 to various vendors for wastewater line cleaning in the amount of \$4,000
- PO 3114 to various vendors for repair of emergency waterline repairs in the amount of \$26,000

Mr. Bailey offered a motion to approve the purchase orders as explained by Mr. Chamberlin and was seconded by Mr. Fischer and the motion carried 4-0.

Mr. Chamberlin then spoke of a planned information technology replacement that included new computers for the office and upgraded SCADA equipment, totaling over \$18,000. He wanted the board to discuss and approve a plan for these improvements. There was some discussion over the various items outlined in a proposal by the vendor, simpleroute, which Mr. Chamberlin explained.

Ms. Lucht said that the board would consider the plan at a later meeting.

Financial Reports

The Water Commissioners reviewed a budget status report and billing reports. There was some discussion about the septage revenue being higher than anticipated. Mr. Chamberlin said that he had reason to believe a year ago that this year's numbers would decline, however, we have been successful in convincing haulers that we offered a better service than competitors. Additionally, there had been some delinquencies that were collected this year. Mr. Chamberlin suggested paying some debt early with this unanticipated revenue.

Ms. Lucht said that some of the revolving planning loans may be able to be paid down, however, no long term debt could because of the way it is structured. It appeared there was about \$80,000 more in septage than anticipated.

Mr. Chamberlin said we needed a plan. We were always fighting for more reserves but we need to look at a 10 year plan to be able to understand what we need to save for. Mr. Hill said he understood this, but we needed to strike a balance between rates and future needs. There was some additional discussion, however, no conclusion was reached on how to handle surplus expenses.

Approval of Minutes

The Manager requested that the June 2nd minutes be tabled for revisions.

Ms. Lucht pointed out some amendments to the May 19th minutes. Mr. Hill offered a motion to approve the April 28, 2014 and May 19, 2014 minutes as amended and was seconded by Mr. Sander and the motion carried 5-0.

The warrants were approved.

Ms. Lucht discussed some items for the July 7th agenda: income survey; meter estimate policy; account revision policy and the delinquent accounts report.

1 **2. Adjourn**

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3 Mr. Sander offered a motion to adjourn at 6:55 pm and was seconded by Mr. Bailey. So voted.

DRAFT