

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
April 7, 2014 MINUTES**

Members Present: Ashley Lucht, Chair; Amy Lord; Chris Granda (arrived 6:05); Bard Hill; Bruce Bailey

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager, Kendall Chamberlin, Water Resources; Sheila Bailey; Bob and Chris Fischer; Connie Doherty, Finance Assistant; Harold Irish; Donna Lyons; Peter Pochop, Green Mountain Engineering; Bruce LaBounty; George Gifford; John Rankin and Ruth Miller was present from MMCTV to tape the meeting.

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

**Gary Bressor Preliminary Water and Sewer Allocation - 68 Thompson Road**

The Manager explained that this was a preliminary water allocation for a six unit apartment building on Thompson Road. This had not yet been paid for, but would need to be paid for before final approval.

Mr. Bailey offered a motion to approve the preliminary water and sewer allocation request from Gary Bressor for 68 Thompson Road. Ms. Lord seconded the motion and the motion carried 4-0.

**Preliminary and Final Sewer Allocation for Farr**

The Manager explained that this was a preliminary and final sewer allocation for a new home on Huntington Road owned by the Farris. They were re-allocating some of their existing water to this home, but it needed sewer. The Manager noted that Mr. Farr had paid the allocation fees.

Mr. Hill offered a motion to approve the preliminary and final sewer allocation request from the Farris and was seconded by Mr. Bailey. The motion carried 5-0.

Mr. Chamberlin explained he had identified two water accounts that had cleanup due to water line breaks, owned by the town. Both units had used their metered water to clean up, and Mr. Chamberlin wanted to give a 5,000 gallon water and sewer credit to each for the metered water charge. The accounts were #150 and #1020.

Mr. Granda offered a motion to credit accounts #150 and #1020 5,000 gallons of water and sewer metered charges each, and was seconded by Mr. Hill. The motion carried 5-0.

**Delinquent Account Policies**

The Manager explained the staff had identified some corrections for the delinquent account policy, as well as a delinquent septage account policy. Connie Doherty, Finance Assistant, explained in detail the suggested changes. There were problems with two septage haulers who had not paid in several months.

Mr. Granda asked if there wasn't some sort of community alert where other municipal sewage treatment plants could block someone from going around the county, without paying their bills at the previous facilities. Mr. Chamberlin said they do communicate and try to do this but it is not always successful. The question is, how do we get these haulers to pay?

1  
2 There was some discussion on this issue.

3  
4 The Water Commissioners agreed that some sort of punishment was needed but the 8% annual  
5 penalty wasn't working. The draft policies were sent back for additional work.

6  
7 Ms. Doherty moved to delinquent user accounts and how some people were not keeping up with  
8 agreements to pay past due balances, and then also not paying current balances. This was  
9 confusing, and allowed users to continually pay bills behind schedule. This would compound as the  
10 months went on. There was some discussion on how to handle the penalty, and it was agreed that  
11 for accounts with agreements in place, the 8% penalty would be waived. Also, users must keep  
12 current on all bills or the full amount comes due or shutoff procedures would be initiated.

13  
14 Mr. Granda offered a motion to approve the amendments to the policy and was seconded by Ms.  
15 Lord. The motion carried 5-0.

16  
17 The Manager noted that on April 28th at 7pm in the Library, the town would have its annual  
18 customers meeting. Notices would be sent out shortly. Ms. Lucht said that the budget and the rates  
19 would be discussed.

#### 20 21 Rates Discussion

22  
23 Mr. Granda explained that he and Ms. Lucht had been working on several different rate structures  
24 and had settled on two different plans that were quite similar in nature. Mr. Granda said that the new  
25 proposals both treated residential living units equally, however, now all apartments were one unit  
26 each, instead of being counted by meter or by building. This increased the residential units to 394.  
27 Residential units were 67% of the system volume. Commercial and government accounts were 26%  
28 of the system volume, and the schools were 7% of volume. The number of commercial and  
29 governmental units were 108 and there were three school units.

30  
31 The base charge is reflective of one residential living unit, however, the system categories were  
32 designed to recover costs in a similar way to the system volume of each class. Further, the base  
33 charge was now 30% fixed rate, and 70% variable rate.

34  
35 There was a presentation by Mr. Granda with a computer slide show to illustrate the current and  
36 proposed rates, as well as the prior rates and how the inequities were shown under each rate. There  
37 were several questions and answers.

38  
39 Bob Fischer asked what about the excess billing revenue? Would that be refunded? Ms. Lucht  
40 agreed we need to gauge where we were, but it was too soon to say what could be done with any  
41 surplus funds. There was discussion about higher than anticipated septage revenues. Mr.  
42 Chamberlin said it looked like we may exceed \$15,000 more than anticipated but it was too soon to  
43 tell.

#### 44 45 Executive Session

46  
47 Ms. Lucht explained that an executive session was needed to discuss real estate acquisition for the  
48 new water tank.

49  
50 Mr. Granda offered a motion to enter into an executive session at 6:55 pm to discuss real estate  
51 acquisition matters related to the new water storage tank. Mr. Hill seconded the motion and the  
52 motion carried 5-0. The Manager, Water Superintendent and Peter Pochop were also invited into the  
53 session.  
54

1 At 7:08 PM Mr. Granda offered a motion to adjourn the executive session and reconvene the open  
2 session and was seconded by Ms. Lord and the motion carried 5-0.

3  
4 Mr. Granda offered a motion to approve an agreement for the acquisition of real estate under the  
5 terms discussed in executive session and was seconded by Mr. Hill. These terms would remain  
6 confidential until acquisition was concluded or abandoned. The motion carried 5-0.  
7

8 **Adjourn**

9  
10 Mr. Bailey offered a motion to adjourn at 7:10 pm and was seconded by Mr. Granda. So voted.

DRAFT