

**RICHMOND WATER AND SEWER
COMMISSION MEETING
July 2, 2012 MINUTES**

Members Present: Ashley Lucht; Chris Granda (arrived at 6:10); Amy Lord; Harold Irish
Members Absent: Bruce Bailey
Others Present: Kendall Chamberlin, Richmond Water/Sewer Superintendent; Geoffrey Urbanik, Town Administrator; and Ruth Miller was present from MMCTV to tape the meeting.

Ashley Lucht called the meeting to order at 6:00 p.m.

1. Public Comment

Ashley Lucht opened the floor for public comment but there was none.

2. Other Business

Approval of Minutes: June 4, 2012

Amy Lord offered a motion to approve the minutes of June 4, 2012 and was seconded by Ms. Lucht and the motion carried 2-0-1 with Mr. Irish abstaining.

Superintendent's Report

Kendall Chamberlin reported that operations were functioning normally.

Browns Court Waterline

Mr. Chamberlin reported that the installation was going well. His department had done some public relations which has helped the residents adjust to the work. There had been some minor adjustments to pipe location, but nothing significant.

The Administrator noted that the contract had been awarded, however, a purchase order was not prepared for the June meeting. The Administrator presented purchase order #3022 to Todd Chagnon Construction in the amount of \$73,600.

Ms. Lord offered a motion to approve purchase order #3022 to Todd Chagnon Construction in the amount of \$73,600, and was seconded by Ms. Lucht. The motion carried 3-0.

Holy Rosary Church Waterline

The Administrator explained that he and Dave Root had spoken to Cathleen Gent about the need to apply for a land development permit to install the waterline. Ms. Gent said that for the work that was proposed, no development permit would be required. After examining the total costs involved, the church may not want to proceed with this approval. Since Mr. Root had not shown up tonight, it was likely they were deliberating the necessity of this.

Ms. Lucht said that the Water Commissioners needed to get started on the budget as soon as possible. She asked that the insurance budget line be checked against the General Fund line. The town also needed to see if it could use surplus funds to pay down debts early.

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2 The Administrator was asked to see if it was possible to allocate surplus revenues to another reserve,
3 or pay down additional debt.

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5 Meeting Start Time

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7 Ms. Lucht explained that she wanted to keep the meeting start time to 6:00 pm since sometimes
8 business runs into the Selectboard meetings.

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10 Mr. Irish said that this could be determined based on meeting business prior to the scheduling of the
11 meeting.

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13 Mr. Granda said that he did not want “down time” between the meetings, and only start early when
14 needed. Ms. Lord also did not want down time.

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16 Ms. Lucht said that the meetings would now start at 6:30, and only begin earlier when required.

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18 Other Discussion

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20 Ms. Lucht said that since debt is coming due and will double our current payment, we need to address
21 the issue now, perhaps with a special meeting. There was discussion on this, and the future meeting
22 schedule. It was agreed that the August 6th meeting would be canceled, and instead the commissioners
23 would have a special bill-paying session on July 30th at 6:30pm. The September meeting would also
24 be on the 4th, since the 3rd was Labor Day. There was also a discussion on whether or not a
25 commissioner could come in to review prepared bills prior to the meeting to report on them, to aid in
26 the approval of such in the meeting.

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28 Warrants

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30 Mr. Irish offered a motion to approve the warrants and was seconded by Mr. Granda and the motion
31 carried 4-0.

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33 **3. Adjourn**

34 Motion by Mr. Irish to adjourn the meeting at 6:55 p.m. Seconded by Ms. Lord. So voted.