

**RICHMOND WATER AND SEWER
COMMISSION MEETING
February 16, 2016 MINUTES**

Members Present: Bard Hill, Chair; David Sander, Vice Chair; Lincoln Breeor; Bruce Bailey

Members Absent: Robert Fischer

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering; Sheila Bailey; Connie Bona, Finance Assistant; and Marie Thomas was present from MMCTV to tape the meeting.

Mr. Hill called the meeting to order at 6:00 pm.

Welcome and Public Comment

Mr. Hill asked if there was any public comment, but there was none.

Water Storage Tank Update

Kendall Chamberlin reported that the new water storage tank was on line, operational and seems to be working fine. The water is a little colder in the tank, because the water sat for a time before activated, allowing it to cool off in January. The other tanks are now empty, and the underground equipment vault needs to be removed in the Spring.

Alan Huizenga noted that the remaining work would be completed in the Spring, and there was about \$110,000 left and the town was holding \$130,000 in retainage.

East Main Street

Mr. Huizenga said that Green Mountain Engineering had no real update. The Manager said that we should start publicizing East Main Street.

West Main Street

The Manager reported that Tom Clark had finalized the survey and reported the results. The median income was \$31,000 for the mobile home park. Adding in 12 high-end income estimates to get to the 72% response rate would increase the median income to \$36,216, which Mr. Clark hoped would satisfy USDA – Rural Development’s needs.

Alan Huizenga said that our former USDA contact, James Plouffe, may have moved on to a different division and we should contact someone named John Muse.

The Manager also said we would resubmit our CWSRF application for state planning for the West Main project, even though we are primarily seeking USDA funds. The Water Commission agreed we should continue with CWSRF for now, and resubmit to keep a place in the ranking.

The Manager also said that Green Mountain Engineering had met with the mobile home park’s representative about putting together a planning grant application for improvements to infrastructure inside the park. The park owner wanted to know if GME could prepare such an application, since the town would ultimately have to apply, and asked Mr. Huizenga to respond with an estimate to prepare such an application.

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2 Mr. Huizenga said his concern was should he expend time on this if this wasn't a goal of the town?
3 He was also concerned about whether or not he would be working on this in the future, or if the park
4 owner would hire their own engineering firm.

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6 There was some discussion, where members of the Water Commission by and large disagreed that
7 in-the-park infrastructure was going to be a viable negotiating item. Mr. Hill said it was prudent for the
8 park owner to understand the costs of replacing that infrastructure but outside of the purview of the
9 Water Commission's interest. He said it would be cleaner if it wasn't handled by GME while GME
10 was employed by the town on this project, and the rest of the board agreed.

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12 The Manager said he didn't want to get into negotiating this item in public and that nothing had been
13 taken off of the table yet. However, the board no longer wanted to discuss the issue, and through a
14 variety of comments made it clear they didn't want to pursue negotiating inside-the-park infrastructure
15 items.

16 17 Delinquent Collections and Shutoff Policy

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19 Connie Bona, Finance Assistant, explained that the current shutoff policy and delinquent collections
20 policy was not meeting State law. She said we were too lenient with our time – the statute says that
21 shutoffs must occur within a total of 70 days from late, and we were allowing more time for customers
22 to try and settle the delinquency before we initiated shutoff. Therefore, we had to amend our
23 procedures to match state law, and reduce the time between delinquency and shutoff.

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25 There being no shutoffs after 70 days, Ms. Bona recommended we amend the policy to say that
26 accounts were delinquent the first day following the due date, then shutoff notices within 30 days after
27 that, followed by shutoff 10 days later.

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29 Mr. Sander offered a motion to amend the policy as presented and was seconded by Mr. Bailey, and
30 the motion carried 4-0.

31 32 Superintendent's Report

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34 Mr. Chamberlin reported that the water pressure at the top of the hill was sufficient to remove the
35 booster pumps at the two residences on Jericho Road, meeting one of the mandates of the State's
36 survey. The schools should also remove their pumps, but Mr. Chamberlin had some questions about
37 how their sprinkler system would work. There was some discussion on this, and the Water
38 Commission agreed that Mr. Chamberlin should contact the Fire Marshal to understand whether or
39 not boosters were needed for the sprinkler system in Camels Hump Middle School, or not.

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41 Budget Status was reviewed.

42 43 Approval of Warrants

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45 There warrant was reviewed and approved.

46 47 Next Agenda

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49 Mr. Hill said we'd again talk about the three projects, and an update on the pumps issue.

50 51 Adjourn

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53 Mr. Bressor offered a motion to adjourn at 7:00 pm and was seconded by Mr. Bailey. So voted.