

Water Commission Minutes
8/16/2021

Members Present in person: David Sander
Members by Zoom: June Heston, Bard Hill
Absent: Fran Huntoon

Staff Present in person: Josh Arneson, Town Manager
Staff Present by Zoom: Kathy Daub-Stearns, Admin. Assist.; Kendall Chamberlain, Water & Sewer Superintendent

Others Present in person:, the meeting was recorded for MMCTV Channel 15
Others Present by Zoom:

Called to Order: 6:00 PM

1. Welcome by David
Public Comment- none

2. Additions or Deletions to the Agenda- none

3. Items for Presentation or Discussion with those present

a. Consideration of approval of a contractor for the Bridge St. Waterline Replacement Project: Church St. to Volunteers' Green

Josh reported:

- that the low bidder was J Hutchins and after review of the bids Green Mountain Engineering (GME) recommended J Hutchins be awarded the contract
- that the final document from the state has some small changes but does not change the amount of \$255,555

Discussion included:

- that recent projects with J. Hutchins have been successful
- that the source of funds for the project is DWSRF funds with 75% forgiveness and the town paying 25%

June moved to award the contract for the Bridge Street Water Main Replacement – Church Street to Volunteers Green, to J. Hutchins in the amount of \$255,555 and to appoint Town Manager Josh Arneson as the authorized representative; Bard seconded. Roll call vote: June, Bard, and David voted affirmatively. Motion passed.

b. Update on plan for future waterline projects

Kendall reported:

- that this is the first attempt at the PER to be able to take advantage of any money that may come up for grants
- that he displayed a map indicating cast iron lines
- that research shows there may be 100% funding for the project
- that the last time a PER was done was in 2009
- that the Route 2 project is considered an extension, not an expansion

Discussion included:

- that Bard said one significant change has been the water tank and upgrades to existing pipes, Kendall said the hydraulic study is needed because of all the changes that have been made.
- that the priority is Bridge St. from Bressor Dr. to Cochran Rd.
- that a priorities list was displayed and described by Kendall who said all the lines listed needed to be replaced.
- that the 100% funding is up to \$100,000 for planning money for the PER
- that for Route 2 – two (2) inch PVC is planned with everything else being eight (8) inch or twelve (12) inch, Steve Palmer said the size was adequate for future water lines
- that the 2” line on Cochran Rd would be upgraded to eight (8) inch.

c. Consideration of approval of updated financial policies for Water and Sewer Department

Josh reported:

- that there were a number of policies looked at by the Selectboard at their last meeting and there were a two that were related to the Water & Sewer Department that needed to be signed
- that the Warrant policy was updated by how we are using electronic signatures
- that the Emergency Transfer Policy remains the same, just requires signatures

Discussion included:

- that Kendall cautioned about co-mingling money without repaying it promptly
- that Bard asked if there would be time when the Commission would want to prohibit the co-mingling of money, Josh replied that the policy has procedures that would be followed that would make certain funds were returned, June added that the auditors have recommended we have the policy.

June moved to approve the updated Water and Sewer Department Warrant Policy and the Emergency Transfer Warrant Policy; Bard seconded. Roll call vote: June, Bard, and David voted affirmatively. Motion passed.

d. Review of fourth quarter FY21 financials

Josh reported:

- that the numbers will change a bit after the audit
- that septage revenue was up and correspondingly the expenses related to the increased revenue were up
- that there are no outstanding bills and one account in shut off status

Discussion included:

- that Bard noted that a year ago we were worried about people being able to pay during COVID and here we are in better shape than we were then, David said he was thankful that was the case
- that the yearend capital reserve account balance is a negative number and a decision needed to be made whether to -0- it out or transfer the money, Bard and June thought having the money transferred would be best, Josh said there was \$15,000 due to go in for the new fiscal year. The money will be transferred awaiting the FY22 money.

- that the revenue from septage had increased from \$138, 078 to 512, 179 before expenses
- that the increase made in the hauler rate had not caused a decrease in septage intake, Kendall commented that the haulers have said they were expecting the increase.
- that raising the hauler fee to .06 was a conversation that should be had, June thought we should stay where we are, Kendall said we should wait for six (6) months before making any changes, Bard proposed having the discussion in late Oct with a Jan increase date, David asked if other municipalities change rates with the weather or increase rates periodically, Kendall replied that rates usually change periodically or when a facility needs to reduce what they are taking in for septage.
- that June asked what haulers would say if we went up another .025, Kendall did not think it would make a difference. Bard thought that some of the replacement cycles may need to be pushed up so increasing capital reserves for the more expensive replacement costs. The reserve balances currently are over \$500,000. June felt increasing the cost without a plan, with the amount of the reserve seemed wrong, Bard thought with the expansion should we be looking at the septage income to help with some of that. Bard thought after receiving the final numbers we should come back to this discussion.

e. Superintendent's Report

Kendall reported:

- that Jamie from the Trailblazer program would be in Richmond a bit longer than expected
- that the lead and copper testing was completed
- that the water tank is due to be cleaned in September or October
- that there are long lead times on pieces and parts with prices up a little
- that Brad is signed up for the next water class

Discussion included:

- that there may be large amounts of money available for infrastructure so having projects shovel ready could get us to the head of the line for selection

4. Approval of Minutes, Warrants and Purchase Orders

June moved to approve the Minutes of 8/2/2021; Bard seconded. Roll Call Vote: June, Bard, and David voted affirmatively. Motion passed.

June moved to approve the Minutes of 8/9/2021; Bard seconded. Roll Call Vote: June, Bard, and David voted affirmatively. Motion passed.

Warrants

Bard moved to approve the warrant as presented; June seconded. Roll Call Vote: Bard, June, and David voted affirmatively; Motion passed.

Discussion included:

- June asked about PO 4039, the PO was for chemicals, Josh described what the chemicals were used for. The invoice being approved was for a portion of that PO.

Josh will send warrant out by DocuSign for signatures.

5. Discuss Items for Next Agenda and Adjourn

- reserve accounts - their intent and target amount

Adjourn

Bard moved to adjourn; June seconded. Roll call vote: David, June, and Bard voted affirmatively. The meeting adjourned at 6:53PM.