

## **Joint Meeting of the Waterbury Water/Sewer Commissioners and Village Trustees**

Monday, May 20<sup>th</sup>, 2013

46 S Main Street, Steele's Block Conference Room

Present: P.H. Flanders, M. Alberghini, C. Parks, Commissioners; N. Howell, L. Sayah, Trustees; W. Shepeluk, Municipal Manager; C. Nordle, Town Select board; Alec Tuscany, Public Works Director; Bill Woodruff, Staff; Courtney Nelson, Staff  
Public: K. Fountain, Waterbury Record

Flanders called the joint meeting of the Water and Sewer Commissioners and Village Trustees to order at 3:30pm.

**Sayah moved for the Trustees to enter into executive session at 3:37pm to discuss a contract. Parks repeated the motion for the Water/Sewer Commissioners to also enter into executive session to discuss a contract. Alberghini seconded the motion. A vote was held and passed unanimously.**

**Both boards exited executive session at 4:23pm.**

**Sayah moved to adjourn the meeting of the Trustees at 4:26pm. Howell seconded the motion, the motion passed with a unanimous vote.**

Ed Patterson, Jeff Poitras, Dick Catchpaw, Prudential Committee Members for Duxbury-Moretown Fire District #1 joined the meeting.

### **SOP WITH D-M FD#1:**

Shepeluk distributed copies of a draft Standard Operating Procedures between the Waterbury Village and Duxbury-Moretown Fire District #1, dated March 25, 2013. Shepeluk explained that all items in the agreement were previously discussed at the September and October 2012 meetings and that the agreement was meant to summarize and clarify certain operational procedures. All parties reviewed the document, and the members of the Prudential Committee left the room to discuss their thoughts as a committee in private.

### **PUBLIC WORKS MONTHLY REPORTS:**

Woodruff discussed the water department progress report for April/May of 2013. Woodruff reviewed items of interest, including results from the latest lead and copper tests in which 40 out of 40 samples tested favorably, and no lead or copper violations were detected. One additional sample was sent in for testing (not included as part of our mandatory test samples) and did come back with a lead level slightly above the lead action limit (15 parts per billion). Woodruff has taken further samples at this property and is awaiting results, but believes that this small inconsistency occurred because the property is not occupied full time and water is allowed to sit in pipes for long stretches of time.

### **SOP WITH D-M FD#1 (continued):**

The Prudential Committee returned to the meeting. The committee has concerns about the proposed line flushing and valve exercising schedule. With input from Woodruff and Tuscany, it was decided that full-system line flushing would be completed once every three years, with annual flushing of dead ends and problem lines. Valve exercising would also be completed annually. Woodruff reported that valve exercising was last completed in fall of 2012, with the exception of 3 valve covers that are inaccessible. The committee discussed possible solutions to reach these problem areas and possibly complete the work during summer of 2013. In the matter of payment for material and labor costs due to the Village for work done in the DMFD #1, Patterson requested that a detail bill be provided to the Prudential Committee whenever payment is due. All parties agreed. Patterson also voiced concerns with the 6<sup>th</sup> item listed under the "Meters" section of the agreement, stating "Waterbury is responsible to schedule and if necessary to observe or inspect any 'tapping' of a main where a new service is required." Patterson is concerned that as customers deal primarily with members of the Prudential Committee when requesting new service, this may cause delay and/or disconnect in communication and may cause some confusion as to who approves new connection requests. After some discussion it was suggested that a bullet be added above that item that states, "D-M FD #1 shall approve any new connections and shall notify Waterbury of such approval." Poitras expressed concern with the 4<sup>th</sup> bullet listed under the "Billing & Collection" section, which states, "Deposit slips will be copied and filed by Waterbury and originals will be sent to D-M FD #1 no less often than once per week, each week when deposits are received." Nelson clarified that deposit slips are filed with the bank, and a carbon copy is retained with Waterbury, and a receipt is

provided from the bank each time a deposit is made. Poitras said that it is unnecessary to send copies of each receipt and/or deposit slip to D-M FD #1 as the bank sends them automatically. The wording was changing to read, "Deposit slips will be retained and filed by Waterbury." Shepeluk clarified that if there were ever an account discrepancy, D-M FD #1 would not have copies of receipts to reconcile. The Committee was okay with that.

All parties were in agreement about the Standard Operating Procedures as presented by Shepeluk, provided that the above changes were made before signatures were given. **Alberghini moved to approve the SOP as amended, noted in the minutes. Parks seconded the motion for the Water/Sewer Commissioners; a vote was held and passed unanimously.**

Patterson moved to adopt the procedures as amended on May 20, 2013. Catchpaw seconded the motion, a vote was held, and passed unanimously.

Shepeluk to make the approved amendments to the SOP and provide a copy for signature to both parties. Patterson also reported that the D-M FD #1's bond has been paid in full, and asked how to proceed. Shepeluk asked that a copy of the bond certificate from the USDA be sent to Waterbury, as well as a signed letter from the committee directing the billing department when to adjust the D-M FD #1 bond rate as necessary. Poitras reported two meter repair issues that he will revisit and provide information to Woodruff. Poitras recommended raising the shut-off valves in Gallagher Acres so they will be more easily accessible. Woodruff will measure road depths when annual valve exercising is done, and will raise valves where necessary. Flanders expressed a need to revisit allocations owned by the D-M FD #1. Shepeluk suggested that he do some research as to what current allocations are being used and what are left and revisit with the Prudential Committee. All agreed.

Poitras expressed concern with potential rate increases for the Village of Waterbury and how they would affect customers of the D-M FD #1. Shepeluk stated that the public works department is in the process of looking at possible restructuring of the water and sewer rates to account for the loss of the State Complex revenue. If rates do increase, water rates will not change as dramatically as sewer rates, and therefore should not have a huge impact on D-M FD #1 customers.

#### **PUBLIC WORKS MONTHLY REPORTS (continued):**

Tuscany discussed the Wastewater department monthly report for April/May 2013. He clarified that the 90% design review is scheduled to be submitted to the Village and State of VT on May 22<sup>nd</sup>, not May 15<sup>th</sup> as written. The 90% design review meeting is scheduled for June 14<sup>th</sup>, 2013.

Tuscany also discussed the public works director progress report for May. He provided updates on the Thatcher Brook sewer crossings, Hill St. Ext., and rate structure review. He will have a draft of the revised Sewer ordinance for the board to review before the June meeting.

Shepeluk discussed financing options for the bond that was approved to pay for a portion of the WWTP Phosphorus Upgrade project. After researching several options, the State of VT's revolving loan fund appears to be the cheapest option. **At the recommendation of the manager, Parks moved to authorize the manager to submit an application to the ANR state revolving loan fund to finance the phosphorous upgrade project in the amount of \$355,000. Alberghini seconded the motion. A vote was held, and the motion passed unanimously.**

#### **APPROVAL OF MINUTES:**

**Alberghini moved to approve the minutes of the April 22<sup>nd</sup> meeting. Parks seconded the motion, and a vote was held. The motion passed unanimously.**

There being no further business, the meeting of both boards was adjourned at 6:55pm.

#### **ACTION ITEMS:**

**Bill to make the approved amendments to the SOP with D-M FD #1 and provide a copy for signature to both parties.**

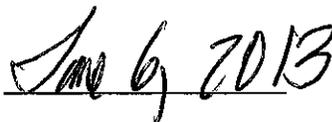
**Alec to follow up with sewer ordinance revisions.**

Respectfully submitted,  
Courtney Nelson, Utilities Billing Clerk

Approved by:

  
Natalie Ormel  
Lawrence Sayak

Date:

 6/6/2013