

Waterbury Water/Sewer Commissioners Meeting
Monday, April 23th 2012
Waterbury Municipal Offices at Main Street Fire Station

Present: P.H. Flanders, Chair; D. Anderson and M. Alberghini, Commissioners; W. Shepeluk, Municipal Manager; A. Tuscany, Public Works Director; Courtney Nelson, Staff

Public:

This meeting was called to order at 5:00pm.

MINUTES:

D. Anderson made a motion to approve the minutes of the March 26th, 2012 meeting. The motion was seconded by M. Alberghini and passed unanimously.

WASTEWATER PROGRESS REPORT (WWPR):

A. Tuscany discussed the April WWPR. He reported that we are currently in the final week of pilot testing with Kruger, and noted several key items reported during the testing, including concerns regarding sludge concentration, filter abilities, and clogging issues. P. H. Flanders asked whether the final choice of design will be based solely on cost, and Tuscany responded that it will be based mainly on performance. W. Shepeluk clarified that while cost will be a factor, if the municipality is unhappy with the cheaper option there is still the possibility of providing enough information to have the state consider the more expensive design. Tuscany also clarified that Waterbury is currently the only local municipality testing the Kruger process.

WATER PROGRESS REPORT (WPR):

Tuscany discussed the monthly WPR for April. Items of interest included restorative work to the ball fields, flushing of the armory water line, removal of the old chemical tank, and the pumping of the waste tank at the treatment plant. He also noted that 25 of around 50 reported broken meters have been repaired or replaced, and that scheduling regular meter maintenance will become part of the regular water billing cycle in order to keep up with repairs.

Tuscany also reported that the average daily flow continues to be low, most likely due to the absence of the State Complex and their associated usage. However, he noted that the streams in the watershed are also historically low, and that the timing of low usage is a welcome blessing until the levels are restored.

PUBLIC WORKS REPORT (PWR):

Tuscany discussed the monthly PWR for April. He requested that Flanders sign an approval of Amendment #7 to the Planning Advance application for Kruger pilot testing, and Flanders obliged. He also reported that project worksheets for several projects have been completed and submitted, and that some funding has already been received. It appears that FEMA agrees with our predicted costs. Tuscany noted that we have also submitted project worksheets for the Municipal building at FEMA's suggestion – currently the municipality does not expect additional funding for this building as the building was insured, but FEMA recommended that we submit these worksheets in the chance we do request additional funding in the future. Without these worksheets, no requests can be submitted.

Other items of interest: Tuscany reported that there is still an interest in connecting Village water lines to VT Rte 100 (MTB Builders), but we are currently debating the best point of connection, as well as costs. Flanders suggested that if we decide to connect "cross country", we should connect a water line big enough to support additional connections on VT Rte 100. There has also been interest from a development on US Rte 2, but the developer does not want all land to be located in the Village – Tuscany to revisit. Tuscany has also requested that New England Central Railroad install flashing lights at the entrance to the wastewater treatment plant.

ASSET MANAGEMENT PROJECT:

Tuscany reported that we are considerably closer to starting an Asset Management project with VT ANR Water Supply. The project would include supplying a laptop and staff member to the municipality, the ability to scan and file all drawings, and providing software to set up asset management plan. There would be no cost to the Village (apart from staff time), and grant funding has previously been approved. Tuscany and Shepeluk noted that the MOU regarding this project has also previously been reviewed. **At the request of the manager, Anderson moved for the manager to sign the MOU in approval and submit. M. Alberghini seconded the motion and the motion passed unanimously.**

PAY RATES:

Flanders discussed the pay rate increases that were discussed at the recent joint meeting of the Trustees and Select Board. He noted that it was recommended that all full-time employees that were present during flood clean-up would receive a \$500.00 after tax bonus. In addition, the boards approved a wage increase of 3% in the aggregate for permanent employees. All of those employees will get a 2% increase and the manager with assistance from supervisors may distribute the remaining 1% as he see fit. **Anderson moved to support the suggested pay raise recommended by the committee. Alberghini seconded the motion and the motion passed unanimously.**

OTHER ITEMS:

POLICY REVIEW:

Shepeluk brought to the attention of the Commissioners that there is currently no written policy book for water and sewer issues. He reported that Courtney Nelson will be taking on the ongoing project of collecting these policies from old minutes and combining them into a policy book for future use.

BUDGET STATUS REPORT:

Shepeluk discussed the YTD budget status report. He reported that revenues are in line with what was expected, and that expenses are at around 13% for both the water and sewer budgets. He also noted that these expenses will increase considerably in the near future as a large portion of expenses is debt that has yet to be paid. The first installment of debt payment will be due in May. Shepeluk stated that he would have a more in-depth analysis at the next meeting.

MAIN STREET PROJECT:

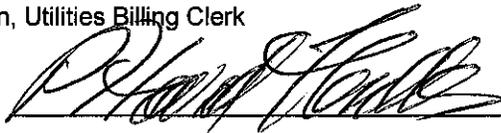
Flanders asked for clarification about the future Main St. construction project. Shepeluk responded that the project is not scheduled to begin until 2014 at the earliest. Revised utility plans still need to be submitted to the AOT before any more action is taken. Once that is completed, there are several other actions to be accomplished, including a necessity hearing and the agreement of 110 properties on Main Street. Shepeluk expects that the project will not begin until construction year 2015.

There being no further business, the meeting was adjourned at 6:05pm.

Respectfully submitted,

Courtney Nelson, Utilities Billing Clerk

Approved by:



Date:

