

**Waterbury Water/Sewer Commissioners Meeting**Monday, July 23<sup>rd</sup> 2012

Waterbury Municipal Offices at Main Street Fire Station

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

This meeting was called to order at 4:35pm.

**MINUTES:**

**M. Alberghini made a motion to approve the minutes of the June 11<sup>th</sup>, 2012 meeting. The motion was seconded by P.H. Flanders and passed unanimously.**

**ELM STREET SEWER REPLACEMENT:**

A. Tuscany reported that sewer line replacement is scheduled to begin on Elm Street. Annual TVing of the sewer main showed that one segment of pipe has sagged and another section has cracked. It is unknown whether this was caused by the flooding in August of 2011 or the subsequent repairs to nearby pipe. This project is now considered top priority among other public works matters, and the project will consist of replacing 150ft of petrified clay pipe and one manhole. The manhole work is scheduled to begin on Thursday, July 26<sup>th</sup>, and the line replacement will begin the following Monday. Currently, several other projects are being delayed to help fund this project. **At the manager's request, D. Anderson moved to approve and move forward with the proposed Elm St. sewer work for an estimated \$57,387.00. Alberghini seconded the motion. A vote was held, and the motion passed unanimously.**

**MUTUAL PUBLIC WORKS AID:**

W. Shepeluk reported that the town of Stowe, VT, has recently received a grant to upgrade their radio communications in their Public Works department. One of the stipulations of that grant is to enter into a mutual aid agreement with a neighboring town or city. The agreement would involve the public works departments of the Town of Stowe and Town and Village of Waterbury, and would provide additional support between towns in the event of emergency or other extreme circumstances. Shepeluk stated that a proposal has been drafted to state the terms of the mutual aid contract, and that the Town of Stowe and Waterbury Select Board have already approved the proposal. According to the terms of the agreement, any employees reporting to the neighboring town on behalf of the agreement would receive \$25.00/hour, regardless of actual hourly pay. In addition, there would be no charge for equipment use between towns as it would apply to the mutual aid agreement. Flanders asked if this agreement would have been used had it been in place for the flooding of August 2011, and Shepeluk stated that it was very conceivable that it would have. **Alberghini moved to approve the proposal to enter into a mutual aid agreement with the public works department of the Town of Stowe, VT, and to authorize the manager to sign and submit the agreement. Anderson seconded the motion. A vote was held, and the motion passed unanimously.**

**PHOSPHOROUS UPGRADE UPDATE AND CLF REQUEST:**

Shepeluk discussed a public records request that was issued by the Conservation Law Foundation (CLF). The request included all details of the Phosphorous Upgrade Project to the WWTP since January 1, 2011, including the following: all correspondence, reports, and documents referencing communications between Waterbury officials and its consultants; all intra-municipal communications and memoranda regarding the WWTP upgrades; all correspondence or documents between Waterbury and the State of VT regarding the upgrade, the testing of various treatment options, and details of any cost estimates, and Waterbury's two most recent applications for N.P.D.E.S. permits authorizing discharges from the WWTP. Tuscany will be collecting the requested documents and has arranged a meeting with the CLF representative for Tuesday, July 31<sup>st</sup> at 9:00am to review said documents.

Tuscany briefly discussed the current status of the Phosphorous Upgrade Project. Details are included in the attached Public Works Report for July 2012.

**TRUCK PURCHASE FOR WASTEWATER DEPARTMENT:**

Shepeluk reported that a used 2007 Chevy Silverado truck has been selected for purchase by the wastewater department at a total cost of \$18,218.00. He reminded the board that in the 2012 budget, a separate line item was issued for new equipment for the wastewater department for a total of \$23,250, and that \$20,000.00 of that was designated to the purchase of a new truck. **At the manager's request, Anderson moved to approve the**

**purchase of the 2007 Chevy Silverado from Capitol City Automart for a total of \$18,218.00. Alberghini seconded the motion. A vote was held, and the motion passed unanimously.**

**MONTHLY PROGRESS REPORTS:**

Tuscany discussed the monthly progress reports for the Water, Wastewater, and Public Works departments. He discussed the upcoming repairs that need to be done to a section of banks on the Winooski River near the sludge application field. The banks were damaged during the August 2011 flooding and consequently need to be repaired to avoid any additional damage to the fields and/or lagoons. FEMA has issued a project worksheet for the funding for this project, but requested that three bids be received before awarding any contracts. Bids were received for the completion of the work, detailed as follows:

Viens and Sons: \$22,590.00

Bill Atwood: \$29,150.00

Spence Excavating: \$33,949.72

**At the recommendation of the Public Works Director, Alberghini moved to award the contract to repair the Winooski River bank to Viens and Sons for \$22,590.00. Anderson seconded the motion. A vote was held, and the motion passed unanimously.**

Tuscany also reminded the boards of a previous request made to discuss the extension of the Village charter on US Rte 2 to extend sewer services to a new development. No further progress was made, but it was noted that if a decision is made to discuss the option of extending, the Planning commission should be consulted before moving forward.

**BUDGET STATUS REPORT:**

Shepeluk discussed the YTD budget status report. He reported that revenues are currently at about 45% of the yearly expected total, and that expenses are currently at around 33%. Shepeluk noted that the expenses are slightly deceiving as part of the expense budget includes debt that has not yet begun repayment. He expects to have a more in-depth budget analysis after quarterly meter readings are completed.

**CUSTOMER REQUESTS:**

**WASHINGTON COUNTY MENTAL HEALTH:**

WCMH submitted a request to waive penalty and interest charges on both of their accounts for the June 20<sup>th</sup> due date for a total of \$60.61, due to the fact that an issue with their accounting program upgrade caused late payment to be issued. They have no other history of late payments; however, C. Nelson has attempted several times to communicate with WCMH regarding a broken meter at one of their properties. **Alberghini moved to waive the late fees and credit it to their account granted they complete a direct debit agreement to avoid future late fees and also repair the meter. Anderson seconded the motion and it passed unanimously.** C. Nelson will communicate with WCMH to schedule a time to repair the meter.

**ATCHINSON:**

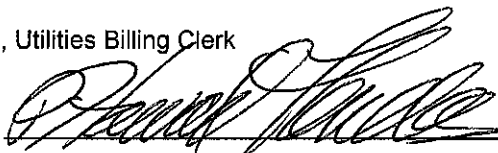
James Atchinson of Stowe St. provided a request to waive the penalty and interest fees on both of his accounts for the June 20<sup>th</sup> due date. Mr. Atchinson arrived the morning of June 21<sup>st</sup> as the first municipal staff was arriving to deliver payment. Quarterly bills are due before the close of business on each due date, and it was also noted that postmark will be accepted if a customer cannot reach the office before closing. **Alberghini moved not to forgive the late charges as the customer did not arrive on or before the due date, but the morning after, regardless of whether the business had opened. Anderson seconded the motion, a vote was held, and it passed unanimously.**

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

Respectfully submitted,

Courtney Nelson, Utilities Billing Clerk

Approved by:



Date:

