

Waterbury Water/Sewer Commissioners Meeting

Monday, January 14th, 2013

Waterbury Municipal Offices at Main Street Fire Station

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

Guests: Jamie Ervin, Paul Arnot

This meeting was called to order at 4:40pm.

SOLAR INITIATIVE RFI:

J. Ervin discussed the current Municipal Solar initiative with the Commissioners. On January 11th, 2013, a Request for Information regarding possible municipal solar array designs was issued to nine local solar installers. Potential site designs could not be supportive of more than a 500kw array; however the potential to design multiple arrays (one for each Town and Village) was discussed. Four potential sites were included in the RFI, including the Water Treatment Facility, the Ice Center, the Main St. Fire Station, and the Sweet Well field. Ervin addressed the issue of well head protection if Sweet Field were to be chosen for final design. According to Ervin, the materials necessary for non-tracking solar-array panels would not provide a contaminant concern as lubricants and/or hydraulic fluid would be not be required. Other main concerns for the two potential Village sites (WTP and Well Field) include aesthetics, environmental, vandalism, and recreation. This discussion was solely to inform the board, and no action was taken.

PAUL ARNOT AND MAPLE BASIN PROJECT:

W. Shepeluk presented to the board a proposed 26-single family home development to be constructed off Perry Hill. McCain consulting has submitted an allocation application that includes 210 gallons per house for sewer and 405 gallons per house for water (which accounts for the use of low-flow fixtures). Total cost for the entire development would total \$70,391.10. Currently, the municipality has adequate water reserve to approve an allocation of this size. Typically, the Village would require a 50% down payment before approving any new allocations and the remaining costs upon completion. As the project has not yet received approval through Act 250, Arnot proposed a payment plan that requires a 10% down payment at the time the project is approved, and then pay the remaining percentage on a per-case basis as each house is constructed. The total developmental time frame is expected to last anywhere from 5-10 years. **The board made a unanimous decision to approve Arnot's proposed payment schedule to be made effective upon the approval of the Act 250 permit.**

APPROVAL OF MINUTES:

Anderson moved to approve the minutes of the November 26th meeting. Alberghini seconded the motion, a vote was held and it passed unanimously.

PUBLIC WORKS MONTHLY REPORTS:

Tuscany discussed the monthly progress reports from the Public Works, Water and Wastewater departments. He provided a brief overview of current events with a focus on the status of the Wastewater Treatment Plant Phosphorous Upgrade project. Additional questions have been raised by the State of Vermont and a meeting between the Town/Village staff and the State of VT representatives for this project has been scheduled. It is expected that at the completion of this project, wastewater base rates will increase roughly \$20.00-\$25.00 per unit per quarter for Village residents.

VILLAGE SQUARE:

Tuscany addressed concerns from Ernest Pomerleau, owner of W.S. C. Pomerleau or the "Village Square". Currently there are several business owners within this property that believe the base charges being issued for each business are too high for current use. Base charges are derived from a property's allocated gallons per day, and reflect a "worst-case scenario" figure to ensure that the Village can provide adequate water and wastewater capacity for each business. The Village had adopted the current allocation guidelines from the Vermont State Agency of Natural Resources Appendix 7A. After reviewing current allocations for each business, Tuscany made several suggestions as to how to decrease allocations for the majority of the businesses, including removing seats, chairs, machines, etc. Tuscany will draft a letter to Mr. Pomerleau describing the information required to make these changes and will revisit. The letter will include a request for updated allocation information for all of the businesses located at the Village Square to best allow the board to

monitor the necessary allocations. It was suggested by the manager that sometime in the near future a survey be submitted to all Village business owners to gather information in order to update current base charges. Nelson volunteered to generate some potential plans to gather this information, if possible.

BILLING FOR MUNICIPAL ACCOUNTS:

Currently, 11 water/sewer accounts are considered municipal and/or seasonal accounts and are only billed twice per year, as opposed to once per quarter. **At the suggestion of the manager, Anderson moved to update the current billing process to reflect a quarterly billing and meter reading when appropriate. Alberghini seconded the motion, a vote was held, and the motion passed unanimously.**

REQUEST FROM CEMETERY:

Nelson presented a request from Willis Morse, Treasurer of the Waterbury Cemetery Association. Mr. Morse requested that due to the fact that the cemetery uses little to no water and is only accessible for less than five months per year that no base charge be billed to the cemeteries. Flanders moved to have the cemeteries be billed only twice per year and have no usage charge billed. Anderson seconded the motion, and a vote was held. It passed unanimously.

2013 BUDGET:

Shepeluk presented a tentative draft budget for the 2013 water and sewer budgets. Significant changes from 2012 to 2013 were discussed, and an item of main concern was the administrative fee paid from the water and sewer budgets to the Village general budget. Flanders requested that this line item be removed, and the Manager agreed but clarified that the different would be made up in Village taxes. Several other small differences were addressed. Anderson moved to approve the tentative budget with the understanding that if any significant changes were made they are to be reviewed and approved by the board. Alberghini seconded the motion, a vote was held, and the motion passed unanimously.

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

Respectfully submitted,

Courtney Nelson, Utilities Billing Clerk

Approved by: _____ Date: _____