

Meeting of the Village Water/Sewer Commissioners

Monday, March 21st, 2014

43 S Main Street, Main Street Fire Station

Present: P.H. Flanders, C. Parks, R. Finucane, Commissioners; W. Shepeluk, Municipal Manager; Alec Tuscany, Public Works Director; B. Woodruff and C. Nelson, Staff

Flanders called the meeting of the Water and Sewer Commissioners to order at 4:32pm.

Monthly Reports: The board reviewed the water and wastewater department monthly reports. Water flows did not vary much between the high, low, and average day. Wastewater flows had been below 200,000 gals, but have been increasing slowly with the recent weather changes. Very cold weather has delayed construction at the wastewater treatment plant, but it appears that the phosphorus upgrade project is still on schedule but with little float. The public works director monthly report was given verbally.

Roundabout: The Main St. roundabout project is scheduled to go to bid May 1. The municipality will be responsible for incremental cost differences in line sizes, street lights, etc, but the majority of the funds will be provided by the State of VT.

Rate Revision: Flanders suggested that fractions of base units be taken into account when reviewing possible new rate structures. The staff discussed the current disconnect between zoning applications and water allocation applications, and that there currently is no link between the two. Nelson will work with the new zoning administrator to come up with a better application process that incorporates allocations into zoning approval. Flanders also asked that during the next billing period, the staff work to collect how many man hours are used during each quarterly billing (including reading meters, entering meter readings, and time spent calculating bills). The staff also agreed to begin comparing billed water usage to actual water used from plant data on a per-billing-period basis.

Public Works Director: The board would like to add the requirement of 5 years' experience with a P.E. in civil engineering or a related area to the job description for the Public Works Director. Flanders suggested that a new PWD be hired 6 months prior to Tuscany's retirement, and work alongside Tuscany as he transitions out. Tuscany recommends that no more than a 2-3 month overlap period be scheduled. The board will let the staff know when they would like to begin advertising for the new position.

Parks moved to approve the minutes of the February 24 meeting. Flanders seconded. Finucane abstained from voting as he was not present at the last meeting. The motion passed with two votes.

Bill Pay Late Payment Issue: Nelson presented the board with 6 water/sewer payments that were received after the March 20 due date and issued penalty and interest charges. The payments were made by an online bill pay service, and the servicing company had experienced internal issues this month which resulted in delayed check printing and mailing. The bill pay service issued a request to waive the late fees from the customer account. In July of 2013, the Town and Village updated their late payment policies to mandate that all payments must be received in hand on or before the due date, especially as free direct debit service is an option. **By consent, the board chose not to waive any late fees due to this issue, and asked that the banks pay the difference for their customers if they so desire.**

Green Lantern Letter of Support: Parks and Woodruff reviewed the PSB application and found no issues. **Parks moved to authorize the Commissioners to send a letter of support of Green Lantern Capital's proposed solar array project at the Sweet Rd. well field and send to the Public Service Board.** Finucane seconded the motion, a vote was held, and the motion passed unanimously.

Budget Status and Water/Sewer Investments: Shepeluk discussed the ytd budget status for the water and sewer departments. Revenues for both departments are on track with yearly projections. Both expenditures appear to be lower than expected, but many of the large expenses for the year have not yet been paid and will increase the total annual expenditures significantly.

Shepeluk then reviewed the current water and wastewater department investment balance sheets. In an effort to properly fund the wastewater department budget and also equalize the investments between the

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two departments, Shepeluk recommends transferring assets from the water department to the wastewater department through the purchase of existing mutual funds. The Village would utilize current water department funds to purchase existing wastewater mutual funds, and then slowly work to further balance the water department investments from there. Parks and Flanders were in favor of this proposal, while Finucane asked if a 3rd party's recommendation was necessary. Shepeluk would work with Edward Jones Investment Group to come up with the best solution. **Finucane moved to direct the manager to cash out the wastewater department's investments and to rebalance the water/sewer funds.** Parks seconded the motion. A vote was held, and the motion passed unanimously.

Finucane nominated Flanders for Chair of the Water and Sewer Commission for the 2014 term. Parks seconded, a vote was held and passed unanimously.

There being no further business, the meeting of the Water and Sewer Commissioners was adjourned at 6:15pm.

The next regular meeting is scheduled for Monday, April 28. As one of the Commissioners will be unable to attend this meeting, Nelson will work with the board to schedule a make-up meeting sometime in mid-May.

Respectfully submitted,
Courtney Nelson, Utilities Billing Clerk

Approved by:



Date:

