

Meeting of the Village Water/Sewer Commissioners

Monday, June 23rd, 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; and C. Nelson, Staff

Public: Madeline Drake, Randall Street resident; Ed Patterson and Richard Catchpaw, Duxbury-Moretown Fire District #1 Prudential Committee members

Flanders called the meeting of the Water and Sewer Commissioners to order at 4:30pm.

Request by Madeline Drake: Madeline Drake came in to appeal the motion made on May 12th not to refund overpaid base charges as a result of the allocations surveys sent early in the year. Ms. Drake stated that when she purchased the property, she was not made aware of the fact that excess allocation was included with the property, and the water bills she had received since did not specify the number of base units assessed (they do list the total base charge due, each base unit is equal to \$40.00 as stated in the rates). Flanders suggested that a full refund be made as Ms. Drake was unaware of the base units assessed when she purchased the property and did not change anything without notifying the Town. Finucane stated that if a refund were given, the current rate payers would be the ones responsible for making up that money with current rates, and that is unfair. In addition, he stated that the additional allocation in an increase in property value that had been associated with the Drake's property, whether intended or not. He further discussed that by refunding in this particular situation, the Village would be setting a precedent that anyone who is paying excess base charges for some period of time could be entitled to ask for a refund at any point in time. Parks suggested that a "cap" be considered for refunding the properties that had been inadvertently paying for excess base charges. The commissioners decided that before any decision is made, a full report of the total dollar amount to be refunded be discussed, and then a cap may be set. **By consent, the board decided not to take any action and will revisit the issue at the next meeting.**

Request by Duxbury-Moretown FD#1 Prudential Committee: Patterson and Catchpaw discussed upcoming new connections for the D-M FD#1 system, including a proposal to connect a 2-unit dwelling and office building at the existing "State Farm" property on Rt. 100. Patterson requested a letter from the Village stating remaining existing capacity per the existing agreement. The original agreement had allowed for 20,000 gallons per day to be allocated by the D-M FD#1, plus an increase of 9,112 gpd (paid in full for the connection of the school) and an additional 5,000 gpd, for a total allocation of 34,112 gpd. Patterson believes that with all of the new connections made over the past several years, the remaining capacity is either very little or over the allotted 34,000. Patterson and Nelson will review the existing accounts as well as changes made in allocation capacity (both increased and decreased) to come up with a total existing allocation for the D-M FD#1 system. Once a number has been decided, the Village will send written communication to the Prudential Committee detailing the existing allocations. No further action was taken.

Rate Revision: Nelson and Tuscany still making progress on the rate revision. Budgets have been analyzed with an assumed 3% increase per year over the next five years. The bulk of the time will be spent updating base unit increases in response to the allocation surveys, and that work is expected to be completed by the week of June 30th. Once base units have been corrected, Tuscany will begin exploring scenarios for rate changes, including a structure similar to the existing one (base units as well as a usage charge) and a structure built entirely on usage. The project appears to be one schedule to be implemented for the August 2014 billing.

Monthly Reports: Tuscany discussed the monthly department reports (attached).

Other Business: Shepeluk discussed upcoming changes in the Vermont Open Meeting Law. The changes apply to all boards, committees, and other municipal groups that meet publically. Effective July 1, 2014, any public meeting must post a meeting notice as well as an agenda no less than 48 hours in advance, in two locations as well as the municipal offices. The additional two locations are to be voted on by each board. In addition, all "special meetings" (meetings scheduled any time other than the regularly scheduled monthly meetings as designated by the board) need to be specified as such on the notices and

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agendas. Lastly, the first order of business on each agenda needs to be to adopt the agenda. **Parks moved to designate the Waterbury post office and the Waterbury Public Library, in addition to the Municipal Offices as the locations for posted notices. Finucane seconded the motion, a vote was held and passed unanimously. Finucane moved to designate the fourth Monday of each month at 4:30pm as the regular monthly meeting of the Water and Sewer Commissioners. Parks seconded the motion, a vote was held and also passed unanimously.**

Minutes: Finucane moved to approve the minutes of the May 12 meeting. Parks seconded the motion, a vote was held, and the motion passed unanimously.

There being no further business, the meeting of the Water and Sewer Commissioners was adjourned at 5:55pm.

The next regular meeting is scheduled for Monday, July 28 at 43 South Main Street (Fire Station/ Municipal Office).

Respectfully submitted,
Courtney Nelson, Utilities Billing Clerk

Approved by: _____ Date: _____

DRAFT