

Meeting of the Village Water/Sewer Commissioners

Monday, August 25th, 2014

43 S Main Street, Main Street Fire Station

Present: P.H. Flanders, C. Parks, R. Finucane (via phone), Commissioners; Alec Tuscany, Public Works Director; and C. Nelson, Staff

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

The board reviewed the agenda and added a discussion of Kolin Realty's water and sewer account per Nelson's request. By consent, the board approved the amended agenda.

New Rates Comparison: Flanders asked to see a comparison between the previous quarter and the current quarter. A 2% increase in water and 5% increase in sewer rates were implemented for the 5/1-7/31/2014 billing period. The previous period generated \$187,653.89 in water revenue and \$148,123.97 in sewer revenue. The current period generated \$211,923.45 and \$155,954.64, respectively. Tuscany advised that the annual increase in sewer revenue is still significantly lower than what he recommends. Flanders asked about a comment made by Peter Krolczyk (chief wastewater operator) that was quoted in the most recent issue of the Waterbury Record. Tuscany explained that the estimated increase in annual operating costs due to the construction of a new phosphorus removal project was closer to \$100,000, not the \$250,000 that was quoted by Krolczyk.

Clarification on Effective Date of Rate Increase: Nelson provided copies of the notices that were posted and sent regarding the rate increase. A customer had contacted Flanders with confusion about whether or not the new rates should have been implemented with the August bills or for the bill that reflected the billing period containing August 2014. Finucane, who made the motion to increase the rates at the July 28 meeting, confirmed that the intended increase was for the 5/1/2014-7/31/2014 billing period, reflected in the bills mailed in August 2014. The board agreed, as the revenue increase has been on schedule to occur with the bills mailed in August since the project started in fall of 2013. Nelson will amend the minutes for the last meeting to make it more clear for customers.

Update on Work at WWTP: Tuscany reported that cost estimates have changed for the WWTP Upgrade project since the original estimates as the state budget was approved after contractor prices had expired. If the bond in its entirety is used only for phosphorus-eligible costs, the available funding will be just shy of the total cost. If it used only for non-phosphorus-eligible costs, the 3 additional drying beds will not be covered. Tuscany suggested bidding for the 3 additional beds separately after the initial work is done and the process can be more closely analyzed for additional needs. Tuscany recommended that the Village spend the bond funds only on non-phosphorus eligible items and not on state-eligible costs. By consent, the board agreed.

Monthly Reports: Reports for the water and wastewater departments were not available this month. Tuscany discussed the public works director report (attached). Roundabout construction has begun and they have encountered several accidental line breaks due to inaccurate as-built documents. He asked Nelson to check on the status of payment for allocation fees for the Blush Hill Meadows/Salvas project as he has been contacted by potential contractors and it appears the project is underway. The extension of the water line on Rte 100 for the Duxbury-Moretown Fire District, and Tuscany needs to follow up on the permit status of this extension as well as the level of involvement the Village should have in this project per the operational agreement with D-M FD.

Kolin Properties Account Review: Nelson discussed potential billing adjustments for 53 North Main Street. The property owners had discovered a leak early in winter of 2014, and though there had been much communication back and forth about how to lower the bill, the owners had been unaware of what was needed to make a one-leak adjustment. Nelson advised the board of the timeline of high readings and leak notices, and when the request had been made. By consent, the board approved the one-leak rule to be applied to the account based on the average of the two quarters before the leak was present. A credit for the difference in billing will be applied to the current balance, less the \$50.00 leak adjustment fee as stated in the policy. No adjustment will be made until proof of repair is submitted to the Village stating that a leak was found and corrected.

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In addition, Kolin properties have asked for a retroactive reduction in allocation based on the fact that their initial allocation application had been submitted incorrectly. The initial application requested capacity for a gym with 4 employees and 72 participants, for a total of 800gpd. The owners requested a decrease to 2 employees and 40 participants, or 400gpd. By consent, the board decided to credit the account for the 2 excess base charges included in the May bill, to adjust the current bill accordingly (as the request had been made before bills were assessed), and to adjust the outstanding allocation fee in accordance with the new capacity requirements.

Date for Possible Meeting with BGS: Flanders will need to revisit this item when the manager has returned.

Minutes: Nelson asked for clarification on the credit issued to Madeline Drake at the last meeting. The minutes reflected only a \$160.00 credit, though also mentioned that the credit represented one years' worth of excess base charge for both water and sewer, or a credit of \$320.00 total. Finucane clarified that \$320.00 should have been credited, and asked that the minutes be corrected. In addition, a correction needs to be issued clarifying the billing period in which the new rates were implemented. **Parks moved to approve the minutes of the July 28 meeting pending corrections as discussed. Finucane 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 5:23pm.

The next regular meeting is scheduled for Monday, September 22 at 43 South Main Street (Fire Station/ Municipal Office).

Respectfully submitted,
Courtney Nelson, Utilities Billing Clerk

Approved by: _____ Date: _____