

Waterbury Village Water and Sewer Commissioners  
June 27, 2016  
4:30 pm, 28 North Main St - Municipal Complex  
Minutes

Present: P. H. Flanders, R. Finucane, C. Parks, Commissioners; W. Shepeluk, Municipal Manager; B. Woodruff, Staff; C. Nelson, Secretary.  
Guests: E. Patterson, J. Poitras, R. Catchpaw, Duxbury-Moretown Fire District #1 Prudential Committee Members

Flanders called the meeting to order at 4:35pm.

**APPROVE AGENDA:** By consent, the board approved the agenda as written.

**DMFD:** The members of the DMFD #1 Prudential Committee presented a request from Harry Yandow (representing the Duxbury Cemetery) to lessen the annual water bill. The current quarterly bill for the cemetery consists of a \$20.00 Operations cost from DMFD, a \$30.00 non-metered cost, and a \$40.00 non-residential base charge, for a total of roughly \$91.00 per quarter. A discussion was held about current billing practices for Waterbury Village and Town cemeteries, they are billed similarly, minus the DMFD specific rate. Flanders suggested that because the cemeteries do not have active water service for approximately 6 months per year, the non-metered charge be waived twice per year for all cemeteries. Shepeluk suggested that due to the amount of manual work in the billing system, perhaps it would be a better option to create a reduced quarterly or annual fee to charge in place of the non-metered rate. **Finucane moved that effective the start of the next quarterly billing period, any non-metered charge be waived for those accounts which have shut off their water service for the entire billing period, and then authorized the staff to begin discussions about creating a new pro-rated charge specific to the cemeteries. Parks seconded the motion, a vote was held, and passed unanimously.**

Both boards then discussed the status of outstanding allocation fees due to the Village from the DMFD #1. Woodruff presented a summary of initial allocations granted, new connections, and removed connections, and determined that the DMFD is operating in excess of roughly 8,420 gpd of their purchased allocation capacity. No bill has been issued, as the report reviewed and finalized by the Waterbury staff, and upon completion, a letter and invoice will be sent to the DMFD #1.

**BRIEFING ON WWTP AND BOD:** Woodruff presented a report prepared by A. Tuscany, Town and Village Engineer, regarding the current operating status and procedures of the Wastewater Treatment Plant (attached). The report showed current legislative requirements, the Village's current operating status, current process, and determined that the Village is well below the operating requirements surrounding phosphorous concentration. In addition, the report stated that some areas of operation are quickly approaching max capacity, including BOD loading. Discussion continued regarding Ben and Jerry's current BOD capacity as well as the State of VT Complex's impact on BOD – neither were determined to have a heavy negative impact on operations. It was discussed that at some point, the Village may want to invest in an impact study regarding the future needs and abilities of the system, particularly around expansion. No action taken.

**BRUSH CLEARING:** Woodruff provided an update on the summer staff's brush clearing assignments around water and sewer lines. No action taken.

**MONTHLY REPORTS:** Shepeluk distributed the monthly Public Works reports from Water, Wastewater, and the Public Works Director. Average daily flows were discussed. No action taken.

**MINUTES:** Finucane moved to approve the minutes of the May 23 meeting as written. Parks seconded the motion, a vote was held, and the motion passed unanimously.

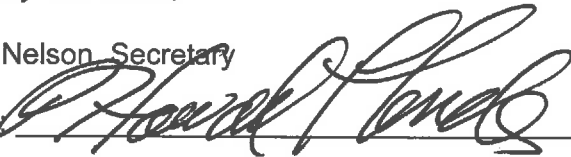
There being no further business, the meeting was unanimously adjourned at 6:00pm.

The next regular meeting is scheduled for Monday, July 25<sup>th</sup>.

Respectfully submitted,

Courtney Nelson, Secretary

Approved: \_\_\_\_\_



9/12/2016