

Meeting of the Village Water/Sewer Commissioners

Monday, November 25th, 2013

43 S Main Street, Main Street Fire Station

Present: P.H. Flanders, M. Alberghini, C. Parks, Commissioners; W. Shepeluk, Municipal Manager; Alec Tuscany, Public Works Director; C. Nelson, Staff

Flanders called the meeting of the Water and Sewer Commissioners to order at 4:35pm.

MONTHLY PROGRESS REPORTS: Tuscany reviewed the monthly reports for the water and wastewater departments. Excavation has begun for the new emergency generator building as well as site preparation for the wastewater treatment plant upgrade. Complete reports attached.

PWD MONTHLY REPORT: Tuscany reviewed the November PWD report. He would like to begin collecting daily BOD samples at the existing wastewater treatment plant to gain a better understanding of WWTP capacity. BOD samples are taken monthly, but Tuscany would like a more thorough example before moving forward and will spend 3-4 weeks collecting daily BOD data. Current monthly samples fluctuate between 200-700 lbs/day.

Sewer crossings at Thatcher Brook still need to be repaired. Tuscany has been looking into two options – rerouting of Thatcher Brook and directional boring to correct the issue. He now is considering a third option that would involve removing the Colbyville dam and re-sedimenting Thatcher Brook. If this option is not feasible, he will continue pursuing the relocation of the brook. **Parks moved to allow Tuscany to fund a study of the Colbyville Dam option for an amount not to exceed \$1500.00 of the sewer budget. Alberghini seconded the motion, and a vote was held. The motion passed unanimously.**

W/S RATE STRUCTURE REVIEW: Tuscany reported that he is on schedule for the proposed rate structure revision. For review at the December 2013 meeting, all accounts will have been updated with current base units and water/sewer budgets will have been analyzed. Tuscany, Shepeluk, and Flanders will need to meet to discuss necessary water and sewer rents as there is still some uncertainty about future sewer expenses. Tuscany will present results at the next meeting.

MANAGER'S ITEMS: Shepeluk reviewed the 2012 financial audit report as compiled by the Village auditor. It is clear that the wastewater budget is in a deficit and rates will need to be increased in the near future. Bill Yacavoni, the Village auditor, will present a complete report of 2012 audit findings at the Trustees meeting on Wednesday, December 4.

Tuscany has announced that he will be retiring as the public works director sometime around November 2014. The position of PWD is to remain a Village employee and will need to be filled once he is retired. Flanders recommended that in order to help with the transition from Tuscany to new director we begin advertising for an incoming PWD to overlap with Tuscany's last year of employment and to allow him to be part of the selection process. At the recommendation of the manager, Flanders moved to authorize the manager and staff to begin advertising for an Assistant Public Works Director to be trained by Tuscany for the next year for the position of Public Works Director. Parks seconded the motion. A vote was held, and passed unanimously. Flanders will discuss this motion with the Town Selectboard in the near future.

APPROVAL OF MINUTES: Alberghini moved to approve the minutes of the Water and Sewer Commissioners for the meeting of October 28, 2013. Parks seconded the motion, a vote was held, and the motion passed unanimously.

STATE OF VT FUTURE RATES: As part of the purchase and sales agreement created for the potential municipal complex building at Stanley and Wasson Halls, an adjusted rate structure had been discussed. Flanders feels that because the bond vote failed and the purchase and sales agreement is void, the Village has no obligation to uphold. He would also like to look into the value of the state complex pump station that was also included in the purchase and sales agreement. Tuscany will obtain plans and specs of the pump station and have Stantec review present worth.

BIANNUAL METER READINGS: Flanders proposed that in the effort of saving time for the water department, meter readings be completed biannually instead of quarterly. Tuscany does not feel that the time taken to collect accurate meter readings on a quarterly basis is a problem, and that the use of

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estimated readings in the interim months would cause a huge inconsistency for the billing department. It was agreed that quarterly meter readings would continue until a cause for revision was absolutely necessary.

The next meeting of the Water and Sewer Commissioners will be Monday, December 23, 2013.

There being no further business, the meeting of the Water and Sewer Commissioners was adjourned at 6:27pm.

Respectfully submitted,
Courtney Nelson, Utilities Billing Clerk

Approved by: _____ Date: _____

DRAFT