

Waterbury Water-Sewer Commissioners  
Thursday May 7, 2015  
4:30 p.m.  
Minutes

Present: R. Finucane, C. Parks, Commissioners; A. Tuscany, W. Shepeluk, staff; L. Sayah, M. Frier, guests

C. Parks opened the meeting at 4:40 p.m.

R. Finucane made a motion to approve the agenda, adding discussion of water-sewer service at Main Street Cottages to the schedule. C. Parks seconded the motion and it was approved 2-0.

**Reports:**

As the board was waiting for Skip Flanders to arrive, they decided to have Tuscany present his Public Works Director Report and the Water Department Report. Both reports are attached. Of particular note, Tuscany reported on the clean-up of downed trees in the watershed. He and Supt. Woodruff are working with the state to determine whether some FEMA assistance may be available for the work.

Tuscany updated the board on the engineering study being conducted by Fuss and O'Neil concerning micro-hydroelectric generation at our pressure reducing vaults. It appears the vault at Guptil Rd. near Murray's tree farm is the best candidate. However, the flow out of the plant and therefore through the vault is quite variable and as a result not as efficient and productive as would be liked. It appears a payback on the investment may take about 20 years, which is on the long end of a viable project. More as information becomes available.

Commissioner P.H. Flanders joined the meeting at 4:53

Tuscany presented some information about the progress of the housing project being developed by Salvas (formerly Jerry McDermott's) on Blush Hill above the new hotel being built in Colbyville. The developer does not have a current state permit for the necessary pressure reducing vault on Rt. 100 and other permits from the state DEC Water Supply Division may have expired. Tuscany has informed the developer that no new connections to the system will be allowed until the state permit issues are resolved.

Given continued operations difficulties with the new Co-Mag process at the wastewater treatment plant, no Wastewater Department Report was prepared this month.

**Allocation Issues, Frier Property at 1 Stowe Street:**

The commissioners considered questions about allocations of water and wastewater at Frier's property at 1 Stowe Street. (See attached for current and proposed uses at this location).

Shepeluk explained to the commissioners that concerns arose when Mr. Frier began investigating the possibility of adding the brewery a few months ago. His engineer discovered that up to date state allocations and permits were not available. Shepeluk explained that 2,000 gallons per day (gpd) of both water and sewer capacity had been issued the property back in the early 1990's. The property has changed hands several times since then, but no additional allocations had been sought although it appears a number of seats had been added to restaurants. The allocations appear to be about half of what is currently necessary.

Mr. Frier asked the commissioners to waive any fees for new allocations that may be necessary to bring his property up to date. He requested the waiver since it would have been available to him had he filled out a survey sent out by the village a year ago to insure properties had proper allocations. He explained he had not returned either survey he received. There was a debate amongst the commissioners about Frier's request for the waiver. Shepeluk suggested that if the survey had been returned, he would have brought it to the attention of the commissioners as a 2,000 gpd discrepancy would have stood out.

The commissioners agreed to allocate 4,000 gpd of water capacity and 3,500 gpd of wastewater capacity to Frier's property at 1 Stowe Street. The base charges for the billing will be adjusted to 20 units for water and 18 for wastewater. They also agreed to charge allocation fees on 1,000 gpd of the new water capacity and 750 gpd of the new wastewater capacity. The manager stated that the water capacity is valued at \$3.38/gallon and wastewater capacity at \$5.66/gallon. The total due will be \$7,625. The commissioners also agreed to allow the municipal manager to negotiate a payment agreement with Mr. Frier to allow payment of the fees over time. In addition, the commissioners expect the state will make a final determination of about the necessary water and wastewater allocations. When that occurs, base charges will be adjusted to reflect those allocations. No new allocation fees will be charged if the allocations are higher than the 4,000 gpd for water and 3,500 gpd for wastewater determined today. Unless final allocations are below 3,000 gpd for water and 2,750, no refunds of allocations fees will be issued, as fees were not charged for all new gallons allocated. R. Finucane made a motion that was seconded by C. Parks to approve the decision as described above. The motion was approved 3-0.

### **Sewer Service outside Village limits:**

Mark Frier, in his capacity as a select board member and a member of Waterbury Area Development Committee, engaged the commissioners in a discussion about extending the sewer line outside of the village limits. To avoid annexation, which is now necessary to obtain service, Flanders explained that a change in the village's charter would be necessary. If that were to be contemplated, he would want to make sure the current village sewer customers would not be responsible for paying for line extensions. If it were to work, he believes it would be best if the town purchased wastewater capacity from the village so the select board could be involved in deciding to whom and where allocations of capacity would be granted. Given the current

political and economic climate, however, the commissioners suspect the town will have little interest in this issue. All agreed that it would be helpful to find additional customers for the wastewater system. No action was taken on this issue.

### **Laundromat:**

Tuscany reported that a new owner has taken over the laundromat on Park Row. He reminded the commissioners that the business was vacant for some time while new owners could be found. In January, the commissioners had voted to waive base charges for one quarter or until a tenant could be found, whichever came first, as long as the current outstanding balance was paid in full. A utility billing report was presented, but as the utility billing clerk could not be present today, there were some questions that needed to be answered before a final decision could be made. R. Finucane made a motion to direct the municipal manager to look into the issue and to resolve it. C. Parks seconded the motion and it passed without dissent.

### **Main Street Cottages:**

The commissioners considered this issue that they agreed to add to today's agenda. The issue concerned the allocation for water and wastewater assigned to the former Whalley Mobile Home Park—2,750 gpd for both water and wastewater allocations. The mobile homes have all been removed. The zoning permit allows up to 11 two-bedroom units, with the potential for 3-bedrooms. It appears that in the aggregate, allocations must be at least 2,970 gpd for water and 2,310 gpd for wastewater. There was a question about to whom bills are currently being sent, whether meters are in place and how the allocation should be handled. The commissioners directed staff to make a recommendation for resolution of these issues in time for the next meeting.

### **Food and Lodging License Information:**

Flanders reported to the commissioners that he had asked to be sent the list of licenses for food and lodging that the state has issued to Waterbury businesses. It has arrived and he suggests that staff review the licenses against the records we have for water-wastewater allocations for the same properties. If there are major discrepancies they should be resolved or, if necessary, brought to the attention of the commissioners.

### **Unaccounted Water:**

Upon previous request of commissioners, Tuscany presented some information about the metering of produced water against that metered at the customers' premises.

First, he reported that metered flows at customers' premises in Duxbury were about 10% higher than at the master meter at the interconnection between the two systems. The difference is in our favor and the variation is within standard. Still, however, it may be worthwhile to calibrate the master meter.

Next, he reported that in the billing period in question that 3.36 million cubic feet (mcf) left the treatment plant, but that only 2 mcf was metered at customers' meters. He provided a list of non-metered flows that need to be taken into consideration when analyzing this information. He does not believe the loss is as great as it appears. Continued vigilance is warranted and perhaps a leak survey may be conducted by the state.

**Staff Compensation:**

This issue will be taken up at the next meeting.

**Public Works Director:**

Tuscany presented a job description for a Public Works Director and an Engineer. He reminded the commissioners that he plans to retire, or perhaps cut back to a part-time arrangement if the right circumstances present themselves. He recommends that Bill Woodruff be promoted to the position of Public Works Director. If that happens, Tuscany has expressed a desire and willingness to work as an engineer on a part-time basis-likely less than 20 hours per week. The commissioners agreed that this scenario appears to be a winning situation all the way around. They asked the manager to discuss this with the select board before it is finalized.

**Meter Reading and Billing:**

There was a brief discussion about how much time water department staff spends reading meters each quarter and how much time it takes the utility billing clerk to post readings and process bills. Tuscany advised that he would like to come back at a future meeting to discuss the time it takes for reading meters. He is unprepared to discuss that today. He did state that it takes the utility billing clerk about two full days per quarter to run and prepare bills for delivery. Other staff members help out some with stuffing bills into envelopes, but likely less than 3 hours all tolled. The issue will be included on a future agenda for a full discussion.

**Minutes:**

The minutes of the March 23, 2015 meeting were, inadvertently, not addressed. They will be considered at the next meeting, which is scheduled for June 8, 2015.

R. Finucane made a motion at 7:35 to adjourn. It was seconded by C. Parks and approved unanimously.

Approved on June 8<sup>th</sup>, 2015.