

Waterbury Water and Sewer Commissioners
March 28, 2016
4:30pm, 28 North Main St - Municipal Center
Minutes

Present: P. H. Flanders, R. Finucane, C. Parks, Commissioners; B. Woodruff, Public Works Director; K. King, Staff; C. Nelson, Board Secretary.

Flanders called the meeting to order at 4:30pm. The board considered the agenda and by consent, approved the agenda as written.

Recap of Village Meeting: Flanders provided an overview of business conducted at the 2016 Village meeting. Parks was reelected to the board for a 3-year term. \$100,000 was approved by the voters for pump station upgrades. It was suggested that the board research the potential to change the Village charter to eliminate municipal business, with the exception of water and sewer. If successful, the board would become the authoritative board for funding decisions. At this time, the Trustees have initiated meetings to research potential outcomes.

Clarification on One-Leak Rule: King asked for clarification on the board's policy regarding adjusted bills for customers who have experienced a leak during the billing quarter. The following items were discussed:

1. Definition of "Leak": Effective May 1, 2016, a "leak" as determined by the policy would be defined as "a catastrophic break in infrastructure", as determined on a case by case basis by the board.
2. Documentation Required: The board would accept a statement in writing from the property owners detailing when and how the leak was repaired, in order to be considered for an adjustment. An invoice, or memo signed by the homeowner would suffice.
3. Adjustment Guidelines: If determined as a true leak, the two quarters that would be considered when applying the adjustment would be the two quarters immediately preceding the quarter in which the leak was fixed.
4. The "one leak" allowance would be granted to each property owner, and not with the account/property. If a property changes ownership, the one leak allowance would reset.

Finucane moved to accept the changes to the "One Leak Policy" effective May 1, 2016, as stated above. The policy would allow a one-time adjustment to a high bill due to a true leak, determined by the average of the two quarters prior to the repair of the leak plus a \$50 administrative cost. Parks seconded the motion, a vote was held, and the motion passed unanimously.

Update on Water Loss Procedures: Woodruff is in the final steps of collecting data regarding system wide water loss. A new master meter was installed in summer 2015 at the treatment plant, and the water department staff has been monitoring total use vs. metered use for several billing periods. New quarterly readings should bring more conclusive data. The system leaks

that were discovered by the Leak Detection Survey have been repaired, and the PWD will create an ongoing report regarding lost water to add to the monthly report.

Inline Micro Hydro Project: Fuss & O'Neill is waiting for the final grant approval. GMP is optimistic that the grant will be approved. No further action at this time.

Monthly Public Works Reports: Woodruff distributed and discussed the monthly water, wastewater, and public works reports (attached). Parks asked if the water department staff would begin including a month-to-month comparison chart of some sort showing max/min water usage. In addition, Flanders requested that the wastewater staff begin reporting a similar representation of max/min flows. The operation of the State Pump Station was discussed, and by consent, the board agreed that at this time the Village would not offer to take over operations of the State Complex Pump Station, until or unless an offer proposing otherwise is presented to the Village.

Minutes: The minutes of the January 25, 2016 meeting were reviewed. Parks moved to approve the minutes as drafted. Finucane seconded the motion, a vote was held and passed unanimously.

With no further business, the meeting was adjourned at 5:50pm.

The next regular meeting is scheduled for Monday, April 25.

Respectfully submitted,

Courtney Nelson, Board Secretary

Approved:

May 13, 2016

Date:

Richard Flanders