

# **WATER AND SEWER COMMITTEE MINUTES**

**Thursday, February 25, 2016, 8:00 AM**

**Water & Sewer Department Office**

## **1. Call to Order & Freedom of Information Requirements**

The Freedom of Information Requirements having been met, the meeting was called to order at 8:00 AM. Those present were Committee Members, Mark Howard, Bachman Smith (attending until 9:30) and Susan Middaugh (Chair); Staff Member Greg Gress and Jason Blanton; and resident Caroline Beauregard. Andy Benke attended at 8:30 AM.

- 2. Minutes for the W&S Committee meetings held on 1-7-2016 and 1-14-2016 were approved on a motion by Bachman Smith, second by Mark Howard and unanimous vote.**

## **3. Appeals to W&S Bill**

Appeal of a W&S bill by James Light, 2624 Atlantic Avenue was denied on a motion by Mark Howard, second by Bachman Smith, and unanimous vote. The grounds for denial were: CWS charges the Town for water used and this use, whether intentional or not, needs to be paid for. There was no verification that the water did not enter the sewer, and these charges also need to be paid.

Appeal of a W&S bill by Caroline & Tyler Beauregard, 3203 Middle St. was denied on a motion by Bachman Smith, second by Mark Howard and unanimous vote. The ground for denial were that the water was used and was identified as entering the sewer system, so water and sewer charges were appropriate to cover the cost of these services to the Town.

Appeal of a W&S bill by F. Daniel Batten, 2430 Atlantic Avenue was approved for the Sewer portion of the bill only on the grounds that the excessive water use was attributable to an outdoor spigot left. This water did not enter the sewer system and incurred no cost to the Town. A motion was made by Bachman Smith, seconded by Mark Howard and approved unanimously to grant an adjustment to the sewer portion of the appealed bill based on the average of the previous 6 months usage.

The W&S Committee agreed that the appeals procedure needs to be reviewed and updated to direct most appeals to the W&S Manager. At present, residents are routinely appealing elevated bills to the W&S Committee where most are disapproved. This process is frustrating for the Committee and for residents alike.

**4. FY 2017 W&S Department Capital Budget**

The items in the proposed FY 2017 Capital Budget were presented by Greg Gress and Jason Blanton and discussed in detail by the Committee members. Overall, the Capital Budget items are justified and the cost of proposed new items are covered without an increase in the Capital Budget over FY 2016. The FY 2017 Operations Budget will be presented and discussed at the next Committee meeting along projected revenue and W&S rate increases, if needed, to cover the proposed FY 2017 W&S Budget.

**5. I&I Phase II Funding: Recommendation to Council**

Three possible methods of funding a 2M SRF bond for I&I Phase II were presented to Council in January for information and input. Accordingly, the W&S Committee is recommending the following method for inclusion in the FY17 Budget planning process.

**MOTION: To recommend to Council a method of funding \$118,000 per year to pay for a 2M State Revolving Fund bond for I&I Phase II by pre-paying the current GO bond, with 50% of the pre-payment cost to come from Water Reserves and 50% to come from the General Fund, to be repaid according to the proposed schedule. Motion by Mark Howard, second by Susan Middaugh, passed on a vote of 2/0. (Bachman Smith not present).**

**6. Landscaping update: Sewer Plant fence line at the Park. Not discussed.**

**7. Communications / Additional Items from WWTF Manager, Greg Gress**

Update on Rate Study: This is progressing and should be completed by the end of the current fiscal year. Greg Gress suggested that no changes to the current rate structure be implemented for FY17. Any such changes will need to be discussed, presented to Council and introduced to residents before implementation and this process will take time.

Update on FEMA Funding: Grant reviews are in process. The most recent goal stated by FEMA is for all grants to be reviewed and applicants notified by mid-March.

Update on Computer Software problems: This was not discussed.

**8. Next W&S Committee meeting: The next meeting date is Thursday, March 10, at 8:30 AM. This meeting will focus on the FY17 Operational Budget for the W&S Department.**

**9. Adjournment: The meeting was adjourned 9:56 AM on a motion by Mark Howard, second by Susan Middaugh, and a vote of 2/0. (Bachman Smith not present, having left at 9:30 to keep a prior commitment)**

**10. Pending Items (To be considered in future meetings)**

- a. Revision of Appeals Policy and Procedures**
- b. Rate Study**
- c. CWS contract**
- d. Development of a Cost Recovery Program**
- e. Pre-Disaster Mitigation Grant for submersible pumps**
- f. Update of W&S Policy on Sewer Laterals**
- g. Water Pumping Station Fencing & Site Improvements**
- h. ASR: Aquifer Storage and Recovery**