

**MINUTES OF THE WATER COMMISSIONERS
MONDAY JANUARY 11, 2016 @ 6:00 P.M.
Town Clerk's Office**

Members Present: Jes Alexant, Marshall Ploof and Brooks Sturtevant.

Guests: Yvon Dandurand, Peter Magnant, Ed Rainville (select board members), Sara Rainville (secretary) and John Kiernan (Otter Creek Engineering).

Meeting called to order by Jes Alexant at 6:10 p.m., the pledge of allegiance was said.

Agenda Amendments:
None.

Phelps Engineering Study:
Jes stated that he is still waiting for the final report from Lance Phelps.

Treasurer's Report:
Sara presented the water commissioners with a trial balance report for FY16; checking account balance \$25,367.39.

A warrant with supporting invoices totaling \$7737.13 was also submitted for review and signatures; discussion was had and the water commissioners approved & signed the warrant.

Sara stated that a refund check for \$423 had come in from the Franklin Fire District #1 insurance carrier for last year's policy that was not cancelled when the Franklin Water District's VLCT insurance started June 1, 2015.

Sara questioned the status of the \$7544 that the Water District is supposed to be receiving from the State Planning Loan, nothing has been received to date and the paperwork was submitted in November; Jes will follow-up and report back to the members.

Water Use Ordinance/Bylaws:
Jes is reviewing, tabled until next meeting.

Water District and Town of Franklin Joint Agreement:
Brooks/Jes made the motion to approve the joint agreement between the Water District and Town of Franklin for use of Town employees, equipment and materials. Vote taken, motion passed 2-0.

Mapping Letter:
Letter received about mapping the center of the Franklin Water District system, Jes will complete and send back to the State.

2016 Monitoring Schedule:
New water monitoring schedule was received, Jes was given a copy and the original will be filed; Mark Brouillette also received a copy.

Low pressure customer upgrade:
Marshall has spoken with Jeff Grennon about the project; Brooks will follow-up with Mark Brouillette about the installation timeline and ask about the final bill for the entire project.

Budget Review:

The FY17 budget was reviewed as well as FY15 final, FY16 budgeted and FY16 anticipated. A motion was made by Marshall/Brooks to approve the Franklin Water District FY17 budget; vote taken, motion passed 3-0 (see attached budget).

Sara noted that she billed out \$16,945 on January 1 for July-December 2015 water rents to water users. Current user rate is \$150 per unit.

Status of Proposal for Source Reservoir Upgrades Design:

Jes welcomed John Kiernan of Otter Creek Engineering to the meeting. John provided an informational handout to all attendees (see attached).

John informed the members that the State of Vermont had not yet made comments on the report that Phelps Engineering submitted on the Franklin Water District's behalf. The only thing he has received feedback on is that the format the report was submitted in was not the State's preferred format.

John has been in contact with Tim Raymond from the State; they discussed the system deficiencies/concerns: source & demand metering, low system pressure and corrosion control provisions. John reviewed the above topics with the water district members.

John also discussed design alternatives in regards to controls/monitoring, shed building vs. prefabricated fiberglass enclosure vs. existing vault, and concerns with stagnant water. Potential fixes for each topic were discussed. John and Marshall both agreed that a meter on the outflow may be beneficial to the system. Overflow options were also discussed.

John reviewed funding alternatives & terms for the construction phase with the commissioners: VT Municipal Bond Bank, Drinking Water State Revolving Loan Fund, USDA Rural Development and local bank. Pros and cons of each funding source were discussed.

Brooks will contact Judy Smith at Union Bank about loan terms and rates for the amount of \$89,600. Lisa Larivee, Town Clerk, has been in contact with her in the past about this issue and the rates were very good at that time.

Brooks questioned the States ongoing need to find deficiencies with the existing water system, will this continue even after the proposed upgrades have been done? John stated that the State is working on updating their water system rules.

A backup water source/location was discussed.

Jes gave an overview to the select board members of what the proposed project will consist of: flow meter installation, level monitor installation and building/installing a chlorinator hut with pump onsite. The goal is to have the design complete by Spring 2016 with the construction to be completed Fall 2016. John noted that a Permit to Construct will be needed from the State.

Jes will send John a copy of the as built plans of the water system.

John was thanked and exited the meeting.

Water System Hydraulic Study:

Tabled until next meeting.

Other Business:

Approve Minutes:

Marshall/Jes made the motion to accept the minutes from December 14, 2015, all in favor, motion passed 3-0.

The next regular meeting is scheduled for February 8, 2016 at 6:00 p.m.

Marshall/Brooks made a motion to adjourn; all in favor 3-0, motion passed. Meeting adjourned at 7:36 pm.

Respectfully,
Sara Rainville
January 14, 2016

These minutes are not official until approved at the Water Commissions next regular meeting.

These minutes were approved February 8, 2016.

Town of Franklin Water District

	<i>FY2015</i>	<i>FY2016</i>	<i>FY2016</i>	<i>FY2017</i>
	<i>Actuals</i>	<i>Budget</i>	<i>Anticipated</i>	<i>Budget</i>
Bank Balance July 1	\$ 49,115.99	\$ 43,441.56	\$ 43,441.56	\$ 35,386.29
Income				
Water rents:	\$ 22,311.00	\$ 22,500.00	\$ 28,635.00	\$ 34,490.00
Late Charges	15.00	90.00	40.00	40.00
Bank Adj/refunds/voided check	20.00			
Interest Earned on accounts		57.83	70.00	50.00
Misc			423.00	
Drinking Water State Revolving Fund Loan			7,544.00	
Upgrade Project Loan				89,600.00
TOTAL INCOME	\$ 22,346.00	\$ 22,647.83	\$ 36,712.00	\$ 124,180.00
	\$ 71,461.99	\$ 66,089.39	\$ 80,153.56	\$ 159,566.29
Expenses				
Contracted Operator	\$ 600.00	\$ 14,140.00	\$ 4,200.00	4,200.00
Treasurer / Secretary (includes p/r taxes)	545.33	4,000.00	1,000.00	1,120.00
Spring Rental		20.00	21.25	
Repair & Maintenance	6,289.63	550.00	13,612.00	5,000.00
Electricity/utilities	231.89	250.00	240.00	1,320.00
Insurance	1,066.00	1,460.00	1,780.00	750.00
Mowing Expense/Plowing	500.00	360.00	360.00	900.00
Office Expense	194.67	200.00	275.00	100.00
Water sample laboratory	1,045.00	1,100.00	700.00	1,000.00
Permit to Operate	743.38	680.00	680.00	700.00
Training/Mileage		200.00	-	200.00
Long Term Debt-FmHA/Peoples Loan	14,347.30	14,347.00	14,355.02	14,109.74
System Updrade debt repayment				6,000.00
SYSTEM UPGRADE COSTS:	2,457.23			89,600.00
Preliminary Engineering Base Scope Study:		6,980.00	7,544.00	
Develop Hydraulic Engineering Assessment of Distribution System		1,160.00		
Prepare application for SWRF Planning Loan and Construction Loan		1,200.00		
Interim equipment upgrades - chlorinator chemical feed pump/chemicals		2,000.00		200.00
Interim equipment upgrades - tank level / flow recording		3,500.00		
TOTAL EXPENSES	\$ 28,020.43	\$ 52,147.00	\$ 44,767.27	\$ 125,199.74
Bank Balance June 30	\$ 43,441.56		\$ 35,386.29	\$ 34,366.55
	\$ 71,461.99			

MEETING AGENDA

Town of Franklin Water Commission

January 11, 2016

1. Preliminary Engineering Report
 - a. Waiting for State Comments on Phelps Portion
 - b. State Comments on Town Portion
2. System Deficiencies/Concerns
 - a. Source and Demand Metering (Source Capacity is not Documented)
 - b. Low System Pressure (Hydraulic Model of System)
 - c. Need Plan for Corrosion Control Provisions
3. Design Alternatives
 - a. Controls/Monitoring, SCADA
 - b. Shed Building vs. Prefabricated Fiberglass Enclosure vs. Existing Vault
 - c. Concerns with Stagnant Water
4. Construction Funding Alternatives
 - a. Vermont Municipal Bond Bank
 - i. 20-year Term, Variable Interest Rate set in June (Current is 2.92%)
 - ii. Funds are Pooled with other Municipalities
 - iii. Cannot Pre-pay Balance
 - b. Drinking Water State Revolving Loan Fund (DWSRF)
 - i. Currently Funds are Available to Construct Project
 - ii. Need Voter Authorization by end of May 2016
 - iii. 3% Loan for 20 years
 - iv. Requires Environmental Review
 - v. May receive Loan Forgiveness if Proceed with Construction Funding
 - a. Up to \$10,000 based on Affordability
 - b. Up to \$15,000 if Town completes an Asset Management Plan
 - vi. Requires following Special Procurement Guidelines (American Iron and Steel, Davis Bacon Wage Rates)
 - c. USDA Rural Development
 - i. Available on First-Come, First Served Basis
 - ii. Franklin's Median Household Income (MHI) is \$49,500
 - iii. State Average MHI is \$55,300
 - iv. RD Loans are Available at an Intermediate Rate 2.625% up to 40 years
 - v. Requires Environmental Review
5. Design Agreement
 - a. Format depends on Funding Source
 - b. Scope Depends on Funding Source
 - i. Environmental Review
 - ii. Asset Management
 - iii. Procurement Requirements
 - c. Files and Information from Phelps Engineering
 - d. Funding through Planning Loan Amendment