

MINUTES OF THE WATER COMMISSIONERS
MONDAY June 13, 2016 @ 6:00 P.M.
Town Clerk's Office

Members Present: Jes Alexant, Brooks Sturtevant, Marshall Ploof and Sara Rainville (secretary).

Guests: Mark Brouillette (water operator), Yvon Dandurand & Peter Magnant (select board members).

Meeting called to order by Jes Alexant at 6:06 p.m., the pledge of allegiance was said.

Agenda Amendments:

Add system upgrades after approval of minutes, add monitoring schedule with other business, add rates after water use ordinance, add letter to Grennon's with other business. All members in favor of adding items to agenda, motion passed 2-0.

Approve Minutes:

Brooks/Jes made the motion to accept the minutes from May 9, 2016; all in favor, motion passed 2-0.

System Upgrade/Project Status:

Jes informed members that he has yet to hear back from the State with final comments on the documents that Lance Phelps and himself submitted earlier this spring; Jes has put calls in and heard nothing back. The commission needs final comments back before a contract can be signed with Otter Creek to continue with the next phase. Jes does not feel that the Town will have the needed information to put the project funding to a Town vote August 9, 2016, members are in agreement that they want a firm project cost before putting it to vote.

Mark noted that he received a corrosion update request from the State; discussion was had on incorporating that into the project by possibly using a lime chip basket.

The members also discussed having the tanks inspected & cleaned during the system work.

Jes has sent a letter to Michelle Carbonneau at the State requesting a sit down meeting at her office with herself and others involved in the water systems to go over current Franklin Water System project.

Brooks/Jes made the motion to hold the annual water meeting on August 8, 2016 at the FELCO Room at 6:00 p.m., all members in favor, motion passed 2-0.

Brooks/Jes made the motion to postpone the water project funding vote that was scheduled for August 9, 2016, all members in favor, motion passed 2-0. Members are hoping that they will have the necessary information to take the vote at Town Meeting March 2017

Treasurer's Report:

Sara presented the water commissioners with a trial balance report for FY16; checking account balance \$25,037.13.

A warrant with supporting invoices totaling \$634.75 was submitted for review and signatures by Sara; discussion was had and the water commissioners approved 2-0 & signed the warrant.

Sara noted that there is one active water account that has a past due balance from the January 1, 2016 billing. Mark will visit the customer and a shutoff will be installed.

The water district will receive a w/c refund for the 2015 calendar year from VLCT in the amount of \$615.50.

Review of Planning Loan Option:

Brooks presented rates from:

Community National Bank (\$89,000 borrowed)	10 year term at 2.875% 20 year term at 3.5%
Union Bank (\$89,000 borrowed)	10 year term at 2.75%
Peoples United Bank (\$90,000 borrowed)	5 year term at 2.75%

Members thanked Brooks; Brooks will update rates with banks in December when budgeting for the next FY is taking place.

Warning & Ballot Review for August vote:

Discussed earlier; no more discussion had.

Water Use Ordinance/Bylaws:

Jes has completed marking up the draft that Sara sent to all members; some topics were discussed and recommended changes agreed upon; Jes will resend the document to Sara to distribute to all members. Peter suggested having the Town attorney's review the ordinance before water commission & select board approval. There will not be any amendment in the final draft submitted for approval.

Marshall entered the meeting at 7:03 p.m.

Rates:

Late fees were discussed as follows:

Bill not paid within 30 days of statement date, \$25 onetime fee.

Bill not paid within 45 days of statement date, owner of property will receive disconnect notice with anticipated water disconnect date.

Bills not paid within 60 days of statement date, water will be disconnected; user will have to pay past due balance and reconnect fee to have water turned back on.

Jes will add above late fees to ordinance draft.

July 1, 2016 rate increase by \$50 was discussed (would make it \$200 per unit from the previous \$150 per unit that was billed January 1); Sara reminded the board that it was approved at their June 15, 2015 water commission meeting. Jes/Brooks made the motion to leave rates at \$150 per unit for the July 1, 2016 billing, all members in favor, motion passed 3-

0. All members agreed to putting “rates to review annually” in the water ordinance, Jes will make that change as well

Sara reminded members that she will also need the Consumer Confidence Report to include with the July 1, 2016 bills, the annual meeting will also be included in that report.

Water Operator position-Budgeting:

The members would like Mark to continue being the system operator; discussion was had. All members and Mark are in agreement of extending Mark’s contract for another year at the same rate of pay. The new contract will run from July 1, 2016 to June 30, 2017.

Jes/Brooks made the motion to extend Mark’s contract for another year, all members in favor, motion passed 3-0. Sara will add another signature page to current contract for Mark, Jes and select board chair to sign & date.

Consumer Confidence Report:

Mark and Jes will work on report and have a final version to Sara by June 29, 2016 for July 1, 2016 billing.

Other Business:

- Grennon letter:
Jes has drafted a letter to Main Street home owners detailing their responsibility/obligation on the recently installed water equipment. Brooks/Marshall made the motion to approve the letter and authorize Jes to sign the letter, all in favor, motion passed 3-0.

- Monitoring schedule & Water Sampling:
Coliform testing schedule was reviewed.
Synthetic Organic Chemical Waiver was discussed, Jes will respond to the State.
Source Protection Plan due for renewal December 1, 2018.

The next regular meeting is scheduled for July 11, 2016 at 6:00 p.m.

Brooks/Marshall made a motion to adjourn; all in favor 3-0, motion passed. Meeting adjourned at 7:45 pm.

Respectfully,
Sara Rainville
June 16, 2016

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

These minutes were approved July 11, 2016.