



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

WATER COMMISSION AGENDA

Monday, July 6, 2020, 5:00 P.M.

Join Zoom Meeting

<https://zoom.us/j/94141213894?pwd=ZUNXNTRqQTdzZ0hJQm9maXU3dXA4QT09>

Meeting ID: 941 4121 3894

Password: 2K1Uyf

Dial by your location: +1 929 205 6099 US (New York)

Meeting ID: 941 4121 3894

Password: 788560

- | | |
|--|-----------|
| 1. Call to Order | 5:00 P.M. |
| 2. Approve Agenda | 5:00 P.M. |
| 3. Approve meeting minutes | 5:00 P.M. |
| 4. Public comments on items not on the agenda | 5:00 P.M. |
| 5. Finance Director's Report | 5:05 P.M. |
| 6. Water Superintendent's Report | 5:10 P.M. |
| 7. Town Manager's Report | 5:15 P.M. |
| 8. Precourt/Catholic Church request for cost sharing of new water line | 5:20 P.M. |
| 9. Policy reviews for possible updates:
Water line extensions for new users
Cost sharing on projects
Acceptance of existing private lines | 5:25 P.M. |
| 10. Commissioner Concerns | 5:50 P.M. |
| 11. Sign Accounts Payable Warrants | 5:55 P.M. |
| 12. Adjourn | 6:00 P.M. |

Times noted are approximate and may vary depending on the discussion. Reasonable accommodations will be provided upon request to help ensure the meeting is accessible to all individuals.

Town of Shelburne Water Commission

Meeting minutes, June 8, 2020

Present: John Schold, Chair; John Day, Steve Smith, Pete Gadue; also Water Superintendent Rick Lewis, Finance Director Peter Frankenburg, Town Manager Lee Krohn, and Brian Precourt.

The meeting was called to order via Zoom at 5:06 P.M., with attendees identified. Motion by Schold to approve the agenda; seconded by Smith and approved 3-0 (Day arrived a bit later in the meeting).

Motion by Gadue to approve the May meeting minutes with a corrected list of attendees; seconded by Schold and approved 3-0 (Day arrived a bit later in the meeting).

Public comments: none

Frankenburg presented a budget status update as of the end of May, with one month in the fiscal year to go. Overall budget is in good shape. Revenues are up (water sales among other items) and expenses overall are at or below budget (few water breaks = less repair and overtime costs). Legal costs were up this year due to the Wes Road matter, the Wake Robin water tank matter, and the Museum/Meach Cove waterline easement.

Lewis reported that meter replacements are continuing, and unaccountable water increased recently due to leaks on several larger private water lines that were sought, found, and repaired. Day arrived.

Krohn reported that management complexities continue related to COVID-19, in addition to the many other 'regular' issues and projects before us in keeping the ship of state moving forward.

Cost share request of Brian Precourt regarding the Catholic Church water line: this matter had been discussed at prior meetings, and it was agreed to wait until June to see how the fiscal year budget looked. Considerable discussion ensued as to the nature of the project, its need, differential materials and other costs, present and/or future benefit to the Town water system, and how and whether the 1988 cost sharing policy applied here (if that had ever actually been adopted). The policy criteria were reviewed. After further discussion about policy criteria, possible precedent, water system benefit, and additional costs for further possible improvements (full size hydrant on the new line; connecting across Falls Road to improve fire flows; and possible benefit if/when the RT 7 water line were ever replaced), the matter remained unresolved. Lewis offered to revisit the project's cost structure with Precourt to help further analyze matters, and it would be brought back again at the next meeting.

Frankenburg presented a second draft of the proposed budget for fiscal year 2020-2021. The proposed rate to be charged is down slightly for the second year in a row, and the department is in good shape, thanks in part to significant investment in CDs and the Superintendent's budget management. Projected revenues and expenses were reviewed. With no further questions, motion by Day to approve the budget as presented; seconded by Schold and approved 4-0.

Commissioner Concerns: none

Due to COVID-19, it was decided to distribute the warrants by email, with Commissioners to indicate individual approval by email.

Motion by Schold to adjourn at 6:04 P.M., seconded by Day and approved unanimously.

Respectfully submitted by Lee Krohn.

POLICY STATEMENT
EXTENSION OF WATER LINES TO
SERVE NEW USERS

DRAFT

1. Purpose:

The Shelburne Water Department periodically receives requests for the extension of water lines to serve new developments and users within the Town of Shelburne. Such requests are customarily outside of the normal capital improvements plan of the Water Department. This policy statement is intended to set forth procedures and guidelines for the approval of the extension of water lines to new developments.

2. Criteria:

Criteria and items to be considered for the extension of water lines to serve new Users within the Town shall be as follows:

- A. Capability of existing system to accommodate new users.
- B. Conformity with Water Department Capital Improvement Plan.
- C. Conformity with the Town Plan, as determined by the Shelburne Planning Commission.
- D. Analysis of benefits and costs of the request.

3. Minimum provisions:

As a minimum, the following shall be applied to all extensions of waterlines to serve new users in Shelburne.

- A. The cost of the extension shall be borne entirely by the developer and/or new users, unless the project is a component of the Capital Improvement Plan of the Water Department.
- B. In cases where a project is a component of the Capital Improvement Plan, the developers shall be responsible for all costs for the facilities needed to serve the development. The Water Department may cost share based upon the provisions of the cost-sharing policy statement.
- C. All work must be done in accordance with the Town of Shelburne Development Specifications and generally accepted engineering principles and practices.
- D. All waterline extensions must be within the street right of way existing or new roads. "Cross lot" extensions of water lines will not be allowed.
- E. The sizing of the waterlines for the extension shall be as determined by the Shelburne Water Department, in conjunction with the Champlain Water District and Town consulting engineers.
- F. All engineering, legal, and similar costs incurred by the Water Department due to the request for extended Water services shall be borne by the developer.

4. Contigency:

The Water Department shall only approve the extension of waterlines to serve new developments and users contingent upon approval of a development by the Shelburne Planning Commission. A statement by the Water Department that there is adequate capacity available to serve a development shall not constitute a judgement as to whether or not water service should be extended to serve the development.

APPROVED _____, 1988.

Francis J. Fyles, Chairman

Carlos Blakely

Pete Gadue

POLICY STATEMENT
COST - SHARING ON PROJECTS

DRAFT

1. Purpose:

In some cases, the Water Department is asked to share in the costs of a project where a larger pipe size than that necessary is being requested by the Water Department. This policy Statement is intended to provide standards and guidelines for the approval of such requests.

2. Applicability:

The Water Department will consider cost - sharing in projects for which the following apply:

- A. The increased pipe size is clearly not needed for the development but is instead an overall improvement to the system.
- B. The project and proposed pipe size is consistent with the Water Department Capital Improvements Plan and the Town Plan.
- C. The increase in pipe size and cost sharing by the Water Department is in the best interests of the entire Shelburne Water System.
- D. Adequate financial resources are available for the Water Department to participate without a bond vote being necessary.

3. Provisions:

In cases where the Water Commission agrees to cost-share, the following shall apply:

- A. The Water Department will participate in an amount equal to the costs of the differential in pipe size between that necessary to serve the development and that being required by the Water department. The Department's obligation shall be restricted to the cost differential for materials.
- B. The actual amount of cost sharing shall be exact cost of materials, as noted through invoices provided by the developer. Invoices from materials suppliers shall be included.
- C. The cost sharing will be done on a reimbursement basis only.

D. Costs will be reimbursed once work is completed on the project to the satisfaction of the Sehlburne Water Department. The amount of any bills or other items owed to the Water Department for any reason whatsoever shall be subtracted from the amount to be reimbursed to the developer.

APPROVED _____, 1988.

Francis J. Fyles, Chairman

Carlos Blakely

Pete Gadue

**PROPOSED POLICY FOR ACCEPTANCE
OF
EXISTING PRIVATE LINES
1-15-2002**

The Town of Shelburne Water Department's mission is to provide a high quality of water and service to its users. To accomplish its mission, the Department must use its resources wisely to maintain and upgrade the infrastructure used to store and distribute water to its customers.

Therefore the Town must carefully review requests for assuming ownership of private lines to assure that such ownership is in the best interest of all existing customers. When reviewing such requests the Town will consider the following:

1. Was the water line in question constructed with the intent of turning it over to the town?
2. Does the water line in question likely meet current standards of construction required by the Town for acceptance as part of the Town system?
3. Is the line of an age where maintenance needs may be necessary?
4. Are there conditions which may be present which may accelerate deterioration of the line?
5. Are there overriding issues where the line in question may improve or secure service to existing customers?