

# Town of Shelburne

## Water Commission

Meeting minutes, February 3, 2020

Present: John Schold, Chair; Steve Smith, Craig Wooster, Pete Gadue; also Water Superintendent Rick Lewis, Finance Director Peter Frankenburg, Water Quality Superintendent Chris Robinson, Town Manager Lee Krohn; and residents Bill Posey and Brian Precourt.

The meeting was called to order at 5:00 P.M. Motion by Gadue to approve the agenda; seconded by Schold and approved unanimously.

Motion by Wooster to approve the January meeting minutes; seconded by Gadue and approved unanimously.

Public comments:

The Wes Road water line repair was revisited regarding the question of responsibility for payment of the prior repair. Krohn and Robinson offered background information. This repair appears to date back to May of 2017; awareness was raised anew due to more recent title work seeking to resolve ownership/maintenance of the water line itself. The repair question related to timing and circumstance of sewer line work on that road, and whether it was circumstantial in time or a proximate cause of the break. Being well beyond the contractor's warranty period and with the uncertainty involved, motion by Schold to rescind the request of the homeowners for repayment, and to no longer seek collection. It was suggested that we send certified letters to these homeowners informing them accordingly, and informing them of their ownership of this private water line and responsibility for maintenance. Any similar future circumstances will be monitored more closely.

The budget report was reviewed and appears on track. No concerns raised.

Lewis: water meter readings done. Looking for leaks, none found yet. Could be related to changes made at the Spear Street vault. Approximately 12% of water is unaccounted for (purchased to billed ratio), and always seeking to decrease this ratio.

Krohn: major recent work has been on budget preparation. Meach Cove easement – legal document has been prepared; Lewis will check with Chris Davis to seek final resolution.

Policies: three were presented and reviewed that appear to have been in place for some time, but with no record of adoption.

Existing private lines: guidelines before taking over. Can use updating.

Cost sharing policy – appears generally OK.

Water line extension – appears generally OK.

Bill adjustment policy – Town Manager can adjust bills if good cause shown, or one can appeal to the Commission.

The intent was to bring these to the Commission's attention, and suggest review and consideration at one or more upcoming meetings.

Cost share request: Gadue disclosed that requestor Precourt is his current landlord, and that he has had prior informal conversation about this matter. No recusal was felt needed. Brian Precourt on behalf of St. Catherine de Siena Church on Church Street described the background of water line construction last year. There was a sprinkler requirement for the new addition, which the Falls Road water line could not supply with sufficient flow. A new 8" water line 420 feet long along Church Street, tapping into the RT 7 water line, was designed and built along the edge of the Parade Ground. This line could connect someday to Falls Road if desired. The Church did not connect it at that time, for if they built a line longer than 500' or installed another fire hydrant, either would have triggered significant time delay and additional costs for state permits. Precourt stated that he did not charge the Church for his time, nor for markup on materials costs. He now seeks a 50% cost share from the Commission for the 8" line extension along Church Street, but not the 6" line directly serving the Church. He agreed that some site cleanup/grass planting at the Parade Ground is needed in the spring season.

Is there future benefit to Town? It was estimated that a 100' extension would be needed to connect across Falls Road, which was just repaved last fall. There is no current plan to extend across Falls Road, although it was agreed that it could improve flows, and could be an additional feed depending where valves are located. That work is not currently in the budget, and has not been deemed a high priority compared with other water system needs. If the Commission were inclined to consider this cost sharing request, we'd need to wait to see how water line breaks play out this winter. It was agreed to table the matter until June, and wait to see how the annual operating budget works out. Town staff to advise re: relative benefit and cost justification, as the Commission needs a more objective analysis and rationale.

Capital Improvement Plan (CIP): Frankenburg reviewed. This gets included in the overall Town CIP after Town Meeting, and reflects anticipated priorities and costs over next five years. Proposed projects will be reviewed at the next meeting. The Commission also requested clarity on debt service timeframes.

Commissioner Concerns: none

Warrants were signed.

Motion by Schold to adjourn at 6:14 P.M., seconded by Wooster and approved unanimously. Next meeting will be on the second Monday, March 9, due to Town Meeting being on the first Monday in March.

Respectfully submitted by Lee Krohn.