

# Town of Shelburne Water Commission

Meeting minutes, April 5, 2021

Present: John Day, Steve Smith, Craig Wooster, Pete Gadue; also Water Superintendent Rick Lewis, Finance Director Peter Frankenburg, Town Manager Lee Krohn

With former Chair John Schold having retired from the Commission, John Day called the meeting to order via Zoom at 5:00 P.M., with attendees identified. Upon a motion by Day, seconded by Wooster, the agenda was approved unanimously.

Upon a motion by Day, seconded by Wooster, the March meeting minutes were approved unanimously.

Public comments: none.

Frankenburg presented a budget status update. The budget continues generally on track, with no real concerns about budgeted vs. actual expenses. Facilities maintenance is running a bit higher due to water line breaks, but at least \$10K of that is owed and due from owners of private lines that had to be repaired. Accounts receivable were reviewed for a five year trend; as noted recently, delinquencies are higher this year. Shutoff notices will be sent soon, which has historically been an incentive for some parties to pay what they owe. We had held off due to COVID, but it's time. Smith arrived. It was clarified again that we do not believe we are bound by other shutoff moratoria imposed upon other systems. There was clear consensus among members to send these shutoff notices, presuming (as we already do) that provision is offered for payment agreements or other strategies for those who may truly be unable to pay in full at this time.

Church Street water line: legal counsel has not had time to prepare the documents needed to effectuate this transaction. The agreement offered and approved previously is to pay the Catholic Church 50% of the direct cost of the new Church Street private water line (\$27,420), and the line will be turned over to the Town. Tabled to next month.

Remote radio meter update: Frankenburg reported that a CD would soon come due that could provide funds as requested by Lewis and approved by the Commission conceptually. Upon further discussion, including clarifying concerns that the 'regular' capital improvement projects should not be affected by this, motion by Day to use up to \$50K (half of the CD coming due) to purchase additional remote radio water meters. It was noted that the more of these can be installed, the less time that our limited staff must spend each quarter to read meters. Lewis estimated that up to a month a year of staff time (one week each quarter) could be saved, freeing up staff for actual work projects. Motion seconded by Wooster and approved unanimously.

Policy on emergency private water line repairs: with clarification to section 2C with a one-hour timeframe for response, understanding that flexibility will be applied where appropriate, depending upon the severity and consequences of the break, motion by Day to approve the updated policy. Seconded by Gadue and approved unanimously.

Commissioner concerns: need to advertise for a new member. Members to make appointments with Frankenburg to sign warrants.

With no other business, motion by Day to adjourn at 5:47 P.M., seconded by Gadue and approved unanimously.

Respectfully submitted by Lee Krohn.