

TOWN OF SHELburnE  
WATER COMMISSION MEETING

May 18, 2020

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

The meeting was called to order at 5:10 P.M.

Motion by Schold to approve the agenda; seconded by Gadue and approved unanimously.

Motion by Wooster to approve the February meeting minutes; seconded by Gadue and approved 3-0, Day abstained; Smith arrived just afterward.

Public comments: none.

Finance Report: Frankenburg reported that with just over one month left in the fiscal year, the budget appears in good shape. Revenues are up and expenses are generally down. Fourth quarter payments are due by June 1. Various journal entries will be made toward the end of the fiscal year as typical and necessary. Legal expenses were up due to matters related to Wes Road, the Wake Robin water tank, and the Meach Cove water line easement. Debt was lower, as we did not need to borrow for a new truck as had been anticipated. No major capital improvements were made this year.

Water Superintendent report: Lewis reported that while line breaks/repairs have not been significant, several recent breaks/leaks drove up unaccounted water to roughly 15% (typically this is closer to 5%-10%). Two large leaks were found and repaired. No significant changes in water use related to COVID-19 have yet been noted, but we'll keep everyone informed if new data from CWD indicate otherwise.

Town Manager report: Krohn reported briefly on efforts and strategies to maintain municipal services during the COVID-19 pandemic.

Draft budget for fiscal year 2021: Frankenburg reviewed the draft budget in detail. Water sales are projected to increase due to several residential development projects coming on line. Primary expense increase is the 3.7% increase from supplier CWD. It was noted that the high expense for water tank maintenance by USG will end next year, and there will be several 'out years' in this multi-year contract that will be significantly less costly. This is related to maintenance challenges on the south tank with all of the cell infrastructure mounted upon it. Legal expenses will continue for MOUs with Wake Robin and Shelburne Farms, as well as continued research in the land records regarding ownership of water lines. No new debt is anticipated. Administrative expenses (paying for Town services to the Water Department for billing, budgeting, management oversight...) might be worth analyzing and recalibrating.

Questions were asked about use of the capital budget for vehicles, and whether a vehicle replacement reserve fund should be created. Another alternative to traditional borrowing is to cash in CDs and pay ourselves back over time, thus incurring no interest charges.

Wooster asked that an upcoming agenda highlight major capital projects on the horizon, including but not limited to the future water line upgrade along RT 7 south of the Village, and whether collaboration with any future VTrans projects might be possible. Questions were also asked whether fire hydrant replacement continues on a planned, rolling basis, or only either as needed or as part of a larger, planned capital expense/project at a point in time.

The 6:00 P.M. neighborhood pot banging commenced in the background at this time.

Members offered to come in to the office to sign the warrants.

Next meeting date to be determined based on need.

Motion by Schold to adjourn; seconded by Day and approved unanimously at 6:05 P.M.

Respectfully submitted by Lee Krohn