



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

AGENDA
WATER COMMISSION
MONDAY, February 3, 2020
5:00 P.M.
SHELBURNE TOWN OFFICES

1. Call to Order 5:00 P.M.
2. Approve Agenda 5:00 P.M.
3. Approve January meeting minutes 5:00 P.M.
4. Public comments on items not on the agenda 5:00 P.M.
5. Wes Road water line repair bill: final discussion 5:05 P.M.
6. Finance Director's Report 5:15 P.M.
7. Water Superintendent's Report 5:20 P.M.
8. Town Manager's Report 5:25 P.M.
9. Review/Approval of policies for taking ownership of water lines, extension of water lines to serve new users, and cost sharing on projects 5:30 P.M.
10. Cost share for new water line on Church Street: question of Brian Precourt 5:45 P.M.
11. Capital Improvement Plan Projects: review 5:55 P.M.
12. Commissioner Concerns 6:05 P.M.
13. Sign Accounts Payable Warrants 6:10 P.M.
14. Adjourn 6:10 P.M.

NOTE: The March meeting will be on the second Monday, March 9, as Town Meeting is on the first Monday, March 2

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

January 6, 2020

Present: Chair John Schold, John Day, Craig Wooster, Pete Gadue; also Finance Director Peter Frankenburg, Water Superintendent Rick Lewis, Town Manager Lee Krohn; also Bill Posey, and landowners on Wes Road.

The meeting was called to order at 5:00 P.M.

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

Motion by Day to approve the December meeting minutes; seconded by Gadue and approved unanimously.

Public comments: none.

Wes Road water line repair, continued from the December meeting. As noted before, this relates in time to a June 2018 sewer project on Wes Road. Water line always has been private line, now serves six homes. Rotted water line saddle leaked concurrent with sewer work, but would have failed anyway; had to fix while contractor on site. Since then discussion about responsibility for payment of this bill and maintenance generally. Spectrum of options ranges from continue to seek repayment to the Water Department from the homeowners served by the line, to a shared approach between Town and homeowners, to waiving repayment. Questions were raised again about whether either the Wastewater Department or its contractor SD Ireland should be responsible for the bill; while it cannot be proven that the sewer line work caused the water line break, it did occur while that work was underway, and there was no prior history of water line failures on Wes Road. Krohn will inquire again of the WW Department and report back next month. Further concerns were raised whether the Water Department's covering this bill could somehow be used against the Town as a form of implicit statement of ownership and responsibility. The title search from Town counsel was reviewed again as offering definitive proof that this water line is owned privately, and that maintenance is the responsibility of the homeowners served by it. The Water Commission and staff find no reason to believe that the water line is owned by the Town, nor any reason (nor benefit) for the Town to take it over. By consensus, the ownership question was considered settled; the only remaining question being responsibility for the prior repair bill. Homeowners present stated their understanding of maintenance responsibility, and that a proactive approach on their part to make similar repairs before further failures arise would be prudent.

It was agreed to recess the matter one more time to the February meeting for further follow up with the Wastewater Department.

Finance Report: Frankenburg reported that revenues and expenses are generally on track as anticipated; fortunately, with few line breaks or problems so far, costs associated with repairs are down.

Water Superintendent report: Lewis reported on ongoing work to clarify ownership of water lines throughout Town, work that is also ongoing with the Wastewater Department. Assistant Town Clerk Lisa

Mann has been very helpful with this work, but the time she can spend on this is limited. Without staff and resources dedicated to this time-consuming work, progress is slow.

Related to ownership is a policy to guide Commission and Department decisions whether to take ownership of private water lines (such as benefit to the water system). It was suggested this be reviewed at the next meeting.

Krohn to follow up with legal counsel on the Bostwick/Meach Cove easement matter; Lewis to follow up on the Shelburne Farms water line matter.

Town Manager report: although work continues on many varied tasks and projects, primary work effort at this time is focused on preparing a workable and fiscally responsible budget for the next fiscal year. Brian Precourt (on behalf of the Catholic Church) has asked whether cost sharing might be possible regarding the new 8-inch water line installed along Church Street to serve the Church addition. In a manner similar to the ownership question, it was suggested that this might be considered if there were direct benefit to the Town, such as if a line were upsized beyond the project's own needs for benefit to the water system, then it might be considered to cover the marginal cost increase involved. The Town Ordinance will be reviewed, and the matter brought forward at the February meeting.

Warrants were signed.

Motion by Schold to adjourn; seconded by Day and approved unanimously at 5:59 P.M.

Respectfully submitted by Lee Krohn

**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?

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 accomodate 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



REAL ESTATE INVESTMENT & DEVELOPMENT

CUSTOMER

ST. CATHERINE OF SIENA PARISH
 PO BOX 70
 SHELBURNE, VT 05482

INVOICE

19-0301

DATE

12/24/19

PURCHASE ORDER #

WORK DESCRIPTION

8" WATERLINE TO TOWN

LABOR

BRIAN 58.25 HRS @ \$75/HR N/C
 JOSEPH 26.5 HRS @ \$55/HR
 SYD 8 HRS @ \$55/HR

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT
1	8" MJ DI RS VALVE	935.17	935.17
1	26/48 TF VALVE BOX	104.37	104.37
1	8X6 MJ DI TEE	333.95	333.95
1	8X2 MJ DI TAP CAP	116.16	116.16
1	2X12 BRASS NIPPLIE	71.08	71.08
1	2" BRASS STREET	57.73	57.73
1	77 MAINGUARD BLOWOFF	747.79	747.79
4	3/4" DUC LUGS	6.83	27.32
4	3/4" NUTS	1.44	5.76
4	3/4" WASHER	0.84	3.36
1	8 MJ DI 22 1/2 BEND	86.47	86.47
1	8 FOSTER MJ ADAPTER	183.74	183.74
2	8 ROMAGRIP ACC PACK	69.41	138.82
1	3/4" STONE (BARRETTS)	652.47	652.47
2	LOADS DISPOSAL SLURRY (LABERGE FARM)	100.00	200.00
2	RICE LUMBER LALLY COLUMN	41.35	82.70
1	AUBUCHON PAINT	11.33	11.33
1	STAINLESS RODS (FASTENAL)	43.26	43.26
	TOTAL MATERIAL		3,801.48
	TOTAL LABOR		1,897.50
	DONALD HAMLIN ENGINEERING		2,687.80
	TOWN R.O.W. PERMIT		500.00
	MORSE 8" BORING		26,810.35
	MUNICAP & CONTRACTOR (WET TAP)		3,440.00
	S.D. IRELAND (THURST BLOCKS & SIDEWALKS)		918.00
	REDLINE UNLIMITED		12,235.00
	DONALD HAMLIN ENGINEERING TESTING & INSPECTION (2 INVOICES)		1,712.74
	MUNICAP (TESTING & CHLORINATE)		337.50
	STATE PERMIT		500.00
	TOTAL DUE		\$ 54,840.37

215 Maple Leaf Lane • Shelburne, Vermont 05482

Phone (802) 985-3433 • Fax (802) 985-2250

Email: precourtcompany@gmail.com