

**Plainfield Water/Waste Water Commission
Meeting Minutes for April 17, 2017**

Present: Mary Lane, Tim Phillips, Carol Smith, Tristan MacGregor-Stewart, Joshua Pitts, Paul Rose

5:00 PM - Meeting called to order.

Agenda was approved

Minutes for 2017-03-20 were approved.

New Commission Josh Pitts given Oath

- Josh took the oath office and is officially a Commissioner. Welcome.

Discuss allocation application process with Paul Rose

- There was a general conversation with Paul about his plans for the property on Roberts Lane to bring the Commission up to speed. He intends to open a restaurant with a bakery and keep the existing rental apartments above the ground floor.
- Mary explained the application process, the billing periods and made an approximation of the impact fee (with the understanding that the actual fee can only really be calculated when the completed application is in the Commission's hands).
- Paul Rose left the meeting after this portion was completed.

Discuss/Adopt warrant policy

- Tim Phillips made a motion to appoint Mary Lane, Josh Pitts and Tim Phillips as able to approve and sign orders for payroll and accounts payable for operating expenses for the period of April 17, 2017 through June 30th, 2017. The motion was discussed and approved by the Commission.

Clerk's Financial Report

- we have a quote to mow the various lawns at the same price as last year
- the impact fee for the High Street apartment addition has been paid in full
- delinquencies repayments are making some headway.
- we discussed a personal matter related to family leave usage were the town made a mistake in how it was applied. The mistake was corrected.

Chief Facility Operator's Report

- the system is requiring routine maintenance. Nothing extraordinary to report.
- Greg is out a minimum of 6 more weeks before possibly returning for light duty
- Tristan is OK for now with the classes required to renew his license

Commissioner orientation

- Joshua had some basic questions about the duties of the Commission. Various people in attendance answered them.

Other Business

- None

The warrants were signed.

The date of the next monthly meeting is May 15th, 2017 at 5PM.

The meeting adjourned at 6:17PM

Submitted by Tim Phillips