

Plainfield Water/Wastewater Commission

DRAFT Minutes for January 22, 2019, subject to approval

Present: Mary Lane, Chair; Josh Pitts, Commissioner; Greg Chamberlin, Chief Operator; Carol Smith, Clerk; guests: Michael Bielawski system user; Jason Booth, Patrick Finn, from Aldrich & Elliott, **Missing:** Tim Phillips, Commissioner, however a quorum was present.

5:16 pm-Meeting called to order

Agenda approved, however order changed due to visitor arrival time

Minutes approved as corrected: minutes dates are: Nov. 26, 2018, Dec. 5, 2018, Dec. 17, Dec. 20, 2018 and Jan. 9, 2019.

Warrants: Approved Payroll and Payable Warrants

From the following dates: 12/21/18, 12/27/18, 12/28/18, 01/4/19, 01/11/19, 01/14/19, 01/15/19, 01/18/19, 01/25/19.

Request to relinquish allocation: Commission voted unanimously to accept Lauren Kelley's written request to relinquish W/WW allocation to a cabin/cottage being demolished at 54 Harvey Hill. Date will be backdated to January 15, to align with billing date. Carol will send letter to Ms. Kelley, informing her of the Commission's decision.

Brook Rd Leak: Greg asked if we would release funds to either replace or repair line on Brook Rd. This was tabled, as first guest arrived.

Allocation Request by Michael Bielawski for one unit of W/WW to add an apartment in a home he recently purchased. He has filled out the preliminary application, but has not paid the fees of \$10 each. The Commission figured the impact fees of \$1987.26 for WW and \$315 for W, and gave this information to Mr. Bielawski. The Commission voted unanimously to approve allocation upon payment of application fees, and impact fees.

Review Asset Management Plan with Jason Booth and Patrick Finn from Aldrich & Elliott Engineering firm. Jason spoke to Megan Young from the SOV, and has clarity of what is needed to satisfy the SOV, so we will receive the loan forgiveness. The Commission/Operator decided the priority projects are: 1. Brook Rd (previously tabled subject), 2. Barre Hill, and 3. School St to Bunker Hill. Also a high priority is to repair the tank at the Maple Hill Reservoir. We discussed the funding strategies and steps for accomplishing the goals. We will contact Ashley Lucht from SOV to talk to us about funding, and possibly add our name to the DWSRF list for FY 19 money for next construction loan forgiveness, and also contact USDA. We will immediately begin (Tristan has been working on this) rate restructure with a goal of our base rate to be no lower than 70%, and variable 30%, and holding a public forum in April/May 2019. A tank inspection will be scheduled. We discussed doing small lengths of line repairs ourselves, as the 2019/20 budget allows.

RFQ submittals were discussed. We currently have one on hand, but 2 other engineering firms have expressed interest. The deadline is tomorrow, January 23, 2019. We set a date for reviewing these on Wednesday, February 6, 2019 at 1:00 pm. (RFQ- Request for Qualifications).

Clerk's report: We need official vote on the 2019/2020 W and WW budget. Josh moved to set water budget to \$206,034.00 Mary 2nds, motion passes unanimously. Josh moved to set wastewater budget to \$272,326, Mary 2nds, motion passes unanimously. We discussed some inequities in water rates. One example was a user pays \$217.50 for 87,000 gallons of water because of overage costs being less than rates. This will be addressed with the rate restructure.

Chief Operator's Report: Exploring costs for a request for a hook-in to our system by Mr. Towner on property around Sugarwood Dr area. This will not be easy, and will be costly. Greg will present his findings to Mr. Towner, and possible other property owners that could be affected. There is a large leak at Goddard, that is draining their reservoir. Greg is working with the new maintenance person, as Scott Blanchard is no longer working there. Greg needs new snow tires for the truck, because the ones now mounted will not work for plowing. There is not much money available from the truck repairs budget, but Carol said she will find the money since this is a needed item.

The next regular monthly meeting is Monday, February 11, at 5:15 pm, because Feb 18 is a holiday.

Meeting Adjourned at 7:45 pm.

Respectfully Submitted by Mary Lane