Minutes of Regular Meeting

Water & Sewer Commission

Town Hall, 338 Main Street

April 9, 2024

Chairman called the meeting to order at 6:00 pm. The following members were present: John Massicotte, Joe Lemelin (FaceTime), George Closson, and Mike Farrell. Also, present was Director of Public Works Jim Rollins, Finance Director Ann Marie Rheault (Over Phone), Victor Dubourg, Jeff Rines, Alex Combes, Bill Hester, Steve Vaill, and Heather Fox.

Public Input- none

I. Approval of minutes from Regular Meeting March 12, 2024, Motion: G. Closson to approve the minutes for March 12, 2024, seconded by J. Lemelin. Vote: all in favor-motion carried unanimous, one abstained Mike Farrell

A. Report from Finance Director-

Fiscal 2024 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is $1,593,090.
Sewer Rents-Current YTD Revenue: $1,170,352.
Sewer Rents Past Due: $96,607.
Sanitation Plant Department-Department 315- Is at 62% of its budget. Year to date expenditures $703,215.
Pumping Station-Sewer Dept 316-Is at 44% of its budget. Year to date expenditures $184,429.
W.P.C.A.-Dept Is at 54% of its budget for the fiscal year. Year to date expenditures $471,364.
Debt Administration-913-Is at 85% of its budget for the fiscal year. Year to date expenditures $57,522.
Total Expenditures-$1,416,530.
Revenues-Water Works- Year to date Revenue-$1,407,251.
Water Rents Current-YTD Revenue-$1,201,553.
Water Rents Past Due-YTD Revenue-$92,246.
Water Works: Dept 317- Is at 47% of its budget for the fiscal year. Year to date $326,606.
Crystal Lake Water Plant: Dept 319-Is at 52% of its budget. Year to date $296,022.
Water Administration- Dept 321- Is at 61% of its budget. Year to date Expenditures $275,692.

Water Commission-Dept 322-Is at 63% of its budget. Year to date expenditures $304,977.

Total Expenditures-$1,257,296.

123 Water & Sewer Capital Improvements- Capitol Improvement spreadsheets provided and reviewed by Ann Marie. Further discussion to follow regarding funding shortfalls. J. Rollins to meet with Ann Marie to review these shortfalls.

Bank Balances- Sewer Fund- $1,346,863.41, Water Fund-$2,380,649.42.

Savings Balances: Sewer Fund- $173,111.59, Water Fund- $891,750.62.

Ann Marie- Closing with our Bond Council DWSRF on the Water Tanks, so expect to get that scheduled before the end of April, so Bart can send in for reimbursement.

B. Update on Electricity Analysis- Ann Marie provided electricity and solar accounts summary up until February 2024. Net sewer solar credits: $1,953.34, Net water solar credits: $693.12.

Ann Marie- Paid through the end of February, receiving solar credits again. Expect Eversource going through to end of June will be in a credit position due to receiving solar credits again.

C. Surcharge for Sewer Billing 4th Quarter: No input.

D. Lead Service line inventory Bid’s: J. Rollins- waiting for H2M for budget pricing information. B. Hester suggested changing the date for the vote for funding, recommends doing it earlier.

E. Sewer Plant Digester Assessment: A. Combes- no number yet, should have more information for the next meeting, if not before.

F. Two Sludge Pumps: A. Combes- April 29, 2024, delivery date.

G. Received $87,823 ARPA Funds Towards Digester Cleaning: Can be used at the Commission’s discretion. Ann Marie- December 31, 2026, project funds need to be committed.

H. Crystal Lake Filter Bed- J. Rines- Provided Commission with a Project cost sheet. J. Rines explained the reason for this project. Explained the step-by-step process to the Commission. Total for project $99,992, not including our personnel. J. Rines said our personnel were outstanding and a key part of the success of this project. We are lucky to have such a good team. Advanced Coating was awesome to work with. Tank should be back online within another week.

I. Tree Removal along 263- Eversource did most of their portion. J. Rollins to reach out to Eversource and Distinctive Tree.

J. Water & Sewer Lines Connection Fee Update: No update.

I. Items Working on for Summer and Fall

• PS #1 Sewer Plant: V. Dubourg have a call in to Dave Curtis. Dave is looking for five good days to get concrete risers and pipe in. Next week is looking good.

• PS #2 Danfield: V. Dubourg still waiting on permit.
II.  **Bill Adjustments:** None

III.  **Director’s Report:** None

IV.  **Old Business:**
- **ARPA Funds Phase I** -$350,000 sewer plant’s raw water pumps/$350,000 sewer pump station rehabilitations 12/6/21-B. Hester in each account that it was allocated for.
- **ARPA Funds Phase II**-$450,000 sewer plant step screen/$250,000 sewer plant septage receiving station & other water & sewer capital projects 6/20/22- B. Hester in each account that it was allocated for.
- **ARPA Funds Phase III**- $87,823 to be used at the Commissions discretion.
- **36 sewer assessments liens**- Tabled

V.  **New Business:**
- **Crystal Lake Filter Bed 1**- J. Rines Have another filter bed (Filter Bed 1) that is in dire need of recoating and would like to replace the triton seals. We budgeted $120,000 for the first project; we have about $20,000 remaining. Advanced coating quoted $56,000 to recoat tank. J. Massicotte- when can you complete this. J. Rines- Advance Coating can get started on painting in about a month. Then just ordering the seals and media.
  
  **Motion:** J. Massicotte made a motion to appropriate $100,000 to fund 123 CIP account 3-322-875-0000-0000 for the Crystal Lake Filter 1 not previously in FY 2024 budget, seconded by M. Farrell  
  
  **Vote:** all in favor-motion carried

  **Motion:** J. Lemelin made a motion to authorize the transfer of $100,000 from the Water Savings account to the Water Checking account, seconded by J. Massicotte **Vote:** all in favor-motion carried

- **On Call Phone Stipend:** M. Farrell asked J. Rollins to get a report together for on call phone and how many call backs in a year and how many times did they have to come out in a year?

VI.  **Adjournment:** **Motion:** J. Lemelin- made a motion to adjourn meeting at 7:05 pm, seconded by M. Farrell. **Vote:** all in favor-motion carried unanimous.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary