

**Thompson's Point Wastewater System Advisory Committee
Minutes for Meeting on December 13, 2018 @ 4:00 PM
Charlotte Town Office**

In attendance:

Leaseholder Representatives: Tom Maffitt; Miles Waite, Rick Pete

Selectboard Representative: Lane Morrison

System Operator: Steve Williams, Jake Williams

System Engineer: Chris Galipeau, Civil Engineering Associates, Inc.

Town Administrator: Dean Bloch

Town Clerk/Treasurer: Mary Mead

Agenda

- Review of the year's operation and shut-down
- Review of proposed maintenance and upgrades for FY19 & FY20
- Review and approve over-runs of FY19 budget (as recommendation to the Selectboard)
- Review and approval of FY20 budget (as recommendation to the Selectboard)
- Recommend renewal of contract with SJW Docks, LLC for System Operator
- Recommend renewal of contract with Civil Engineering Associates, Inc. for System Engineer

Review of the Year's Operation and Shut-down

Steve said thing generally went well. The main issue was that final effluent going to the leachfields was approximately 600,000 gallons—it's usually around 1 million gallons. The measurement of water used via meters at the camps was the same as usual—a little over 900,000 gallons. Steve has checked for leaks and didn't find any. Steve noted campers would have commented if they had detected smells. Steve may do a draw-down test. He will also see how the readings are next year. At this point, there is no other action to take.

Review of Proposed Maintenance and Upgrades for FY19

Steve will be installing valves in the sand filter (between the sand filter and the siphoning chamber) this weekend.

Review of Over-runs of FY19 budget

The sand filter valves were budgeted at \$11,000, but will be \$12,000. The State wanted overflows installed. Next year will be lower, around \$8,000.

An unrelated matter: one of the Rutter camps and Mrs. Glade's camp share a STEP Tank, and the electricity shut-off is in the Glade camp. She has not been at camp, which has made it problematic for the Rutters. Steve will move the electricity shut-off to the Rutter camp. He will also add a charcoal filter to the STEP tank.

FY2020 Budget, System Operator's Contract, System Engineer's Contract

Steve went through the items in the proposed budget

Dean indicated that the draft contract for the System Operator increased the current contract by 2%, which is an approximation for the difference between the 2017 twelve month average and the 2018 twelve month average—this is what is used for Town employees. Mary indicated the difference is higher, and the actual difference won't be known until January 15th, when the December CPI is reported. Miles asked whether all Town contracts use this factor for annual increases. It was discussed that the contract would be approved after January 15th in order to incorporate the December CPI.

Chris said that the total estimate for the System Engineer's contract can stay at \$7,000, since the actual cost has not exceeded this except for the work on the Ordinance amendment.

Miles motioned, Tom seconded, to approve (for recommendation to the Selectboard) the draft budget with a total expense of \$141,200, which will be adjusted for the System Operator's contract after January 15th. The vote was unanimous.

Miles motioned, Tom seconded, to approve (for recommendation to the Selectboard) the draft 2019 System Operator contract with Steven Williams, d/b/a SJW Docks, LLC, with a fixed fee which is to be the current year's fee, multiplied by the percentage change between the 2017 twelve month average CPI and the 2018 twelve month average CPI, in the manner that Town employees' pay rates are adjusted for the CPI. The vote was unanimous.

Tom motioned, Miles seconded, to accept (for recommendation to the Selectboard) the Engineering Services Proposal for the 2019 Operating Season submitted by Civil Engineering Associates, with an estimated fee of \$7,000. The vote was unanimous.

Other Business

Dean noted the amended Ordinance is now in effect. It requires the appointment of TPWAC members—this will be done in April when the Selectboard appoints members other committees. Mary indicated that she has sent a bill for the connection fee to a Lane's Lane leaseholder who has connected to the wastewater system, as provided in the amended Ordinance.

Adjournment

Tom motioned to adjourn, Miles seconded. The vote was unanimous.

The committee adjourned at 5:15 pm

Respectfully Submitted, Dean Bloch