

**Joint Meeting of the Water & Sewer Commission
And the Electric Utility Commission
Meeting Minutes, April 16, 2018**

Roll Call: Commissioners Dennis Donahue, Steve Fitzhugh, and Ken Goslant. Others present: Town Manager Jeff Schulz, Utility Superintendent Pat Demasi, Laurie Baroffio, Finance Director. The meeting started at 6:30 PM.

Meeting of the Electric Utility Commission

Steve Fitzhugh noted that he and Ken Nolan, VPPSA Executive Director, meet with the Northfield Energy Futures Committee and discussed current VPPSA projects. They discussed the renewable energy projects within VPPSA member service areas to comply with the State's Renewable Energy Standard, and VPPSA's efforts to assist utilities with web-sites such that the members can have a web page on the VPPSA site.

Steve also noted that he is reviewing VPPSA's purchase power forecasts for next year's budget and will have that information for the next budget meeting.

Motion by Dennis Donahue, second by Steve Fitzhugh to adjourn the Electric Commission meeting. **Motion passed 3-0.**

Meeting of Sewer and Water Commissioners

FY 18/19 Water and Sewer Budgets

The Water and Sewer Commissioners reviewed the estimated revenues in the draft FY 18/19 Water Budget, which are down 11%. The estimated Sewer Budget revenues are down 26%. The estimated revenues are shown as being down because at this point no surplus funds are included the budget – as was done for the past several years.

The Commissioners reviewed the Water Budget expenditures and made several adjustments, including: increasing office supplies by \$100, reducing the water line maintenance account by \$1,000, decreasing the electrical expense by \$4,000, decreasing the audit expense by \$860. Also, the interest on the bond payments for water projects decreased by \$14,700.

Next, the Commissioners made several changes to the Sewer Budget expenditures, including: increasing the sludge management line by \$2,000, increasing the accounting fees by \$1,300, reducing the electrical expense by \$14,000, reducing heating by \$1,500, and reducing the chemical line by \$500. In addition, long term interest on bonds decreased by \$5,000.

Next, the Commissioners reviewed the Water and Sewer CIP and made the following changes to the Water CIP: decreasing the building Improvements line by \$500,

increasing the meter line by \$2,500, increasing the SCADA computer system line by \$5,000, adding \$5,430 for the CIP funding for the replacement of the 18 Ford truck, increasing the vac trailer line by \$750, increasing the wellfield equipment line by \$5000, and reducing the backhoe line from \$75,000 to \$14,000 because the \$75,000 was the initial payment for the new backhoe purchase last year.

Also, the Commissioners made the following changes to the Sewer CIP: increasing the manhole line by \$1,000, decreasing the SCADA computer line by \$5,000, decreasing the backhoe replacement amount from \$25,000 to \$5,000 because the \$25,000 was the initial payment for the new backhoe purchase last year

The Water and Sewer Commissioners asked Staff to made the above recommended changes, and the Commissioners would then review the changes at a special meeting on April 30 to determine whether to use surplus funds to reduce the rates or achieve no rate increases.

Motion by Dennis Donahue, second by Ken Goslant to adjourn the Sewer and Water meeting. **Motion passed 3-0.**

Jeff Schulz, Clerk