



Approved: _____
(date)

**TOWN OF PAXTON
Water Commissioners
Minutes of Meeting**

Date: Thursday, March 11, 2021

Time: 7:00 p.m.

Remote Meeting via ZOOM

Present: John Malone (JM), Chair
David Trulson (DT), Vice Chair
Rodney Jenkins (RJ), Clerk
Travis Thibault (TT), Director of Public Works
Tiffany Sidhom, Administrative Assistant

The meeting was called to order at 7:03 p.m. (TT) read the remote meeting preamble.

Meeting Minutes

Motion (DT) seconded (JM) to approve the minutes from the February 11, 2021 meeting.

Water Van Replacement

(TT) shared the quote from All American Investment Group, Inc. and Colonial Municipal Group for a 2021 Chevrolet 2500 4X4 pickup truck to replace the water van. The cost of the truck is \$51,066.00, financed through a five-year lease with an annual payment of \$11,227.17. The Board discussed putting the water van out for sealed bid, being sure to include a minimum bid. Motion (JM) seconded (DT) to put forth an article (draft presented to Board) for the new water pickup truck at town meeting. Unanimous, all in favor.

FY2022 Budget

The Board reviewed an updated version of the proposed FY22 budget. Motion (RJ) seconded (DT) to approve the budget as presented. Unanimous, all in favor.

Lien Payment Update

Of the initial \$16,303.57 in outstanding liens for water bills, \$7,102.31 has been received, leaving \$9,776.26 to be collected.

Meter Program Update

After pausing the meter program due to COVID-19 precautions, the Department has resumed the program and is working off the trouble list first, following all COVID-19 safety protocols for appointments. To date, 578 new meters have been installed. (TT) hopes that once all staff is fully vaccinated and Spring hydrant flushing has occurred, a major push to install meters can begin and the Department will work toward the original program completion date of June 2022.

Reports and Updates

Risk and Resiliency Assessment

Tata & Howard will be assisting the Department to complete the Risk and Resiliency Assessment that is mandated by the DEP to be finalized by June 30, 2021. The cost will be approximately \$2,500.00. (TT) will meet with Tata & Howard on March 16, 2021 to start this process. Once the Risk and Resiliency Assessment is completed, the Department will begin working on updating the Emergency Response Plan, as also mandated by DEP.

Asnebumskit Tank Rehabilitation Project

(TT) reports that the rehabilitation project at the Asnebumskit water tank is now 100% complete and all paperwork has been submitted to the DEP. There are a few additional items that the DEP has requested from SUEZ; (TT) is assisting in getting those items finalized. The Department will perform clean up and landscaping at the tank once the weather improves.

Sample Taps

The Department recently replaced the sample taps at the Asnebumskit water tank, the Grove Street fields and 345 Marshall Street. The sample taps on Richards Avenue and at the Paxton Center School/Council on Aging still need to be replaced. (TT) states that the new sample taps are approximately \$2,000.00 each but are made of better materials than the old sample taps and he hopes that they will last longer.

Annual Statistical Report

(TT) stated that he has completed a large portion of the Annual Statistical Report, and will be able to submit the report by the April 8, 2021 deadline. The percentage of residential water that was billed out (versus purchased) was 68% in 2020, compared to 61% in 2019. (TT) credits the new meters for the increase.

FY2021 Budget

The Board reviewed the FY2021 budget figures to date. (TT) stated that the only area that may be of concern is overtime; otherwise, the budget is in good shape.

Pipe and Hydrants

(TT) stated that he had to order pipe this year for the first time in many years. (JM) asked how many hydrants the Department has in stock; (TT) replied 1-2, but with no place to store the hydrants, it is better to order them when the need arises. If stored outside, the materials of the hydrants will deteriorate.

Next meeting tentatively scheduled for April 15, 2021.

Motion (DT) seconded (RJ) to adjourn at 7:47 p.m. Unanimous, all in favor.

Respectfully submitted,

Tiffany Sidhom, Administrative Assistant