

# Water Subcommittee Meeting

4/15/2020  
7:30 PM to 9:00 PM  
Remote via Zoom

## Meeting Minutes

**Attendees:**

Jim Engel, Bill Craft, Kerry Mackin, Mike Dougherty, Brian Kubaska  
Vicki Halmen, Ray Leczynski, John Parkhurst, Jeff Civitarese Dylan Lewellyn, Emily Sadoway

Meeting was conducted virtually via Zoom.  
Jim Engel called the meeting to order at 7:33.

## Agenda

**Citizen Queries**

**Chair**

**5**

Discussion: None.

Conclusions:

Action items: None.

Person responsible:

Deadline:

**Water Rate Discussion in Response to J. Engel/R. Leczynski  
COVID-19**

**75**

Discussion: Following interest by the Water Commissioners to offer water rate relief to customers during the COVID-19 situation, department staff along with Mr. Engel developed several rate relief scenarios for consideration.

Mr. Engel delivered a presentation that provided background on the seasonal rate structure, challenges if seasonal rates are deferred (such as loss of planned revenue and loss of price influence on water use), future budget and revenue projections and finally, options to provide rate relief, along with surcharges necessary to recoup lost revenue. Three scenarios were discussed: keep the winter rate of \$5.85 for residential customers, charge all customers the FY20 base rate of \$9.96 and charge all customers the FY21 base rate of \$11.25. Each scenario was evaluated for a period of 1, 2 and 3 months.

A lengthy discussion followed. Members agreed that we need to continue investing in our water system and protect the public water supply while offering customers rate relief during this uncertain time where unemployment is increasing. A consensus was reached to charge all customers the FY21 rate of \$11.25 beginning May 1. The period of time to apply the rate was then discussed. Mr. Engel suggested a 1 month deferment, reassessing each subsequent month. Mr. Craft felt that did not send the proper message to the customers and suggested a firmer commitment was needed. He moved to recommend a 3 month deferment of the seasonal rate. No one seconded the motion.

Conclusions: Mr. Dougherty moved to recommend a 2 month deferment of the seasonal rate, charging the FY21 base rate of \$11.25 between May 1 and June 30 to all customers. Mr. Craft seconded the motion. A roll call vote was unanimous in favor.

The rate will be reevaluated in June to develop a recommendation for rates July 1 and beyond.

Action items:

Provide recommendation to Water Commissioners.

Person responsible:

Halmen, Engel, Leczynski

Deadline:

4/21/20  
Meeting

**Updates**

**V. Halmen**

**5**

Discussion: Ms. Halmen provided an overview of the modifications made to water operations since the pandemic began, including staggered work shifts, other safety modifications and a modified hydrant flushing approach to minimize disruptions to customer water service. The Water Department is maintaining full compliance with all state and federal requirements. Ms. Halmen also provided an update on water main projects on High Street and Linebrook Road.

Conclusions:

Action items: None.

Person responsible:

Deadline:

**Other Business****V. Halmen****5**

Discussion: Mr. Dougherty offered a thank you to everyone for their hard work on this analysis.

Conclusions:

Action items: None.

Person responsible:

Deadline:

**Additional Information**

Mr. Dougherty moved to adjourn the meeting, Mr. Craft seconded. The meeting was unanimously adjourned by roll call vote at 9:00PM.