



TOWN OF WAITSFIELD
WATER COMMISSION MEETING
Minutes of meeting held at Town Office
January 17th, 2025 - Draft

Water Commission Members

Robin Morris, Chair
Bill Parker
Peter Reynells, VC
Peter Lazorchak
Brian Shupe

*All times are approximate.
Changes in the items and order of the agenda may occur.*

Town Treasurer/Asst Town Clerk
Steve Lewis

Town Clerk/Asst. Town Treasurer
Jennifer Peterson

Town Administrator
Open Position

Planning & Zoning Administrator
JB Weir

Road Foreman
Josh Rogers

Fire Chief
Tripp Johnson

Water Operator
Simon Operation Services

Waitsfield Town Office
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(802) 496-2218
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wateradmin@gmavt.net

Attendees: Robin Morris, Peter Lazorchak & Brian Shupe

Meeting called to order at **8.07 AM**.

Public Forum: None.

Commissioners Terms

Mr. Morris & Mr. Reynells have confirmed that they are each stepping down from the Water Commission when their terms end on March 4th 2025.

Operational Matters

- Mr. Morris shared the Water Operators top priorities:
 - Backup second well
 - Backflow prevention testing program
 - Request for Fire Dept to provide notification on any water extraction via hydrants or Fire Dept Garage take for both training and emergencies purposes.
- Mr. Morris updated the commissioners on the Water Billing process on 12/18/24
- Commissioners discussed the upcoming PC public meeting for the adoption of the GPOD

Financial Matters

- Commissioners discussed the proposed FY26 budget including the clarification & agreement on reimbursed costs to the Town. Mr. Shupe made a motion to approve budget Option A. Seconded by Mr. Lazorchak. Approved unanimously.

Consent Agenda:

- Mr. Lazorchak made a motion to approve the consent agenda. Seconded by Mr. Shupe. Approved unanimously.

Town Report Narrative

Mr. Morris shared a draft of the Town Report and Mr. Shupe agreed to review.

Future Meeting Dates and Times

Final Meeting date prior to Town Meeting - February 14th @ 9.00am

Submitted by: R Morris

WAITSFIELD COMMUNITY WATER SYSTEM

08-Feb-24

14-Nov-24

14-Nov-24

FY2026 DRAFT BUDGET OPTIONS		Approved Budget
ANNUAL DEBT SERVICE		FY 2025
Debt Service ERU		321.00
Debt Service Annual Fee		\$424
Debt Service Annual Receipts	08-2020	\$136,104
Debt Service Interest	08-1222	\$2,250
Debt Service		
USDA Rural Development Loan, due 03/17, 09/17	08-200-2100	\$124,720
USDA Rural Development Loan, due 11/21, 05/21	08-200-2100	\$8,276
Total Debt Service		\$132,996
Debt Service Surpluce (Deficit)		\$5,358
ANNUAL O&M		
O&M ERU		310.00
O&M Annual Fee		\$166
O&M Annual Receipts	08-2030	\$51,460
Operations Income		
Additional Water \$6 per \$1,000	08-2040	\$26,250
Special Charges		
Interest & misc Revenue	08-1222	\$2,250
Total Operation Income		\$28,500
Operational Expenses		
Accounting (Water Admin)	08-200-2212	\$5,200
Postage	08-200-2210	\$450
Public Notice	08-200-2215	\$100
Repairs, Maint, Materials	08-200-2220	\$11,550
Equipment - One Time.	08-200-2221	\$0
Chemicals	08-200-2225	\$100
Dues & Taxes	08-200-2230	\$235
Engineering Services	08-200-2236	\$200
Electricity	08-200-2240	\$2,650
Propane	08-200-2241	\$375
Insurance (TOW)	08-200-2245	\$1,000
Legal	08-200-2250	\$500
Accounting & Audit (TOW)	08-200-2255	\$1,550
Office/Admin/ Sup/Post	08-200-2260	\$250
Water Op Contract	08-200-2265	\$23,256
Water Op Add Services	08-200-2266	\$4,000
Permit/Licenses	08-200-2270	\$1,000
Phone/Cell Control	08-200-2275	\$1,300
Dig Safe	08-200-2283	\$330
Water Tests	08-200-2280	\$1,200
Hydrant Snow Removal	08-200-2287	\$1,650
Snow Plowing (TOW)	08-200-2285	\$1,100
Miscellaneous	08-200-2290	\$1,000
Total Operational Expenses		\$58,996
Operating Surplus (Deficit)		\$26,322
Less Reserves		
Total Reserves		\$26,200
Final Operating Surplus (Deficit)		\$122

Proposed Budget Option A
FY2026
Debt Rate 326.87
\$404
\$132,055
\$2,250
\$124,720
\$8,276
\$132,996
\$1,309
O&M Rate 318.87
\$166
\$52,932
\$26,250
\$2,250
\$28,500
\$5,500
\$475
\$100
\$13,283
\$0
\$100
\$235
\$200
\$2,783
\$450
\$1,050
\$500
\$1,628
\$250
\$24,186
\$5,000
\$1,500
\$1,300
\$0
\$1,200
\$1,733
\$1,155
\$1,000
\$63,626
\$19,116
\$21,200
-\$2,084

Proposed Budget Option B
FY2026
Debt Rate 343.36
\$384
\$131,850
\$2,250
\$124,720
\$8,276
\$132,996
\$1,104
O&M Rate 335.36
\$166
\$55,670
\$26,250
\$2,250
\$28,500
\$5,500
\$475
\$100
\$13,283
\$0
\$100
\$235
\$200
\$2,783
\$450
\$1,050
\$500
\$1,628
\$250
\$24,186
\$5,000
\$1,500
\$1,300
\$0
\$1,200
\$1,733
\$1,155
\$1,000
\$63,626
\$21,648
\$21,200
\$448

Debt Rate

\$424.00

\$106.00

O&M Rate

\$166.00

\$41.50

TOW

TOW

TOW/GMP

TOW

TOW

TOW

TOW

TOW

Debt Rate

\$404.00

\$101.00

O&M Rate

\$166.00

\$41.50

6% increase

5% increase

15% increase

VRWA

5% increase - GMP inc.

Increased outages

5% increase for inflation

As per contract

New connections

5% increase

5% increase

7.85%

Debt Rate

\$384.00

\$96.00

O&M Rate

\$166.00

\$41.50

Annual Water Rate

\$590

\$570

\$550