

**AVON WATER POLLUTION CONTROL AUTHORITY**  
**December 14, 2017**  
**Selectmen's Chambers, 5:30 p.m.**  
**Town of Avon**

**I. CALL TO ORDER**

The Avon Water Pollution Control Authority was called to order at 5:30 pm by Mr. Johansen.

**AWPCA**

Present: Eric Johansen, Chairman  
Terry Ryan, Vice Chairman  
Chris Roy  
Tom Armstrong  
Keith Jones  
Lawrence Baril, Town Engineer  
Tim Foster, Superintendent of Sanitary Sewers

**II. MINUTES OF PRECEDING MEETING –**

**MOTION:** Mr. Johansen made a motion for approval of the November 9, 2017 minutes. Mr. Armstrong noted a few corrections to be made. Mr. Johansen made a motion of the minutes as amended, seconded by Mr. Roy, received unanimous approval.

**III. COMMUNICATION FROM THE AUDIENCE – None**

**IV. NEW BUSINESS –**

**2017 – 3 Proposed Sewer Main Extension for Bailey Road** – Mr. Baril noted a developer has made a proposal for extending sewer on Bailey Road. The developer has submitted a concept plan to the Engineering Department and Mr. Baril noted the developer would like an approval, in concept, that the WPCA will allow the developer to do the sewer extension and therefore can proceed with the project.

**MOTION:** Mr. Armstrong moved that the Board agrees in concept the proposed sewer main extension for Bailey Road as identified on the schematic layout provided to the Board. Staff will work with the developer to further those objectives. The motion, seconded, by Mr. Johansen, received unanimous approval.

**V. OLD BUSINESS -**

**2017 – 10 Low Pressure Sewer Project for School Street**

Mr. Baril provided an update noting the primary project and the extension was completed. The project went smoothly. There is one connection yet to do. The contractor will return in the spring to make that connection.

**2017 – 9 Sanitary Sewer Project for Winding Lane and Stony Corners North**

Mr. Baril provided an update noting the contractor is working on building inverts and vacuum testing needs to be done in addition to being flushed and videoed.

**2017 – 5 Cost of Service Analysis**

Present: Dave Fox, Manager and Will Kerr, Consultant for Raftelis Financial Consultants Inc.

Mr. Baril introduced the two gentlemen from Raftelis who prepared a presentation for the AWPCA. Mr. Fox's slide presentation on the rate study included a review of the Town's budget, various, in-depth financial models for the Commission to consider for addressing financial planning, potential sewer rate changes and design.

Discussion included options to use water use and different billing options to determine sewer rate. Mr. Baril noted this option has been studied in the past and commented on various challenges associated such as receiving meter readings. Mr. Foster noted his experience with meters from working with the local water company. Mr. Armstrong asked Mr. Fox to provide the labor cost to bill based on water consumption given the expenses involved such as monitoring the metering and billing. Discussion continued regarding various formulas to consider for equitable billing. Mr. Foster noted that commercial accounts are billed on water usage and reviewed the billing process. Mr. Johansen raised the concern of the effect of irrigation use on the meter for calculating the water rate and customers who have a well. Mr. Jones inquired how much it would cost for a homeowner to request a meter to have for their home. Mr. Fox noted he would have to ask the water company. The timing of sending bills was discussed such as sending the bill monthly, quarterly or annually.

The presentation concluded with the recommendation from Raftelis noting, from a financial planning standpoint, to impose a one-year increase of 39% and noted the current \$365 is low. Mr. Fox responded to Mr. Baril's question he will find out what the average cost is for other towns. Mr. Fox noted that typically sewer bills are 1 ½ to 2x a water bill. Mr. Fox noted additional recommendations such as using the financial planning model tool every year and make adjustments as necessary, establish financial metrics to target on an annual basis (i.e., debt service coverage) and creating an equitable formula. Mr. Ryan commented the Town is unique in that it does not have a treatment plant and it does have a large fund. Mr. Fox noted that other communities need to budget to build a reserve fund. Mr. Johansen noted a plan needs to be based on something – a strategy that came from a consultant that other towns are using which can be used as a basis for making decisions to move forward. Mr. Baril noted there's a potential revenue source for sewer connection fees and noted it should be looked at.

The presentation continued with closing discussion on next steps and reviewing remaining questions and comments.

**VI PLANNING & ZONING MATTERS** – Mr. Armstrong noted the meeting held regarding the Sylvan Street project. Mr. Baril noted he received a revised plan noting the developer has reduced the number of homes in the subdivision and suggested the developer return to the AWPCA to present the recent concept.

**VII COMMUNICATION FROM STAFF** – None

**VIII COMMUNICATION FROM MEMBERS** – None

**IX OTHER BUSINESS** – None

**X ADJOURNMENT** – Mr. Johansen motioned to adjourn the meeting at 7:25 p.m. The motion, seconded by Mr. Jones, received unanimous approval.

Respectfully submitted,  
Suzanne Essex, Clerk