



# TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN  
WATER DEPARTMENT  
16 Lincoln Road  
Lincoln, MA 01773-6353  
Phone: 781-259-2669

## Water Commissioners Zoom Meeting

September 2, 2020, 8:00 AM

### Virtual Meeting Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Lincoln Board of Water Commissioners was conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the [www.lincolntown.org](http://www.lincolntown.org).

Topic: Board of Water Commissioners Zoom Meeting Time: 8:00 am \*

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#### Attendees:

Jim Hutchinson, Chair

Ruth Ann Hendrickson, Commissioner

Michelle Barnes, Commissioner

MaryBeth Wisner, Water Superintendent

Tom Sander, Finance Committee Liaison

Colleen Wilkins, Finance Director

Carol Carmody, St. Anne's Church

Jennie Cook, St. Anne's Church

Jennifer Glass, Board of Selectmen

Chair Hutchinson called the meeting to order at 8:03 AM.

#### 1. **Appointment: Jennie Cook, Saint Anne's Church 147 Concord Road to discuss and dispute water usage charges**

Carol Carmody stated that they made significant efforts to fix leaks and later discovered that the meter was not working. She said that due to the faulty water meter, they were significantly overcharged for some period of time. Chairman Hutchinson explained that Superintendent Wisner was merely following the Water Department rules and that it was up to the Water Commissioners to deviate from the policy. He asked Ms. Carmody what was the amount of abatement they were seeking. Ms. Carmody said they were simply wondering if an abatement were possible. Chairman Hutchinson explained that since their charges for October through December of last year amount to about \$220, that their request must be on the order of \$100-\$110. Ms. Cook affirmed that the usage was twice what it normally was and said that it wasn't so much about the dollar amount as it was about the process. Chairman Hutchinson asked Superintendent Wisner whether she concurred that the meter had a problem, to which she replied that the Neptune test showed no problem with the meter, and that after checking she did not believe this would have affected the reading. Ms. Cook said that it was the Lincoln Water Department that said they couldn't get a reading on it; neither could St. Anne's plumber. Chairman Hutchinson asked whether the meter was replaced, and Ms. Cook said yes, but by order of the Water Department and not St. Anne's. Commissioner Hendrickson noted the pattern of water usage was strange and wondered whether a reading with the new meter had been done yet. Ms. Cook replied that she regularly checks and that the meter seems accurate. Chair

Hendrickson said she would like to have another reading to see whether the pattern was repeating. Chairman Hutchinson asked whether both toilets were fixed and the reply was yes. Commissioner Hendrickson stated that if they hadn't fixed it then there would be a reason to deny a rebate but wondered whether the Commissioners could in general grant a rebate upon stopping the leak even if they hadn't yet fixed the equipment. Chairman Hutchinson proposed amending the rules so that customers only have to stop the leak and not also fix their faulty equipment. Superintendent Wiser advised against this course of action, arguing that people forget and would use the leaky equipment again. Commissioner Barnes stated that given the uncertainty around the meter, the shutting off of the water and fixing of some equipment, and the low dollar amount, the Commissioners should grant the abatement. Commissioner Hendrickson moved to grant the abatement according to the Water Department's rules. Seconded by Chairman Hutchinson. Roll call vote: Barnes, aye; Hendrickson, aye; and Hutchinson, aye.

Chairman Hutchinson said that he would like to clear up a misunderstanding in their letter: he said they can come back to the Commission any time. Ms. Cook then requested a report on the new meter, and Superintendent Wiser said that we could schedule an appointment for a data logger. Commissioner Hendrickson agreed this was a good idea.

## **2. Discuss FY20 actual vs. budget for tracking.**

Chairman Hutchinson prefaced the FY22 operating budget discussion by stating that looking at prior years' budgets and overages can help us produce an operating budget that will go more smoothly than in prior years. For FY20, the largest overage was "Other Contracted Services." Net of "Engineering Services," which was underspent, this overage netted out to about a \$130K overspend. Chairman Hutchinson suggested that there was a choice inherent in this number: it could arguably be in the operating budget or the capital plan. Commissioner Barnes pointed out that too much deferred maintenance can land in the operating budget when its rightful place should be the capital plan.

Chairman Hutchinson went on to discuss the \$38K overage for "Waste Disposal," and asked the Superintendent if this were unusually high due to the usage of Safe Harbors, or was it instead normal? Superintendent Wiser replied that the LWD had to clean the old filter modules, and had to pump out the material that was cleaned out as a result of the deteriorated condition of the old filters. Depending on the characteristics of this material, last year Safe Harbors was called. With the new filters and coagulation system, this should not recur.

Chairman Hutchinson moved on to the \$23K overspend on "Electricity." He asked Superintendent Wiser whether she felt that the electrical usage was still above or was getting back to normal? Superintendent Wiser stated that she hadn't revisited that recently, but that \$23K seemed high and that \$16K seemed more usual. She said the for the unusually high June amounts, that sometimes the June statements can include both fiscal years, and so this could be an accounting artifact. Commissioner Hendrickson commented that the dehumidifier will increase usage, as will adding air conditioning. Chairman Hutchinson added that this is the case not just at the pump station, but also at the water treatment plant and the Tower Road well. He said he would be happy to look at the underlying electricity data again. Commissioner Barnes asked if this was an issue of increase price of electricity as well, or just increase in quantity used, and Chairman Hutchinson said that past overages were due to increased quantity and not price. He recommended budgeting some increase in this category, but not the full \$23K.

The next category of overage the Chairman brought forward was "Miscellaneous Other Supplies," with an overage of \$21K. He wondered whether this category was a "catch all," a line item the Superintendent uses when she doesn't know where to put an expense? Superintendent Wiser responded yes. She further stated that for FY22 she was recommended splitting this out into categories such as "Lab Supplies" and "Safety Supplies." The Chairman explained that the Miscellaneous line item shouldn't have \$25K in it since it is hard to understand what "Miscellaneous" is.

Moving on to “Town of Weston Water” overage of \$12K, the Chairman noted that the Town of Weston had a 35 percent rate increase and that this would need to be budgeted for in FY22. Superintendent Wiser said that there is another possible rate increase for the Town of Weston in FY21. She then asked Commissioner Hendrickson whether these water charges from Weston are for Lincoln residents using Weston water who are not on a Lincoln water main. Commissioner Hendrickson said she didn’t think so, that she thought we had cross-billing with both Weston and Concord. Superintendent Wiser then stated that our Weston customers have independent meters and that what “Town of Weston Water” was referring to is instead a bulk water sale. Commissioner Hendrickson then wondered where this cross-billing amount went to and Ms. Colleen Wilkins, Town of Lincoln Finance Director, replied that it should go to the Enterprise Fund.

Chairman Hutchinson then discussed an “underspend” item, “Debt Services.” This was budgeted for \$267K but only \$178K was spent. He wondered whether this was because we are not yet financing LWD capital projects with long-term bonds? Ms. Wilkins replied yes. She added that long-term borrowing had been anticipated, but because the LWD kept coming back to Town Meetings with warrant articles, the borrowing was staged in short-term BANs. Chairman Hutchinson then stated that by November we would need to decide whether we would keep rolling the BANs forward or lock-in long-term financing for the projects. He asked Ms. Wilkins by when she would need our decision and she replied before November because bands roll over in November. She said she would need our decision within the next two weeks.

The next topic Chairman Hutchinson brought up was the discrepancy between the overall overage reported by the MUNIS system (\$89K) versus that reported by Superintendent Wiser (\$86K). Although the overall overage was similar, he noted that on particular line items there were significant differences between the two information sources. He asked both Superintendent Wiser and Ms. Wilkins how this could occur? Ms. Wilkins replied that from an accounting and finance standpoint, they don’t change any line item expenses reported to them unless the categorization of expense is illegal; whatever the LWD charges, they report. Superintendent Wiser did not know why this occurs. The Chairman suggested that he and Superintendent Wiser could sit down and figure out the discrepancy together. Superintendent Wiser then suggested that in between processing there can be bill warrants, and that the reports could differ due to timing. Chairman Hutchinson pointed out that these are final reports for FY20, with no additional changes. Superintendent Wiser then suggested that perhaps she wasn’t updating the tracking sheet. Chairman Hutchinson stated that the numbers are off by about \$20-\$20K and that he therefore didn’t think it was just an updating issue. Commissioner Barnes added that data accuracy is integral for understanding what the FY22 budget numbers should be.

The next question Chairman Hutchinson asked related to the unbilled amounts and the timing of this. He pointed out that in a MUNIS report from FY20 that after two months about 3 percent was unbilled and there was a total of \$1.5M billed. He said that as of August 20, 2020, \$40K was unbilled. He asked if it is normal for there to be about 3 percent unpaid two months later? Ms. Wilkins replied that she wasn’t sure but would find out. Superintendent Wiser said that this amount is equivalent to the amount Ms. Krystal Elder, Town of Lincoln Treasurer/Collector, is putting out to lien. Commissioner Barnes asked if there was a collection problem, and Chairman Hutchinson said that was why he was asking about it.

Then Chairman Hutchinson brought up the Superintendent’s memo from October 2019 about FY20 overages that heavily emphasized warning the Water Commissioners about the longer-term (higher) costs of deferring maintenance. Chairman Hutchinson explained that the emphasis was on the ills of deferred maintenance instead of a clear statement of the amount by which the LWD was overbudget and a plan for what to do about it, and that to be effective as a memo about real-time overages, the emphasis needed to be on the latter. He added that the tracking spreadsheet should be clearer too. Superintendent Wiser acknowledged that this was a good point

about the deferred maintenance. She said that while it is good to have the background, it wasn't clear how that related to the budget lines.

### **3. Discuss FY21 revenues to date.**

Chairman Hutchinson then moved the discussion to the FY21 tracking spreadsheet. He pointed out that the YTD information was not as flushed out. Superintendent Wisser said that row 5 needed to be updated for FY21. Chairman Hutchinson pointed out that because some numbers were forecasts and not, that there was no way to deduce from surplus funds what the current overage condition is because a bunch of rows haven't been forecasted yet. He suggested using 1/12 of the total annual amount as the monthly forecast to make the spreadsheet more helpful for evaluating line-item overages in real-time. Superintendent Wisser didn't like this idea because she uses the spreadsheet to see how much total money she has left after actual expenses have been recorded. Mr. Tom Sander, Finance Committee liaison, asked what tool does the Superintendent use to identify line item problems (as opposed to the total amount available to spend she tracks)? She replied that in June, say, she takes from June to make the budget whole. Commissioner Barnes stated that this approach doesn't tell us what is going wrong line by line, and wondered if there should be two different spreadsheets to satisfy these two different purposes? Chairman Hutchinson said that for each monthly column, down below the monthly spend, one could multiply this monthly amount by 12 to determine whether at that rate of spending you are going over the budget. He suggested seeing if there is a way to combine the two different types of information in one spreadsheet because the FY22 budget is complex and simplicity is needed.

Then Chairman Hutchinson noted that the FY21 budget numbers were not the amount we voted on last fall. He worried about the casualness with which differently-dated versions of the worksheets were being propagated over time. He wondered what historical data should be kept around? He then volunteered to clean up the spreadsheets, and suggested we think about what process we want to make sure the spreadsheet records are accurate and can be clearly reconciled to older versions of worksheets. Commissioners Barnes and Hendrickson both felt the Superintendent should double check that the data are dated appropriately and are accurate, and Mr. Sander agreed. Chairman Hutchinson recapped by stating that he would continue to ask for enough versions so that we can track it and hope the process gets easier over time. He again stated that the spreadsheets are a mess and that they should be cleaned up, the complexities reduced, and make it easier to update the data in them.

Chairman Hutchinson asked Superintendent Wisser what she was worried about in the FY21 budget? She replied the Town of Weston Water overage of \$12-13K. Chairman Hutchinson countered that we hadn't realized they had increased their rates. She went on to add "Other Contracted Services." She said we had issues left over from FY20 to deal with, such as broken 12" check valves and additional filter issues. She said that \$44K was spent already in July. She added that she was talking to her staff about the supplies on hand to make sure they don't needlessly overspend on supplies already in inventory.

### **4. Discuss the FY22 Operating Budget request.**

Chairman Hutchinson stated we would go through the Superintendent's preferred FY22 budget first, and then the base. Ms. Wilkins pointed out that the base was prepared using actual revenue from FY20. Normally that would be fine, but since we voted in a large rate increase this year, she observed that this would make the revenue assumption of FY20 ridiculously low, and therefore the base budget is more conservative than we need this year. Commissioner Hendrickson asked if we were to project revenue based on what we have collected so far, is it looking good? Chairman Hutchinson responded that revenue testing is inconclusive at this time and that we should therefore hold off on that discussion.

Starting from the top of the FY22 operating budget, Chairman Hutchinson discussed the budget for Personnel. He observed that there will be a renegotiation of the union contracts for union employees and that we don't know what the result of those negotiations will be. Superintendent Wiser noted that the budget will be passed before the new union contracts are settled. Ms. Wilkins suggested that salary schedules could be created once we know what the COLA will be. Chairman Hutchinson noted that for FY21, the \$538K for Personnel was not the same amount as was approved and he asked how this could happen? Superintendent Wiser responded that this occurred because of new employees and a six-month adjustment for one of the employees. Ms. Wilkins said that if we have a hire, we should incorporate the 6-month increase. Chairman Hutchinson asked where the Superintendent will take the overage from as she knows she will spend more than what is budgeted? Superintendent Wiser replied that she would work on that. Chairman Hutchinson observed that there were no other big changes for Personnel-related budget items and that a bunch of them are level-funded except the Clothing Allowance. Commissioner Hendrickson observed that Overtime was allocated \$39K and she recommended increasing that to \$50K. Chairman Hutchinson said that now that we are close to being fully staffed, that this shouldn't be a problem. Superintendent Wiser added that with the improved alarms, that there should be less emergency responses.

Regarding "Electricity," Chairman Hutchinson noted that there had been an overspend in FY20. For both FY21 and FY22 this amount was bumped up to \$145K; he felt that level-funding this was OK. "Natural Gas" also level-funded. "Building and Grounds" has \$22K for security cameras. He explained that this should be a capital item, not an operating budget item, and that he was inclined to level fund this category at best. Commissioner Hendrickson asked where the cameras would be placed? Superintendent Wiser replied that this was the same package she requested in FY21 (and a prior year): the cameras would be inside and outside. Mr. Sander asked about the lifetime of the cameras, and Chairman Hutchinson responded 5-10 years. He added that they don't become obsolete as quickly as PCs. He also noted that this budget is asking for \$2K more and that he felt this was a capital budget discussion. Commissioner Hendrickson agreed. Chairman Hutchinson suggested that the amount be moved to the capital plan and the budget line item be reduced accordingly. Commissioner Hendrickson and Mr. Sander agreed.

Chairman Hutchinson then observed that prior spending had been below what the Superintendent was asking for "Building and Grounds" in FY22. He noted a prior spend of about \$14K. The Superintendent responded that she underspent on purpose to make up for other overages and that she is requesting a level-funding of \$20K. Commissioner Hendrickson asked what this money would be used for? Superintendent Wiser responded that she wanted to fix the break room and that she had put off some indoor electrical work in the buildings that needed to be done. Mr. Sander observed that he preferred from the financial perspective to not pad line items but rather to have one line item for this – "Contingency." Chairman Hutchinson recommended level-funding this item, observing that it had been \$20K plus for the last five years. Mr. Sanders countered that we had not been spending \$20K over these years. Chairman Hutchinson observed the last two years had seen an actual expense of around \$14K and recommended \$15K. Mr. Sander said that we could have \$15K in the line item and put the balance of \$5K in the "Contingency" line item. All commissioners were agreeable to this approach.

Regarding the line item "Miscellaneous Department Equipment," Chairman Hutchinson recommended level-funding at the FY21 level of \$15K and moving the \$18K for the TOC Analyzer into the Capital Plan. He also recommended level-funding "Filter Maintenance" at \$24K. After some discussion regarding the Superintendent's ask of \$28K for "Miscellaneous Waste Disposal Fees," the Commissioners agreed to level-fund this at the FY20 budgeted amount of \$20K.

Chairman Hutchinson moved forward with discussing the "Engineering Services" request of \$124K and referred the Commissioners to Superintendent Wiser's memo regarding her Base and Preferred Budgets. Superintendent Wiser explained that she was seeking \$20K for "General Engineering Assistance." Chairman

Hutchinson pointed out that the Commissioners had recently approved an additional \$5K for FY21. The Superintendent went on to discuss the “Investigate Interconnections” \$22K component of the “Engineering Services” request. Chairman Hutchinson asked if this was required and Superintendent Wiser replied no. She explained that the purpose would be to make sure that in the event we lose the output of the Tower Road Well during peak demand, that we would still have a fire connection. Commissioner Hendrickson countered that we can’t do interconnections with Weston and Lexington due to water chemical incompatibility and that five years ago there was an interconnection pressure study done. She asserted that half of this request has already been done, thus half may not need to be done. Superintendent Wiser said that she put it back in for consideration as according to the old Water Board of Commissioners the report from five years ago was inadequate. Commissioner Hendrickson reasserted that the project is bigger than it needs to be. She noted that other towns are also under pressure to do this work and that perhaps we can glean this information from them. Chairman Hutchinson asked why not wait and do this after the MWRA evaluation since he thought that we would get this interconnection information during that evaluation process. Chairman Hendrickson asked about whether the Wayland connection was operational and Superintendent Wiser replied that this would require pump and wires and that she hasn’t found a company to rent from. Commissioner Hendrickson asked whether the pump would cost more than \$22K and the Superintendent did not know. Wiser said that the pressure is similar between Lincoln and Wayland, making it harder to do the transfer as a pressure differential isn’t helping to move the water. She explained that the system we take from must have high pressure to take the water without the need for additional equipment. Superintendent Wiser said that we have connections, but we don’t know whether or how they work. She observed that this project has been deferred three years in a row. Commissioner Hendrickson suggested we budget a small interconnection project with Wayland. The Commissions agreed that we should ask Ryan to study making an actual working connection with Wayland for \$5K. Superintendent Wiser warned that in the context of the Tower Road Well needing replacing, that we are setting ourselves up for deferred maintenance turning into a big ask later.

The discussion then turned to the \$38K “Water Audit” component of “Engineering Services.” Superintendent Wiser explained that we are required to do a water audit every three years and that this can’t be done in house. The Commissioners agreed to leave the water audit in the budget.

Regarding “Asset Management Grant Engineering Assistance,” the Water Commissioners were all in favor of the \$14.3K request.

The last component of “Engineering Services,” “Storage Tank Evaluation” for \$30K was discussed next. Superintendent Wiser explained that because it is underground, they can’t look at the exterior walls, but that the cover was notably deteriorated, and the four pillars were spalling and cracking. Chairman Hendrickson said the last report (2017) suggested the underground tank was structurally sound, that we only needed to remove moss from the cover and fix the spalling. She added that good practice is to have two tanks, but that historically there has been very strong town resistance to building a second tank or to having the tank be built taller. She noted that the Commissioners had previously investigated several options, including putting a circular tank inside the current tank to create two separate tanks, inner and outer. Superintendent Wiser noted that an additional storage tank may be necessary with and MWRA connection. She added that the tank isn’t sized correctly, and this causes the water in storage to age, adding to the problems with TTHMs. Select Glass noted that she wouldn’t assume Townspeople would feel the same today as they did in the past if good reasons were brought forth at Town Meeting for a change. Superintendent Wiser suggested leaving “Engineering Services at \$124K until new estimates are received. Chairman Hutchinson agreed.

Chairman Hutchinson began discussing “Outside Services,” Noting that last year it was \$252K whereas this year the Superintendent is asking for \$271K, a 7.5 percent increase. He wondered why there was such a big change. He noted that extra janitorial work during COVID amounted to about \$7K, but that should be resolved

in the future. He also observed that if we had a new administrative assistant in place for ten months that we would only need about \$5K worth of outside billing assistance. He asserted that \$20K should be enough. Superintendent Wisner suggested then to level-fund it, and the Chairman and Commissioners agreed. Chairman Hutchinson noted that we would still want a record of the decomposition of this line item.

The discussion moved on to "Water Testing." Chairman Hutchinson instructed Superintendent Wisner to remove the \$3K contingency and put it on the bottom, in the "Contingency" line. Superintendent Wisner thought she would then need the Commissioners' permission to send these funds, but Chairman Hutchinson explained that while we would want to be advised, it is at her discretion. He further explained that we have to ask the Town permission to use is the "Reserve Fund" line, below the Operating Budget line. Superintendent Wisner asked if \$27K was OK, and Chairman Hutchinson responded that \$28K was OK, but the differential up to \$31.5K should be placed in "Budget Contingency." Commissioner Hendrickson noted that it was higher last year due to the KOH spill at the Tower Road Well. Superintendent Wisner explained that there is still testing being done there due to the ACO, and that there would be additional testing down the line.

Chairman Hutchinson recommended jumping to the vehicles' discussion. He noted that there are four vehicles now and that the Superintendent is recommending one or two more with retiring the Ranger. Superintendent Wisner explained that she had received significant feedback from the Water Operators that the Ranger was inadequate to the task, that its small size was causing multiple trips to carry loads and some breakage, leading to inefficiencies, as well as physical discomfort as the Water Operators are large relative to the Ranger's size. The Water Operators are also frustrated by having to share the one F350, especially in the context of COVID and having to disinfect everything every time there is a vehicle switch. She said retiring the Ranger and acquiring a new F350 would give the LWD an appropriately sized vehicle to do the job. She then noted that the School Department has gone towards leasing. Commissioner Hendrickson asked how old is the Ranger? Superintendent Wisner replied ten years old, and that its replacement is on schedule. Chairman Hutchinson noted that this is a perfect Capital Committee discussion, and that we can decide whether or not to present this to the Capital Committee to get their feedback on whether this replacement schedule is too fast or too slow. Superintendent Wisner then noted that the School Committee chose to lease to avoid the Capital Committee process. Chairman Hutchinson then advised Superintendent Wisner to propose this as a lease as the LWD is getting close to the maximum amount we would want to borrow; that our debt to operating ratio is maxing out. Commissioner Hendrickson observed that the proposed Capital Budget is going up exponentially. Chairman Hutchinson then said that the Ranger needs to be replaced and that the Superintendent can decide the correct replacement. He asked whether an F150 would do? Superintendent Wisner replied no, that an F350 was needed. Chairman Hutchinson observed that there would be a separate F150 with an extended cab if we get a new Water Operator. He then asked why there is \$1K in the Ranger line if we are replacing it with a new vehicle? Superintendent Wisner answered that we need the Ranger to be roadworthy until it is retired, and that this amount is the required maintenance in the meanwhile.

Mr. Sander then asked why there was \$35K in "Water Works Supply?" Superintendent Wisner replied she had "robbed Peter to pay Paul." Chairman Hutchinson observed that in previous years less than \$35K was spent and that it therefore seems too large and that any contingency should be below in "Budget Contingency." Mr. Sander suggested this line item should have \$25K only, and that the balance should be reallocated to "Budget Contingency." Chairman Hutchinson then recommended \$26K.

Superintendent Wisner then stated that the "Water Meter" line was underfunded. Chairman Hutchinson replied that the meters are new and we have asked the meter company to replace them; that we are not buying new meters every time and instead are getting them repaired or replaced. Superintendent Wisner then noted she had moved the line item "Distribution System Repairs." Commissioner Hendrickson asked about water mains. The Superintendent replied that if we need pipe it will come from the "Water Works Supply" line. Chairman

Hutchinson then observed that the “Miscellaneous Other Supplies” line was reduced and Superintendent Wisser noted she had moved this part to two other line items. Chairman Hutchinson countered that those amounts are too small to be separate line items.

The remaining line items were discussed quickly. Chairman Hutchinson noted that due to the Weston water rate increase, we would have to accept the increase in the line item “Town of Weston Water.” “Registration and Tuition” and “Debt Services” were passed over in agreement. Commissioner Hendrickson called out “Water Conservation Measures” and observed that the funding for this line item started at \$10K but was now at \$4K. She observed as well that we had had more conservation rebate requests than we could honor due to budget constraints. Superintendent Wisser explained that we don’t have \$5K in rebate requests in any year and that more weren’t funded because she used that line item to cover other overages. Commissioner Hendrickson said that the money is also used for mailers, for conservation efforts with the Garden Club and the like. Chairman Hutchinson recommended funding it at \$4K nonetheless and brought the discussion to the debt service.

Regarding this debt service line, “Principal & Interest on Long-term Debt,” for \$267K, Chairman Hutchinson asked Ms. Wilkins whether this was an adequate amount or not. She replied that to answer that question, the Water Commission would need to decide on whether to roll the BANs over or to bond. She noted that our spending schedule should be taken into consideration as we deliberate this. Chairman Hutchinson said that we need the current rates from Hilltop Securities and an estimate of the current debt service. Ms. Wilkins stated that she had a packet from them that she hadn’t read yet and could soon give the Water Commissioners this data. Mr. Sander observed that it is not a good practice to use BANs because it defers the capital cost to later on. Chairman Hutchinson replied that we have been using BANs because we were not sure about what we are actually spending or the term.

Chairman Hutchinson stated that this was a rough first pass through the FY22 operating budget and that most of the agenda items (5, 6, 8, 9 and 11) are being deferred to the next meeting. Commissioner Hendrickson stated she was worried about having time to adequately discuss the Capital Plan before we need to present it to the CapComm. Chairman Hutchinson replied that at the next meeting we will just decide what to present to the Capital Committee.

**5. Discuss the FY22 Capital Request**

Passed over.

**6. Discuss 158 Sandy Pond Rd water service**

Passed over.

**7. Drought Update – vote expected.**

Commissioner Hendrickson moved to continue the water restriction the LWD currently has in place which responds to but does not correspond exactly to the State’s restrictions. Seconded by Chairman Hutchinson. Roll call vote: Barnes, aye; Hendrickson, aye; Hutchinson, aye.

**8. Approve the document changes Drought Management Plan –vote expected.**

Passed over.

**9. Update on the violations with the TTHMs.**

Passed over.

**10. Approve the minutes of August 19, 2020 – vote expected.**

Passed over.

**11. Other Business**

There being no further business, the meeting adjourned at 11:39 AM.

Moved to adjourn by Barnes; Seconded by Hendrickson. Roll call vote: Barnes, aye; Hendrickson, aye; Hutchinson, aye.

The next meeting of the Water Commissioners is scheduled for Tuesday October 6 at 8 AM. via Zoom.

Respectfully submitted,

Michelle L. Barnes, Water Commissioner