

Town of Ayer

WATER AND SEWER RATE REVIEW COMMITTEE

Meeting Minutes for December 5, 2016, 3:30pm

Attendance: Jannice Livingston (arrived @ 3:35pm); Mary Spinner, Rick Skoczylas, Mark Wetzel, Pam Martin, Neil Middleton, Lisa Gabree, Robert Pontbriand

Also in attendance: David Fox of Raftelis, Water and Sewer Rate Model Consultant

Call to Order: The meeting was called to order at 3:30pm in the First Floor Meeting Room of the Ayer Town Hall.

Approval of Meeting Minutes:

The Committee reviewed the DRAFT meeting minutes from the September 19, 2016 meeting.

Motion: A motion was made by M. Spinner and seconded by R. Skoczylas to approve the September 19, 2016, meeting minutes. **Motion passed (8-0).**

Water and Sewer Rate Model Update/Demo:

Mr. David Fox of Raftelis provided an update of the water and sewer rate model to the Committee. The update included a general overview of the rate model platform software.

L. Gabree advised that they would be updating certain aspects of the water and sewer rate model.

FY 2018 Water and Wastewater Capital Plan:

M. Wetzel provided an overview and update of the proposed FY 2018 Water and Wastewater capital Plan to the Committee.

Preliminary Review/Discussion of Proposed FY 2018 Water and Sewer Rates:

R. Pontbriand advised that it is very early in the water and sewer rate process. The Capital Planning Committee has yet to finalize its FY 2018 Capital Plan which will contain the water and sewer capital which will impact the rates. Additionally, the FY 2018 Budget has yet to be developed and that process has just begun. As always, the goal will be to develop the most conservative water and sewer rate increases as possible while still maintaining the needed revenue to operate the water and sewer enterprise funds.

Sewer Connection Fee for Existing Residents:

M. Wetzel advised that he is developing a proposed sewer connection fee for existing residents for review and consideration by the Committee to recommend to the Board of Selectmen.

Proposed Water Conservation Rate:

M. Wetzel advised that the proposed water conservation rate is under development and will be for the Committee to review and recommend to the Board of Selectmen.

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10:00am
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Scheduling of Next Meeting: The Committee would look to schedule the next meeting after the New Year and when more information is available regarding the review and development of the water and sewer rates.

Adjournment:

Motion: A motion was made by M. Spinner and seconded by R. Skoczylas to adjourn the Committee at 4:55pm. **Motion passed (8-0).**

Minutes recorded and submitted by R. Pontbriand, Town Administrator

Minutes reviewed and approved by the Committee on February 22, 2017

Signed:  2/22/2017
Robert A. Pontbriand
Town Administrator