



TOWN OF RICHFORD

Selectboard

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UNAPPROVED MINUTES

On Thursday, January 24, 2019 at 9:20 A.M. board chair Linda Collins called an informational meeting to order for the purpose of getting an update on the Asset Management Plan under development. The other board member present is Norris Tillotson. Present from Aldridge-Elliott is Wayne Elliot and Jeff Louis.

Also present is Clerk & Treasurer Alan Fletcher, Asst. Clerk Anita Sartwell and Scribe Eric Collins.

The meeting was warned for 9:00 A.M. however the presenters from Aldridge-Elliott did not arrive until 9:15 due to inclement weather.

Arthur Pond joined the meeting.

Wayne Elliot inquired as to whether the town was forwarding the bills for this project to the state for reimbursement; and the importance of doing so.

Darrow & Cody from SOS joined the meeting at 9:28

Wayne opened the presentation stating this was a progress meeting today to cover the data gathering thus far, review risk assessment needs and priorities; then end of March be able to look at pipe sizes, diameters, schedules, etc... to have a tool moving forward; while getting the inventory on paper. He continued with a review of the "draft" of the level of service for the 'Water System Performance Measurements'. This document is available in electronic form; useful and updatable; while providing a formalized process. The next meeting will go into depth on risk assessment, hydraulic analysis, and the asset inventory.

Jeff then reviewed the Waterline Inventory in Excel Spreadsheet format. Initially Gate Valves, Waterlines, Curb Stops, Pipe Materials, Streets that have pipes, Dates of Install, Replacement Age are covered... Some of the unknown factors are 'break' history and the many missing valves. Red on the chart indicates uncertainty of age. Part of the plan is to be able to pinpoint Expected Service Life as well.

Norris offered some history on the Magoon Rd. install; Darrow pointed out this is a 2 inch galvanized line. Alan says Magoon Rd. is a 'private' line as well as Dunlavey, Pinnacle, and Dewey Ext.

From here Jeff moves on to the Valve Inventory. He is looking for confirmation of diameters, whether or not the valve works, and the e911 address of its location. (Now e911 addressing change notices are important to water department personnel.)

Next is the Hydrant Inventory. Aldridge-Elliot assigned an ID system based list by 'house the hydrant is closest to', mfg. yr., line size, line it's on, hydrant valve, whether left/right hand operational, whether draining/not, latitude/longitude & flushing date.

Then Jeff reviews the Curb Stop Inventory; Wayne interjects Curb Stops originally were not in the scope of services; Jeff indicates there are 468 in number, and whether it works or not.

Alan points out we have more water customers than 468 indicating while we know we have some other types of connections we also know we have not found all our Curb Stops.

Jeff moves on to a side project using Google Maps whereby all the data points in this project will be searchable using Google Maps. A map of the water system minus the line to the weir was reviewed.

Assets: All assets over \$1000 are inventoried:

Water Plant: Outside: Generator, Tanks, Roof decks; Primary Operations Room; Meter Pits

Reservoir Inventory: Sand filters, broken out by Cell; Other: Outside of Cells

Storage reservoirs:

...Looking for ages and replacement dates

March will be here before we know it and it is hoped a hydraulic analysis will be able to be done by then to calculate Water Demand, Average Daily Use, Maximum Daily Use, & Fire Use...

To that end much data is being sought: usage data, line sizes, pipe materials, date pipes went into the ground, date repairs were made, etc.

Wayne Elliot & Jeff Louis summed up their presentation.

Ms. Collins adjourned the formal portion of the meeting at 10:40 A.M.

True copy:  Attested: 1-28-2019