

**Canandaigua - Bristol Water District Joint Town Board  
Meeting Minutes of September 18, 2023**

**DRAFT**

At 5:15p.m., Supervisor Simpson called the meeting to order. The Pledge of Allegiance was led by Supervisor Simpson.

Roll Call: Canandaigua Town Board

Council Member John Casey	Present
Council Member Terrence Fennelly	Present
Council Member Adeline Rudolph	Present
Council Member David Sauter	Necessarily Absent
Supervisor Jared Simpson	Present

Bristol Town Board

Council Member Lauren Bolonda	Present
Council Member Christopher Hart	Present Via Zoom
Council Member Frederick Stresing	Present
Council Member Patti Giordano	Present
Supervisor Robert A. Green, Jr.	Present

Others in attendance: people who joined via Zoom and others who did not sign in.

Other elected officials and employees in attendance: Canandaigua Deputy Town Clerk Heather Cross, Canandaigua Town Manager Doug Finch, Canandaigua Highway / Water Superintendent James Fletcher, Attorney Chris Nadler, Bristol Town Clerk Karen Maczynski and Russ Kenyon on behalf of the Bristol Town Attorney.

Canandaigua Deputy Town Clerk Heather Cross confirmed that the meeting was properly advertised.

**Priority Business**

Supervisor Simpson stated that the purpose of the meeting was to discuss the Canandaigua-Bristol Water District agreement and he opened the floor to discussion. Attorney Nadler stated that he has put together a draft agreement for the both Town Boards consideration. Attorney Nadler explained that the renewed contract is the same as the existing agreement with the exception of Page 3, Section B: Definition of Improved and Vacant Parcels.

Bristol Supervisor Green stated that the Town of Bristol has several  $\frac{1}{4}$  acre lots that are too small to build on and he felt in fairness to these residents, they should not be required to pay the water district fees if they are unable to utilize water services on these properties. The Town Boards discussed how to address this concern. Attorney Nadler made a suggestion to change the wording in the agreement to, the Towns further agree that parcels that can not be developed due to their size shall receive a charge of 0 units. The Town Boards continued to discuss the potential drawbacks in making this change to the agreement and what the impact on the other residents might be.

Town Manager Finch stated that in the Town of Bristol there are 103 parcels and there are 234 units, in the Town of Canandaigua there are 38 parcels and there are 94 units furthermore addressing the fact that not every property is 3 units. Town Manager Finch further explained that undeveloped parcels are assessed at 1 unit and developed parcels are assessed at 3 units. It was discussed that if they implemented this change in the unit cost for lots that are unbuildable, the financial impact on the other residents would be minimal.

Attorney Nadler altered his original proposed change to state, the Town's further agree that no special per unit charges should be made or assessed on lots that no development can occur due to the failure to meet minimum lot size zoning requirements, to be added to Section 2-B of the Canandaigua-Bristol Water District agreement. No decision was made, and the Joint Boards agreed that further discussion will be needed.

Highway and Water Superintended Fletcher suggested the boards discuss Section C of the Agreement referring to out of district users.

Attorney Nadler explained what was written in the agreement stating that out of district users shall be charged an annual amount equivalent to a 5-unit special assessment. He explained that he increased their fees to a 5 unit fee due to the fact that there is no other way for them to contribute to the debt services

other than special assessments. Since they are not part of the district, they are not part of assessed value of the Bristol Water District #1 or the Canandaigua-Bristol Water District.

Highway and Water Superintendent Fletcher stated that we currently have three out of district users and they are charged on their quarterly water bill. The boards discussed keeping the unit charge at 3 units and how the cost would be calculated. It was stated that the goal should be to charge these out of district users in the same way that we charge those within the district, meaning they pay the per unit charge that applies, which is the bond and they pay the \$0.69 cents per thousand, which is based on assessment and covers operations and maintenance charges.

It was agreed by the joint boards that they would like to see this computation reflected in the agreement. Attorney Nadler said he would state in the agreement all taxes, fees and special assessments shall be paid through quarterly water bill as opposed to a tax bill.

It was decided that Attorney Nadler would e-mail the board members the updated version of the Canandaigua-Bristol Water District Agreement and any further discussion and a vote would take place after.

Town Manager Finch stated that there may need to be a future meeting regarding this water district to discuss some much needed improvements and to establish a long-term capital plan and financial strategy.

### **Adjournment**

At 5:57p.m., Council Member Rudolph made a motion to adjourn the meeting, seconded by Council Member Fennelly.

4 Ayes: Casey, Fennelly, Rudolph, Simpson

Respectfully Submitted,

Heather Cross  
Deputy Town Clerk