

**West Windsor Sewer Advisory Committee (SAC) meeting, June 16, 2014 by teleconference.
Draft Minutes**

Meeting called to order, 4:05 p.m.

Present: Tom Kenyon, Glenn Seward, Ralph Bailey, John Bossen, Mark Blundell, Gina Halsted, Jeff May, and recorder Connie May.

Rate discussion: We expected a 2% increase in Windsor's rates, but a number of users went from unmetered to metered rates, resulting in an increase of between 4 and 6%. Glenn anticipates this will be a \$5,000 annual cost; the budget can absorb this, thus avoiding going back to the users for a special assessment or increased rates. Glenn is also in discussion with Windsor's Town Manager, Tom Marsh, to see if some of the electrical, maintenance, accounting, and legal fees can be enfolded into the rates, rather than being expenses to West Windsor of "above and beyond." Glenn anticipates that this increase is a "one-time deal," after which annual rate increases should fall back to 2%.

Receivables/tax sales: Old receivables, inherited when Town bought system = \$44,758.78. New receivables, since Town bought system = \$49,462.74. Billing went out in May, new billing due July 1. Most people have been paying pretty well. Five tax-sale letters were mailed June 9th. One tax sale pending. Select Board discussing this sale on Thursday, June 19th. Once that meeting occurs and attorneys have weighed in, Glenn will bring committee members up to speed.

Cash balance update: \$21,315.95 in checking account. \$200,527.01 in money market account (approximately \$100,000 of which earmarked for spur project).

Spur project timeline: Work should begin week of 30th of June or 7th of July. Electrical work will occur first, then work to pump and pump stations.

Spur electrical engineering amendment: Joe Duncan from engineering company gave Glenn amendment to existing contract, requesting additional \$8,800 – an unexpected expense for electrical engineering services – named as "additional services" in original contract. Select Board and Ralph Bailey discussed and decided to pay the invoice. This is a "not to exceed" figure, since some expenses are due to potential field inspections that may not be needed. At end of project, assessment will be sent to those parties involved, to cover this expense plus other unplanned expenses the project may involve.

Mountain Village representation: Robert Montagna from Mountain Village requested representation on the committee. Select Board approved. Association will elect/appoint a rep, who might be Robert Montagna.

Approval of minutes from May 19th meeting: Motion made to approve. Seconded. Discussion: #5 should be "Town of Windsor" and not "Windsor Building." Motion rephrased: Approve minutes with that change. Seconded. Motion passed unanimously.

Other business: Glenn met with reps from State and Town of Windsor re: pump station #2. Pump station #1 also discussed. Town of Windsor will require some upgrades to Station #2 for cost of thousands, not tens of thousands. State remains concerned about Station #1's holding tanks. Glenn waiting for official response from State. West Windsor cannot extend sewer system into Brownsville until concerns for pump station #1 addressed, and time lines for grant funding are tight, so time is of the essence.

Engineering report resulting from inspections of various parts of system: expected shortly.

Next meeting date: July 18th, 4 p.m., in Brownsville.

Motion made to adjourn, seconded. No discussion. Motion passed unanimously.