

West Windsor Selectboard
Draft Minutes
January 31, 2017

Present: Dick Beatty, Tom Kenyon, Win Johnson, Martha Harrison, Patricia Beavers, Dennis Brown, Aaron Perez (VRWA), Wayne Graham (VRWA)

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 10:00 AM.
- 2) Changes or additions to the agenda – old lodge, Village Lane parking, CWSRF priority list – Martha said the town has to be on the list in order to get funding. Our sewer improvements have been on the list for many years now but we've been busy doing other sewer projects. If we think we may need funding to do the repairs documented by the TV camera investigations, we should apply to remain on the priority list.
- 3) Announcements/Public Comment – None
- 4) Meet with P2 Environmental & VT Rural Water Association – Aaron Perez from VRWA explained that he provides technical services to municipal water departments in southern Vermont, including line detection, leak detection and rate setting, among other things. Win asked Aaron if he helps with ordinances. Aaron said yes. Win and Dick provided background on the town's brief ownership of the water system serving the resort area, which was formerly owned by Snowdance LLC and transferred to the town in December 2015. The town has been improving the system over the past year but does not have a water ordinance. Dick noted the failure of the well shortly after the town acquired the system. Win said the town has not owned the sewer system for much longer than it has owned the water system. In both cases, Win said, the state and the users of the systems appealed to the town to acquire them and provide responsible management. Win said the town has a sewer ordinance that needs updating but we have no water ordinance, and we're beginning to identify the gaps in management, which seem to be primarily in long term planning. Martha said capacity and allocations are also a major issue with the water system. The state has said that we're over-capacity and cannot allow any new allocations. Martha said the system has 120,000 gallons of storage capacity and just replaced the booster pumps with pumps that can handle 45 gpm. In addition, the burned-out Base Lodge, where the old booster pumps were located, had an allocation of 11,000 gallons and that's being torn down but we don't know yet how that will impact the state's position. Dick noted that a non-profit organization now owns the burned-out Lodge and will be replacing it with another building so the issue of sewer and water allocations for that building has already come up. Aaron asked how much of the system is served by the booster pumps. Dennis said about half. Patricia described the high and low zones and noted that the system also provides fire protection. Martha said that's part of the problem because we have to reserve 60,000 gallons for firefighting. Win noted that the 60,000 gallon reserve requirement came as a surprise to the town and significantly reduced our allocable capacity. Regarding the sewer system, Dick noted that the town purchased the system and then extended it into the village. Win said the original system was built in the 1980s and runs to the Windsor treatment facility. Dick noted that the water system is not metered. Dick added that the town has a Utility Advisory Committee made up of users. Regarding the water ordinance, Win said we're at the point where we need some professional input. Wayne recommended having an attorney review it. Win agreed but said we need some technical advice first. Wayne said VRWA can review it. Wayne noted that rates should not be tied to the ordinance so they can be adjusted easily. The sewer situation is different from the water situation, Win said, in that there's plenty of capacity and no major developments on the horizon. There was additional discussion about the storage capacity of the water system and the condition of the tanks, which is good. Aaron asked if there's a back-up well. Patricia said no; but the state has raised the issue of a spare source. There was discussion about the number of connections and users, including commercial users, and the importance of having certified contractors doing installations and repairs. Wayne said it's important to have a detailed ordinance that covers all

the potential issues. Win said now that we've dealt with the immediate needs of both the water and sewer systems, we're stepping back and looking at what else needs to be done and developing financial plans to address those needs. Win noted specific issues with the well house and with the sewer collection lines. The older portions of the sewer system have clay pipes. Aaron asked if the town has an Asset Management Plan. Win said Martha has taken an asset management class. Wayne asked if the town feels it has the tools to put a plan together and noted that there are a lot of programs available. Win said he thinks A+E will help us with it. Martha said A+E has given the town a proposal for a hydraulic analysis and a long range plan and has asked us how we want to fund it. Wayne said there may be grant funds available. Win said we're going through an audit right now and, when that's done, we'll have better information on our utility finances. Dick noted the current water rate is \$495 per year and the sewer rate is \$865 per year. Wayne talked about the importance of setting aside capital replacement funds. With regard to utility management, Dick said, we want to try to shorten the learning curve for future Selectboards. Tom noted the need for an emergency generator for the well. Patricia said there are contingency plans in place to haul water if necessary. Win asked about the costs and benefits of membership in the VT Rural Water Association. Wayne and Aaron talked about the services VRWA provides. Win said he thinks the town's most immediate need is getting a water ordinance in place. Tom asked how the VRWA could assist the town if an application for a major development were submitted. Aaron said the first thing they would consider is whether there's enough allocation for the project. Beyond that, Aaron said, they could look at line sizing and pressure relative to the proposed location. Wayne said they can also assist the town in its interactions with the state. Win said the state has indicated that the town has no available allocation capacity for water and the town has been trying to determine whether there's any flexibility in the state's position. Aaron said the hydraulic study will help with that. Tom asked if the hydraulic study will tell us whether we need to increase our storage capacity. Aaron said it sounds like the state is basing their allocation determination on outdated information so the study will provide the information the town needs to address the issue with the state. Dick noted that there are a number of undeveloped lots in the service area and it's questionable whether the owners of those lots would be able to get a water allocation. Aaron asked if they currently have an allocation and if there are stubs for service lines to those lots. Patricia said yes. Aaron said typically if there's a stub, there's an allocation for it. Martha said there is a 1997 water-wastewater permit for the resort area, which includes 13 undeveloped lots, but the allocations in that permit take up the entire 120,000 gallon capacity without taking fire protection into account. Martha said the town doesn't know how that occurred; maybe the hydrants were added after the fact. Aaron asked if the town has clear mapping. Patricia said no; A+E is going to provide record drawings. Martha said we have various maps; some more reliable than others. Aaron asked if we've considered running a water line out from Windsor. Win said no. Aaron said there are various ways to increase capacity, including developing new sources or adding storage. Martha said there's a fire pond in the service area but it's her understanding that, once there are hydrants connected to the drinking water system, 60,000 gallons has to be reserved for fire protection. Aaron agreed. Tom said if we can't allocate water for the undeveloped lots, then we have a problem. Tom asked if the town could add a larger storage tank. Aaron said yes, but there could be water quality issues if there isn't enough turn-over in the tank. Aaron reiterated the importance of the hydraulic study. Patricia said if someone has had a water allocation for thirty years and they haven't built yet, there should be some statute of limitations. Aaron agreed that the ordinance should prohibit someone from reserving allocation indefinitely. **Win moved to join the VT Rural Water Association as a water & sewer member. Tom seconded the motion, which passed unanimously.** Tom said the fee should be split between water and sewer. Win asked Aaron and Wayne to help with the water ordinance. Wayne agreed and asked Martha to send them the draft. Wayne encouraged the town to take advantage of VRWA's training classes. Win asked Patricia for an update on the telemetry for the water system. Patricia said the transducer and the VFD have been installed and she's headed up to the pump house for a briefing on the telemetry right now. Tom said, according to Bob Moulton, the dispatcher at the fire station would be able to tell the level in the water tanks. Patricia

asked the Selectboard how many people they want accessing the data. Patricia also asked to be notified when there's a fire so she knows what's going on if there's a sudden drop in the levels. Patricia said the fire department does not have access to the data in any of the towns that she works for. Patricia said if the level in the tank goes below a certain level, the pumps are going to kick on automatically and they'll fill while the fire department is drawing water. Tom said knowing how much water is in the tanks could affect how the fire department fights the fire. Win said the Fire Chief could get that information from P2. Dennis said if there's a fire at Mts. Edge, the fire department's going to use all the available water to fight the fire; they're not going to worry about the tank running dry. Win said the town can make sure the Fire Chief checks in with P2 whenever there's a fire at a building that's connected to the water system. Win suggested putting this item on the agenda for February 13th so the Selectboard can discuss it with Mike Spackman. Patricia suggested that the Selectboard also limit the number of people who have a key to the pump house. Dennis suggested removing the knock box from the burned-out Base Lodge before it's demolished. Tom said he'll ask the Fire Department to take care of it.

- 5) Other Business – Old Lodge: Tom said Glenn will have an estimate on the asbestos removal by tomorrow morning. The Selectboard agreed to make a decision when they have the estimate. Win said Glenn is taking inventory of the surplus property at the mountain and some of it may have some value. Village Lane parking: Dick said he got a call from Kevin Osgood regarding parking in the town turnaround on Village Lane. Tom said the town owns the turnaround. Dick said, according to Kevin, the party from whom they are renting owns it. Dick said he'd like to make sure that it's under town ownership or within the town right-of-way and asked Martha to locate the deed for Village Lane, if there is one. Win asked if the town plows the road. Dick said yes, that's why we don't want anyone parking in the turnaround. Tom said the person who owns the property has to make sure the person renting the property has a place to park. Tom noted that fire trucks may also need to turn around there. Paving: Tom said Route 44 is fourth on the list of state highways to be paved. Village firefighting: Tom said he talked to Tom Kennedy about running a pipe from the pond across the brook to the snowmaking pipe under the brook and then to the pump house by the fire station. Tom said Tom Kennedy agreed to look into the feasibility of that proposal.
- 6) Adjourn – **Win moved to adjourn at 10:25 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison