

West Windsor Utility Advisory Committee  
Draft Minutes  
April 23, 2018

Committee members present (in person): Bob Norris, Tom Marsh, Tom Kenyon

Committee members present (by phone): David Leavitt, Gina Halstead, Ralph Bailey, Leslie Levesque

Others present: Win Johnson (Selectboard Chair), Martha Harrison (Town Administrator), Jim Barlow (Attorney)

- 1) Call to Order – Due to the resignation of former Utility Advisory Committee Chair John Bossen, Selectboard Chair Win Johnson opened the meeting at 4:00 PM.
- 2) Nominations for appointment/re-appointment to committee – Gina said Sharlene McEachern will be taking over as the primary representative for the Windsor Building. Gina will serve as the alternate representative. Bob Norris said he will be taking John Bossen’s place as the representative for the Property Owner’s Association. David Leavitt said he will continue to represent Mountainside. Tom Kenyon confirmed that he will continue to represent the village of Brownsville. Ralph Bailey said Leslie Levesque will be representing Orange Lake and he will serve as the alternate representative for now. Windsor’s Town Manager Tom Marsh will continue to represent Windsor. Ralph asked if Jeff Nelson is still representing Mountain’s Edge. Martha said he is, as far as she knows. Bob Norris said he will reach out to Jeff.
- 3) Election of Officers – After some discussion, **David Leavitt nominated Bob Norris to serve as Chair of the Committee. Tom Kenyon seconded the motion, which passed unanimously.** Tom Marsh asked if he is a voting member of the committee. Win said yes.
- 4) Changes or additions to the agenda – Tom Kenyon would like to discuss delinquent sewer payments. David would like to discuss the map that is referenced in the water ordinance. Win said he tried to reach out to the Chair of the Mts. Edge Condo Association, a Mr. Phillips, but he didn’t reply.
- 5) Announcements/Public Comment – David asked if it’s absolutely necessary for an advisory committee to have a quorum. If there isn’t a quorum, David asked, is it possible for the committee to meet and take action as “a sense of the committee” rather than a formal recommendation to the Selectboard. Jim Barlow said it would be permissible as long as it was clear that there was not a quorum present and that the communication to the Selectboard was just a consensus of those who were present at the meeting. Bob said if an important issue is being discussed and a formal recommendation needs to be made, the committee should schedule a special meeting for a time when a quorum can be present.
- 6) Approve minutes of last meeting – **Tom Kenyon moved to approve the minutes. Tom Marsh seconded the motion, which passed unanimously.**
- 7) Review financial statements – Win said financial statements for the first quarter of 2018 were emailed to the committee in advance of the meeting. No one had any questions. Tom Kenyon said he has bank balance information for the water and sewer funds. The balance in the water system checking account is \$125,352.21. The balance in the water system money market account is \$86,171.26. The balance in the sewer system checking account is \$25,193.08. The balance in the sewer system money market account is \$326,003.08. Win said we’ll provide a balance sheet along with the income statement next time. Bob asked when sewer bills for the next quarter will be mailed out. Cathy said they will go out at the end of May. Win asked

Tom Marsh about the processing fees for the first quarter. Tom said those bills went out at the end of March. Cathy said she just paid it today. Bob asked why the Town Administrator's wages weren't split equally between the water and sewer systems, with 10% going to each. Win said that's a good question; right now Martha is spending a lot more time on the water utility than the sewer utility. Bob said, going forward, he would like to suggest an equal split.

- 8) Water System Update – Well Isolation Zone easement: Martha said this easement will affect Orange Lake and the Windsor Building so she sent it to them in advance. Orange Lake has indicated that they are fine with the language. Windsor Building wanted to see the survey referenced in the easement before commenting, and also wanted to determine who would be authorized to sign the easement on their behalf. Martha said she just sent the referenced survey to the affected parties today. Bob asked if there is a deadline for getting the easement signed. Martha said no. Tom Kenyon asked what can take place in the isolation zone. Martha said that's spelled out in the easement, which also references the Water Supply Rule. Jim said since there are existing uses within the easement zone, the easement allows those uses to continue but does not allow them to be expanded. Martha noted that, due to the depth of the well and the soil types, the state allowed the town to reduce the size of the easement area to a 125' radius around the well. Ralph said Orange Lake needs a day or two to review the survey but he's sure they'll be fine with it. Standby power evaluation & generator grant: Martha said she heard today that West Windsor was not approved for the standby power evaluation. Systems with no storage capacity and systems with surface water sources were considered higher priority because those conditions pose a greater public health risk. However, Martha said, West Windsor can apply directly to Vermont Emergency Management for a generator for our well and she will look into the application process. Win said this is primarily a funding question. We know we need a generator for the well; the question is how we pay for it – with grant funds, or reserve funds. Bob asked about the cost. Martha said a rough estimate would be \$100,000. Asset management project: Martha noted that the group working on the asset management project – the engineers, the water operator, a Selectboard member, and herself - met last Thursday to review progress. Vulnerable assets discussed include the 4" and 8" water mains that go under the Skier Bridge because they are thin-walled and difficult to access; the well because it needs back-up power; and the well house, which is in poor condition. Lower priority items include increased storage capacity and meters. Win said when the asset management plan is complete, at the end of May, the Selectboard will share it with the Utility Advisory Committee. Win noted that the water system has fewer reserves than the sewer system so it would help to get a grant for the generator. Telemetry: Martha said the telemetry for the water system was running off 3G from the tower behind the old burned-out lodge. When AT&T moved their service to the tower on the mountain, they switched to 4G and our telemetry went haywire so they turned the 3G service back on until adjustments could be made to the telemetry to allow it to run on 4G. There were a few problems with the switch-over – the booster pumps had to be run manually for about five days – but now everything seems to be running smoothly. Win noted that the utility had to pay for a software upgrade. Martha said it was around \$680. Tom Kenyon asked if the tower behind the lodge can be removed now. Martha said yes. Sanitary Survey: Martha said the state inspects our water system every three years. This year, they came down on April 2<sup>nd</sup> and walked the system with Martha, Patricia and Dennis. Martha said there were a few minor issues – dirt in the new PRV vault, for example – but she doesn't think there was anything major. We'll get a written report but we haven't received it yet.

Delinquent bills: Win said there are about 15 customers who owe a total of \$19,758. David asked if the Tax Collector can collect the delinquencies. Win said yes. Cathy said all the properties have liens on them. David asked if the list of delinquent accounts is a public document. Win said yes. Jim concurred. David said if there are delinquencies at Mountainside, he could try to find out what's going on. Win agreed to share the list. Win asked Tom Marsh how they handle delinquencies in Windsor. Tom said they can turn the water off and, if it's still not paid, they put a lien on the property and, ultimately, put it up for tax sale. David suggested that the town consider forgiving penalties and interest to get people to pay the actual overdue water fees. Jim said if the rate payer files for bankruptcy, the interest and penalties will be taken away by the court, so the sooner you can move to a tax sale, the less risk you have.

- 9) Sewer System Update – Ordinance: Jim said the goals were to make the ordinance more user-friendly, internally consistent, and consistent with the water ordinance. Win said if the Property Owners Association wants to ask its attorney to review the document, that's fine. Bob asked about the timeline for adopting the ordinance. Win said if it takes another month or two, that's okay. Win said the Selectboard will tentatively put the ordinance on the agenda for their second meeting in May but the committee can request more time if they need it. Jim said the most important revisions include clarifying boundaries of ownership between the town and users, consistency with the water ordinance, clarifying when connection is required, and clarifying that charges are based on equivalent user units. Bob asked if there would be variable charges if meters were put in place. Win said Windsor has both metered and unmetered customers. Jim said the ordinance also clarifies the sewer capacity allocation process and aligns it with the allocation process for the water system. Tom Marsh said, with a few exceptions – when a property abuts a force main, for example – properties in Windsor are required to connect to the sewer system when their on-site system fails. Tom Kenyon noted that both generators worked fine during the recent scheduled power outage. CCTV inspection: Win said when the town took over the sewer system, we had most of the lines inspected, but not all of them, so we're going to have the remaining lines inspected. Martha said the town requested bids and selected a contractor so they'll probably be doing the work in the next month or so. Win noted that there are some 4" lines that went up to the old spray irrigation area and we're going to ask the contractor to take a look at those lines too. In the event that the Skyhawk area needs to be sewerred, it's possible that those lines could be utilized. Win said sewerred Skyhawk, and how to pay for it, may come before the town and the committee because we know that some of the systems in that area are failing. Sewer rehabilitation work: Once we know what all the problems are throughout the collection system, Martha said, we need to start fixing them. In order to get state loan funding, Win said, we have to interview engineers, and in order to do the work, we need to get easements. Win offered to recirculate the list of identified needs to the committee. Mts. Edge easement: Win said he will keep trying to contact the President of the Mts. Edge Condo Association. Skyhawk area: Martha said there are 25 homes in the Skyhawk area and most are around 40 years old and are on small lots, so it's similar to the situation we had in the village. Before proceeding, we would have to have an engineer do a needs assessment and feasibility study.
- 10) Stormwater permit – Win said there was a master stormwater permit granted to the whole resort area that expired eight years ago. Win said the town has had a full plate so this has been a lower priority but then the state threatened to make approval of Ascutney Outdoors (AO) projects contingent on renewal of this permit. AO was able to work with the state to get

permits for the tubing lift and the bike trails, but now they are seeking permits for a T-bar and skills park. Win said Orange Lake generously offered to have Engineering Ventures (EV) examine the stormwater problem. Martha said ultimately this issue is going to affect some of the organizations represented on this committee. Win said because there is no longer an umbrella entity, the state is claiming that we have to re-create a governing entity. Win asked Ralph if he has any information. Ralph said Orange Lake has asked EV to sort through the permit and lay out the issues for them. Ralph said it's his understanding that the state wants to make sure all the existing infrastructure is functional but is not going to require additional work. Ralph said there's a June deadline for a response to the state. Bob asked why stormwater is on the sewer and water agenda. Win said we're only bringing it up because it affects most of the organizations represented on this committee. Win said Glenn Seward organized a phone conference with Mts. Edge and others and there was agreement that the issue would be discussed at the next POA meeting. Ralph said if the permit can be split up so each property owner is responsible for the infrastructure on their own property, that would be the goal, but that may not be possible.

- 11) Other Business – Water system map: David asked if the map is available. Martha said yes; there's a draft map that was done as part of the asset management project. David asked if the map is final. Martha said no; there are a few changes that need to be made (e.g. a missing curb stop). Martha agreed to email the map to David. Minutes: Martha agreed to do the minutes for this meeting but said the committee needs to recruit someone to do them going forward.
- 12) Next meeting – The committee tentatively scheduled their next meeting for Monday, July 30<sup>th</sup> at 4:00 PM.
- 13) Adjourn – **Tom Marsh moved to adjourn at 5:22 PM. Tom Kenyon seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison