

West Windsor Utility Advisory Committee Meeting Minutes January 20, 2020

Call to order: Meeting called to order at 4:08 p.m. Quorum established: Tom Kenyon (Brownsville Village) and Ken Moore (Holiday Inn Club) were present in person; Bob Norris (Property Owners Assoc.), Jim Bonney (Village Condos), Gina Halsted (Windsor Building) and Jeff Nelson (Mountain's Edge) were present by phone. Win Johnson (West Windsor Selectboard), Martha Harrison (Town Administrator), Jason Booth (Aldrich + Elliott) and Jeff Lewis (Aldrich + Elliott) were also present in person.

Changes/additions to agenda: None noted.

Announcements/public comments: None noted.

Approval of minutes from last meeting on October 28, 2019: Motion made to approve minutes by Tom Kenyon. Seconded by Ken Moore. No further discussion. Motion passed without objection.

Year-end financial information: Win said Martha sent out some information and asked if anyone had any questions. Win noted that both the water and sewer funds had a positive bottom line. Jeff asked about the "new debt service" line item in the water budget. Win said that line item is currently blank; there will be additional debt service for both utilities when the current water and sewer projects are finished. Tom asked when the last payments will be made on the existing debt service. Martha said the village sewer loan is a 30-year loan so the final payment will be made in 2047. The loan for the sewer purchase is a 20-year loan. Win said there's a schedule in the Town Report.

Project updates:

Sewer: Win said the Town hired Avery Construction. They have been working this fall but had to shut down for the winter and will resume in the spring. Win noted a line sag at the hotel that will probably be addressed by a different contractor at a different time. Jason said Avery completed the sewer line replacement on Ski Tow Road this fall, but still has some manhole repairs and other rehabilitation items to take care of in the spring. Jason said the line sag at the hotel will most likely be pulled out of Avery's contract and three other contractors will be asked to bid on that work. Jason said otherwise we're looking to be on target with the bid price. Jason said it has become clear that Avery was not expecting to do the hotel line sag work as part of the contract and can't or won't do the work for his bid price. Jason added that it's sensitive work and A+E is not comfortable with Avery doing it. Win asked about the depth of the pipe in that location. Jason said 12' to 15'. Jeff Lewis agreed that it's at least that deep. Bob asked if this explains the difference in the bids. Jason said he thinks that's part of it. Jeff Nelson asked why we're seeing this now; if we had a contract and a set of plans, why is the contractor claiming that he's not responsible. Jason said he's not saying that he's not responsible; he's saying that he can't do it for his bid price. Jason said A+E is confident that Avery didn't look at the project thoroughly before he bid it. Jason said the Town can make him do the work because it's part of the contract but A+E has concerns about his capability to do the work in close proximity to the buildings. Jeff asked how A+E is going to determine the credit on the contract for the work Avery is not going to do. Jason said the contract is based on unit pricing so it will be accounted for with the balancing change order. Jeff said if he bid it based on excavating at 5' or 10' and the plans show excavating at 20' then something's screwed up. Jason said the sag is incorporated as a sewer line

replacement item and Avery provided a bid price for that work so it's part of the contract. The bid was complete and Avery is a responsive and responsible bidder so there was no basis for rejecting the bid, but we may not get back from Avery the amount that it's going to cost to do the work. Jeff Nelson said, as a group, we should make sure someone other than A+E is looking at this. Jason said that's fine. Win said there was contingency built into the contract that has not been used so between what we take back from Avery and the contingency, we may still be able to do this within the contract price. Jeff said if you get a contractor who didn't read the paperwork and then says he can't do it, then it's extra work for everybody so he wants to make sure the Town and the sewer system are treated fairly on the credit because it might be more than just unit price. Tom asked about Avery's schedule and the schedule for another contractor to do the line sag work at the hotel. Win said hiring another contractor will give us more flexibility in scheduling the work with the hotel. Jeff Nelson said the Town should find out what it's rights are under Vermont law. Jeff also asked about the problem with the depth of the sewer line on Ski Tow Road relative to the depth of one of the house connections. Jason said there's a lot of shot ledge on Ski Tow Road and the existing clay pipe took a dive outside of the trench line so there was some exploratory digging that had to be done to locate and connect one of the service lines. Jeff asked if that will be a change order. Jason said no, the contract has quantities for test pits and those types of things so some of the exploratory digging was accounted for there. Win said except for the line sag at the hotel, the rest of the project should be done by June if not sooner. Bob asked when the bid docs will go out for the line sag. Jason said we can make it work at any point but we should coordinate it with the hotel. Bob asked if it has to wait until Avery completes his work. Jason said we just want to make sure we're balancing out the quantities on Avery's contract, which we can do before or after he's done, although it's easier to balance everything at the end of the contract. Win said the good news is that there's no compelling evidence that there's an urgent problem in the location of the sag. Jason said we want to make sure that we're not interfering with any events at the hotel. Tom asked if we're going to tell the contractor when the work has to be done. Jason said yes, that's why we want to coordinate with the hotel. Ken asked how deep the sag is. Jason said it's about 15 feet deep

Water: Jason said there was a pre-construction meeting with Daniels Construction just before Christmas. They are planning to start in April and to be on site for about two months. They may want to construct the small building at their shop this winter, possibly in February, but A+E has not heard any more from them on that. Jason said generators typically have a long lead time but they have plenty of time to get the generator ordered.

Utility Rate Analysis: Win said we should have a good idea about the financial impact of the projects on the two utilities, and any rate increases that may need to be considered, by the UAC's July meeting. By then the audit will be finished so we'll know what the unrestricted reserves are and can make a recommendation about how much of the reserves to apply to the projects. We'll also be able to estimate the debt balance taking into account the available loan forgiveness for the projects. Win said there's some planning loan forgiveness for the sewer project and a 30% subsidy for the water project. Gina asked when the rate change, if there is one, would go into effect. Win said it would go into effect on January 1, 2021. Tom asked if there will be more projects next year. Win said there are no more capital projects; there are some operating projects such as valve replacements, but those are in the operating budget. Win said we were way under on the O&M for the water budget in 2019 because we haven't gotten started with planned valve replacements yet. Martha said we also need to clean tanks 2 and 3 this year, which will cost about \$10,000.

Other business: Stormwater permit – Jeff Nelson asked if we've heard back from the state on the stormwater permit. Win said we got an ambiguous reply to the letter we sent, but we haven't

responded to it yet. Win said the Town is also looking at some grant opportunities to repair the two outfalls, noting that the work would not place a burden on the participants in the permit renewal. Win said he thinks, by default, the state approved the proposal we made to act cooperatively in the annual steps required to maintain the permit with the Town coordinating that effort. Win said he thinks we're in a position to move ahead this spring and we're working with the regional planning commission to identify an engineer to do our annual inspections.

Next quarterly meetings: Monday, April 20th at 4 p.m. and Monday, July 20th at 4 p.m.

Adjourn: Tom Kenyon moved to adjourn at 4:45 p.m. The motion passed without objection.