

West Windsor Utility Advisory Committee Meeting Minutes July 20, 2020

Call to order: Meeting called to order by Bob Norris at 4:03 p.m. Quorum established with Committee members Tom Kenyon (Brownsville Village), Ken Moore (Holiday Inn Club), Bob Norris (Property Owners Assoc.), Jim Bonney (Village Condos), Sharlene McEachern (Windsor Building), Jeff Nelson (Mountain's Edge), David Leavitt (Mountainside), and Tom Marsh (Windsor Town Manager) present by phone/zoom. Win Johnson (West Windsor Selectboard) and Martha Harrison (Town Administrator) were also present by phone/zoom.

Changes/additions to agenda: None noted.

Announcements/public comments: Win said he and Martha made some tentative commitments at the last meeting about project completion and materials to be provided to the committee, but everything has slowed down because of the pandemic.

Approval of minutes from last meeting on January 20, 2020: Motion made to approve minutes by Tom Marsh. Seconded by Jeff Nelson. No further discussion. Motion passed without objection.

Year-to-date Financial information: Win noted that our operators have been slow to get started with exercising, repairing and replacing valves for the water system so the actual O&M expenditures are lower than budgeted. Martha said the O&M line will increase because we did put in two new valves and we're having the upper tanks cleaned in early August. Other than that, Martha agreed that we need to start exercising valves regularly and figure out which ones need to be repaired or replaced. Bob asked if the contract with P2 Environmental includes exercising valves. Win said he needs to look at the contract but we're planning to meet with them in the next month or so to address this issue. Regarding the audit, Win said the auditor is going to make an adjustment that will increase the unrestricted fund balance, which is a source of funding for the sewer project.

Project updates:

Sewer: Martha said the sewer project is pretty much done except for the sag in the pipe near the Bennington building. We did investigate that area further a couple of weeks ago and pulled a big chunk of grease out of the pipe but there's still a sag there. A+E is going to see if Green Mountain Pipe can clean it out a little better so they can get a good look at the bottom of the sag; the top of the pipe looked okay. Win said if there are no leaks, we may be able to just flush the pipe periodically rather than replace it. Jeff said he has no issue with that if it hasn't backed up. Win said that's one of the reasons the final project cost is still up in the air. Win said if we do need to repair it, it would take about a week. Ken said he's hoping we don't do it; he thinks it's fine. Bob said at the last meeting, the Town reported some manhole and road work that needed to be done. Martha said all the work that was in the contract has been done but the engineers have identified two additional manholes that need to be repaired or replaced, and they suggested that we do a test pit in an area where there's an odd angle in the pipe to see if we need to put in a clean-out or a manhole. Bob asked if there will be a credit for the sag work. Martha said there should be; we haven't seen the final billing yet.

Water: Martha said the water project is almost done; there's a little more work to do on the well house. The contractor is waiting for the door to come in, but the generator and the pipes are in

and everything has been tested and is working fine. Martha said in a couple of weeks, we should have final billing. Win said we have revised project cost estimates from A+E but we should have final numbers for the next meeting. Bob asked if the loan forgiveness and grants are contingent on the completion of the projects. Martha said for the water project it's to our advantage to use as much loan money as possible because we're getting a 30% grant subsidy on the total amount. Martha noted that the first payment won't be due until 2021. Bob asked if the loan forgiveness will go into the rate analysis. Tom asked if the issues with the ski bridge have been resolved. Martha said a Green Mountain Power employee was driving past as the contractor was excavating for the new water pipes and was pretty upset because they have some buried lines there; so everything was on hold for a few weeks while they worked out a solution. Martha said the contractor ended up pouring a concrete barrier between the water line and the electric line to resolve the issue. Win said to answer Bob's question about loan forgiveness, we're going to get a 50% subsidy on the preliminary engineering and design work for the sewer project, which will give us about \$22,000 or \$23,000. For the water project, we're getting 30% of the project cost, which will be around \$100,000.

Utility Rate Analysis: Bob asked if we have enough information to have a meaningful conversation. Win said the projects aren't done so the funding hasn't been entirely nailed down. The key questions are how much we're going to use from reserves and how much from bonds. On the sewer side, Win said we've been having a discussion with Windsor about what we pay them for treatment and we have a tentative agreement that Tom has to clear with his board. If that goes through, Win said, we'll have a solid basis for projecting treatment fees into the future. Win said those are the two outstanding factors that affect rates. The good news is that we'll have another year without new debt service so we're still building reserves on a cash basis. Bob offered to have someone from the committee involved in the analysis. Win agreed to send the worksheets out to the committee. For long term planning, Win noted the hotel's intention to tear down the health club and relocate the pools, which could have implications for the future. Ken said the pools are only open for resort guests now. Win noted that the Vermont 50 race and all similar events on town property have been cancelled.

Other business: Win said we have received a proposal from an engineer for the work needed to renew the stormwater permit for the resort area, but we're not getting any pressure from the state. Win added that the regional planning commission is looking for funding to repair the gullies, but that wouldn't be part of the permit renewal.

Next quarterly meeting: Monday, October 19th at 4 p.m.

Adjourn: Jeff Nelson moved to adjourn at 4:38 p.m. Tom Marsh seconded the motion, which passed without objection.