

## **West Windsor Utility Advisory Committee Meeting Minutes October 28, 2019**

**Call to order:** Meeting called to order at 4:02 p.m. Quorum established: Tom Marsh (Windsor Town Manager); Tom Kenyon (Brownsville Village); and Ken Moore (Holiday Inn Club) were present in person, and Bob Norris (Property Owners Assoc.); David Leavitt (Mountainside) and Jeff Nelson (Mountain's Edge) were present by phone. Win Johnson (West Windsor Select Board), Martha Harrison (Town Administrator), and Dick Beatty (West Windsor resident) were also present.

**Changes/additions to agenda:** None noted.

**Announcements/public comments:** None noted.

**Approval of minutes from last meeting on August 26:** Motion made to approve minutes by Tom Kenyon. Seconded by Tom Marsh. No further discussion. Motion passed without objection.

**Year to date financial information:** Martha said she put together the year-to-date financials for the water system right before the meeting and they look good. Martha said she will email them to committee members. The year-to-date financials for the sewer system have not been updated yet. Win said he and Martha have been focused on the projects and the rate analysis.

### **Project updates:**

Sewer: Win said the news on the sewer bids was good, the contractor is at work and we had the first progress meeting today. Things are going very well and it's possible that we may not have to replace as much pipe as we thought. Some areas that a previous camera inspection picked up as sags appeared to be fine once the gravel was cleaned out of the pipe. Win said the contractor expects to finish the new line on Ski Tow Road tomorrow. Win said there have been a few disruptions – a couple of broken water lines that were promptly repaired, and one property with sewage in the basement, which was cleaned up by Serve Pro. Bob asked if the contract allows for a reduction in cost if less pipe has to be replaced. Martha said the contract is based on quantity, so a reduction in the amount of pipe should result in a reduction in cost.

Water: Win said the water bids were opened today. The engineer's construction estimate was \$280,000 and the low bid from Daniels Construction was \$220,520. Win said he was hoping that the water line replacement portion of the project could happen this fall, but that appears increasingly unlikely.

**Review Utility Rate Analysis:** Win said he was expecting the projects to have a dramatic effect on rates, which does not appear to be the case. Win said the question going forward is whether or not the utilities can absorb the annual operating cost increases. Win said we also have to make sure the bottom line is healthy enough to replace the reserves we use for the projects. Martha said she is not as optimistic as Win about the sewer operating costs going forward. Win said the town will continue discussions with Tom Marsh and will update the rate analysis as we get more information on the capital projects. Win noted that Windsor's Treatment Facility Operator, Mike Reynolds, has been a big help to the sewer contractor. Win said we got a letter from the state today about new required testing for PFAS, which is an unfunded mandate for water systems. Martha said we've done the testing but won't get the results for a couple of weeks. Regarding the rate study, with regard to the inventory of connected uses and the allocations for those uses, Win

said the only significant changes were within the Holiday Inn complex. Win said those numbers may improve if the project cost numbers improve. Ken asked when the new rate information will go into effect. Win said we don't know yet. Bob asked about the Butcher & Pantry. Win said we haven't heard anything from them, but we're in full compliance with the new standards, which is what they wanted. Bob suggested doing a 5-year or 10-year financial projection for both utilities once we have all the project information. Win said the debt service on the projects probably won't hit the budget until 2021, so we have some time to consider whether a rate increase is going to be necessary or not. Win said he doesn't see a reason to increase rates for 2020. Tom Kenyon asked when the water project is going to be finished. Win said it will probably take two or three months starting next spring.

**Other business:** None noted.

**Next quarterly meeting:** Monday, January 20<sup>th</sup> at 4 p.m.

**Adjourn:** Tom Kenyon moved to adjourn at 4:27 p.m. Tom Marsh seconded the motion, which passed without objection.