

**West Windsor Utility Advisory Committee Meeting, April 18<sup>th</sup> 2016 by teleconference.**

Meeting called to order, 4:05 p.m. David Leavitt, John Bossen, Gina Halsted, Mary Vitullo, Bob Norris, Lew Iadarola, Jeff Nelson, and Steve Hawco present. Select Board members Tom Kenyon and Win Johnson, Town Administrator Martha Harrison, and Clerk Connie May also present.

Changes or additions to agenda: None made.

Announcements/Public Comments: No announcements, no public present to comment.

Approve minutes of last meeting: *Motion* made to dispense with reading of minutes. Seconded. No further discussion. Motion passed unanimously.

Financial updates: Tom Kenyon reviewed figures: Water Company has \$90,593.20 in checking account and \$1,053.03 in Money Market Account for total of \$91,646.23. Sewer Company has \$49,253.99 in checking account and \$325,188.52 in Money Market Account for total of \$374,442.51.

John Bossen and Steve Hawco reviewed the water budgets for 2016 and 2017 in preparation for borrowing \$500,000 for repairs to system. Four assumptions were made in preparation of budgets: 50% of repair costs recognized in each year; no increase in user rates; increase in operating expenses of 2%/annum; and continuation in funding capital reserve in 2017 as in 2016 with goal to build capital reserves to \$100,000. Operating surplus moving forward expected. Comments: Life of concrete water storage tank (Reservoir #1) reported by Tom Kenyon to be 100 years. If additional water needed in the future, an additional tank could be installed rather than replacing current tank. Question asked if Town accepted committee's recommendations regarding water rates. Answer was yes: budgets and billings based on those rates.

Sewer budgets were discussed in part. Jeff Nelson reported that engineers investigated sewer system excluding components down by hotel. Immediate repairs recommended (to be done in 0 – 2 years) totaled \$63,500. Short-term repairs (2-5 years) totaled \$205,000. Long term (5 years or more) totaled \$27,000. Suggestion made that perhaps we don't have to borrow money for the repairs, given funds in Money Market account. Point made that Town of Windsor will be owed two quarters' of fees, which will reduce moneys in account. Town will ask Windsor why it seems behind in billing.

*Motion* made to recommend that Select Board move forward to address immediate needs for sewer-system work as outlined by engineers, for total of approximately \$65,000. Seconded. Discussion: Martha Harrison said she doesn't think there will be significant legal fees. Select Board can guide us on how to approach the repairs. We will need to get competitive bidding. Jeff Nelson suggested that perhaps there is some way to streamline the bidding process on this and other work that will be needed by developing some common forms. Motion passed unanimously.

Discussion of balance sheet. Any questions tabled until next committee meeting.

Engineering recommendations water & sewer and procedure for moving forward: Based on conversations with Martha Harrison from the Town and with Nate Pion from A&E (engineers), Lew Iadarola was told that Town is going ahead with the water project and will be incorporating some of our recommendations.

As part of the project the following recommendations will be included:

1. Adding VFD drives to the main well pump and also to the booster pump taking water from Res #1 to Res. #2 and #3.
2. Adding flow meters to the lines going to the reservoirs. We were told that one was activated for the main pump so only adding a second for the flow from Res. #1 to Res. #2 and #3 will be done.
3. Replacing the booster pump with an equivalent pump capacity as the main well will not be done.
4. Modifying the access hatches on Res. tanks #2 and #3 as requested by the State will not be done.
5. Adding a fence around Reservoirs #2 & #3 will be done.
6. Removing the hydrant at Mountainside off the snowmaking system and tying it into the water system along with additional hydrants along Ski Tow Road will be done.
7. Dredging the fire pond and reinstalling the dry hydrant will not be done as part of this project but is being considered by the Town for a later date.
8. Investigating the possibility of utilizing the old Mountainside well as a standby well if something should happen to the main well will not be done as part of this project.

Lew also stated that he was confused by A&E's comments on the limitations of adding new water customers to the system when it would be upgraded. He wanted to know exactly what these limitations were based on, and needs to dig into this further with A&E. Our permit is for 117,000 gallons/day and we use less than 35,000 gallons/day. Our well can pump 400,000 gallons/day.

A discussion ensued on allocations, including comments about storage capacity being required for 60,000 gallons of fire protection. Lew indicated he was told by Nate (A&E) that the 1997 permit did not provide for any fire-protection considerations, but Nate was reluctant to go into detail. The committee asked Martha to clear it with Nate so Lew could discuss this further with A&E. It was still unclear what the implications were to our total user allocation. John Bossen assumed that Cunningham's and the old Base Lodge were still included and could be transferred. Tom Kenyon reported that Town looking into grant for adding hydrant near hotel.

We need to see the language in the original 1997 permit. Agreement reached that Lew would have further discussion with A&E and we would take up allocations again at the May meeting.

Other business: None raised.

Next meeting: May 20<sup>th</sup>, 4 p.m. in person at Town Hall. Suggestion made to invite engineers to that meeting to discuss allocation issue. Between now and then, sewer-system budget will also be reviewed for discussion.

Adjournment: *Motion* made to adjourn. Seconded. No further discussion. Motion passed unanimously. Meeting adjourned at 4:45 p.m.