

**Joint Meeting, West Windsor Selectboard and
West Windsor Utility Advisory Committee Meeting
Via teleconference and in person, December 12, 2016, 4:00 p.m.
Draft Minutes**

Meeting called to order: 4:00 p.m. Selectboard members Tom Kenyon, Win Johnson and Dick Beatty present. West Windsor Utility Advisory Committee quorum established with Jim Bonney, John Bossen, Bob Norris, Jeff Nelson, Ralph Bailey, David Leavitt and Gina Halsted present. Town Administrator Martha Harrison and Clerk Connie May also present.

Changes or additions to agenda: John added insurance to financials, and moved Financial Updates behind updates on water and sewer.

Announcements/Public Comments: None.

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

Update on sewer project: Problem with sewer at school was fixed. Cost will be covered by surplus from Clean-Water Grant and loan to Town, the costs of which paid for from tax revenues.

Update on water project: Mountainside piping installation completed. When panels arrive on 12/15, connections will be made and hydrant will be up and running. Target completion date: end of December. Though surplus anticipated, water projects now \$22,000 over budget – something Town just found out and has not yet resolved issue. Hydrant has to be moved as it is presently in the middle of what is considered a ski slope; plus moving it closer to parking lot will allow easier access. Estimate for this work is \$8800. Will water budget allow this expense?

Concerns raised by 2 associations. First, Mt. Edge – depression in parking lot outside Unit 211, and two posts with chain to prevent people from driving from 200-building parking lot to rope-tow area were removed. Martha said that the posts and chains were re-installed, and final grading will be done in the spring. Second, shut-off was dug up at Mt. Village and needs repair.

Financial updates: Win worked with accountant on financials, and John is working with Win on budgets. Fuller discussion of financials will take place after John and Win have gone over figures together, so minor discussion at this meeting.

Sewer bills have been sent out; people pay quarterly, annual fee is \$865. Sewer rates will be re-examined end of June, when Town of Windsor sets rates (Windsor's fiscal year is 7/1 to 6/30). Although budget is not finalized, John and Win believe that water rate of \$495 is sufficient to create surplus. \$20,000 escrow built into budgets for 2016 and 2017; 5-year goal is to build up escrow reserve of \$100,000. Sufficient surplus and cash in hand to cover \$30,000 spent over-budget on water projects, which would make the \$100,000 escrow goal a 6-year rather than 5-year effort. Question asked about dues receivable: \$28,000 outstanding. Cathy Archibald working on particulars for Selectboard, and is confident that those moneys will be collected. She has already put some liens on some properties. Town and Committee want to know about aging: who owes what and for how long.

John asked for *motion* to set water rate at \$495 for upcoming 2017. Motion made and seconded. Discussion: This is an advisory statement to Selectboard, which gives final approval. Motion passed unanimously.

Question asked about insurance for water and sewer companies. What is being insured? Is it worth considering disaster insurance? Cathy Archibald is out of town; Selectboard will follow up with her when she returns. This issue will be added to agenda for next meeting.

Water allocations: Cannot be discussed until the ordinances are formally approved.

Fire pond/fire protection: Selectboard asks what Committee members think about moving the hydrant as discussed above. Consensus was that Jeff and Ralph could offer advice on that issue. Rope-tow lift inspector concerned about hydrant's position, and Selectboard not sure of whether there might be insurance ramifications if hydrant left in present spot. Town has expressed dissatisfaction with hydrant location to engineers. Committee sense was that if cash is available to cover the work, it should be done sooner rather than later, as it must be done at some point. Town has firm and reasonable bid to do work within next few weeks, and price may go up in the spring. Martha noted that cash position improved since Town has been reimbursed for some loans made.

Answers to some questions asked: Engineers not needed to create designs for moving hydrant to new location. Lines for new hydrant installed elsewhere probably does not offer coverage to all of Skyhawk lane. Fire Chief Mike Spackman satisfied with hydrants' locations, but Committee and Selectboard will confer with him about sources for fire protection for Skyhawk Lane.

Ordinances: Consideration a priority for Selectboard, but a lot on their plates; members have been meeting twice a week. John made point that without approved ordinances, allocations cannot be clarified, and potential loss of possible fees. Offered Committee's help in sharing documents that could be helpful in formulating/finalizing ordinances with Selectboard.

Other business: Brownsville has 9 to 10 inches of snow on the ground. There is a Purchase and Sale between Ascutney Outdoors and Snowdance on sale of burned-out Base Lodge. Now Ascutney Outdoors seeks grants and donations to cover the cost of demolishing the remnants of the lodge.

Next Utility Advisory Committee Meeting: January 20th, 4:00 p.m., in person at Brownsville Town Hall. Connie unable to attend; other arrangements will have to be made for note-taking.

Adjournment: John made *motion* to adjourn. Seconded. Discussion: John thanked Selectboard members for attending this meeting – their third this week, and for all their work on water system. All concurred.