

West Windsor Utility Advisory Committee
Draft Minutes
July 23, 2018

Committee members present (in person): Bob Norris, Jim Bonney, Tom Kenyon

Committee members present (by phone): David Leavitt, Sharlene McEachern, Ralph Bailey

Others present: Win Johnson (Selectboard Chair), Martha Harrison (Town Administrator), Jeffrey Lewis (Aldrich & Elliott), Nathan Pion (Aldrich and Elliott)

- 1) Call to Order – Advisory Committee Chair Bob Norris opened the meeting at 4:00 PM.
- 2) Changes or Additions to the Agenda – No Changes or Additions to the Agenda.
- 3) Nominations for appointment/re-appointment to committee: Village Condominium, Mountains Edge– Jim Bonney will continue to represent the Village Condominium. Martha asked if Jeff Nelson will continue to represent Mountains Edge, as Jeff not in attendance. Bob Norris said he will reach out to Jeff.
- 4) Election of Officers – After some discussion, Tom Kenyon nominated Jim Bonney to serve as Vice Chair of the Committee. Ralph Bailey seconded the motion, which passed unanimously. The position of clerk remains open. Looking for volunteer or rotating basis of committee members.
- 5) Announcements/Public Comment – No Announcements or Public Comments
- 6) Approve minutes of last meeting – Tom Kenyon moved to approve the minutes. Jim Bonney seconded the motion, which passed unanimously.
- 7) Review financial statements – Win said financial statements for the second quarter of 2018 were emailed to the committee in advance of the meeting. Win noted on the interim statements, that some of the balances were not as budget would forecast due to timing of the reports in regards to invoices being paid. Win continued with a summary past due balances for accounts over 12 months past due. Sewer has seven delinquent properties, total due under \$10,000, and Water has six delinquent properties, total under \$10,000.00. Discussion regarding what properties these were and it was asked if the list was public information. Win noted that Cathy has been actively managing the accounts and has had a good resolution for most. Ralph asked if liens had been applied, and Win confirmed that liens are in place. Win stated that he would confirm if the delinquent account info is public information, and if so, would look to publish a list for release to the committee prior to the next meeting. No one had any other questions on interim statements. Tom Kenyon reported the bank balance information for the water and sewer funds. The balance in the water system checking account is \$24,963.83. The balance in the water system money market account is \$195,523.74. The balance in the sewer system checking account is \$25,133.11. The balance in the sewer system money market account is \$346,165.68. Win stated that the December 31, 2017 audited balances of unrestricted reserve funds for contingency or capital improvements for Water are approximately \$117,500.00 and Sewer are approximately \$393,000.00.
- 8) Water System Update – Review asset management plan: Jeff Lewis from A & E presented on the Water System Asset Management Plan. All committee members were

given a copy of the complete document for review prior to the meeting. Jeff presented an outline of the entire document with high points of what is included in the document. The intent of the asset management plan is to give the Town and Advisory Board an active document to show current state of the system as a whole, an inventory of all the parts, and a plan for level of service benchmarks, routine maintenance, long term capital equipment upgrades and replacement roadmap. The intent is to update this document as repairs and upgrades are put in place so it will be maintained as a current-state of the system going forward. A quick summary of the sections of the document was provided as an introduction. There is also a detailed system map that has been created as part of this plan that includes GPS coordinates of all valves. A&E presented that as a whole the water system is in very good condition. They have identified short-term projects that can be implemented over a 5 year time frame, and major capital upgrades that are potential high risk items, and will probably require funding from a long term bonding finance plan. Short term projects are; 1) Valve Operability and Accessibility Project - access and test each of the gate valves not replaced in the 2016 upgrades. Repair and replace the highest risk. 2) Curb Stop Operability and Accessibility Project. Access and test each curb stop as identified as owned by the Water system (town) and replace as needed. David Leavitt identified that Mountainside has three curb stops, one for each building, and he knows from prior use that they all leak. David asked where the maintenance responsibility was transferred from the Town to the property owner. Win stated at the curb stop. Martha added that, depending on the building, that may not be accurate. Win then deferred to A&E and Martha for clarification. Martha clarified that, in certain service lines, there is a shut off valve at the fire hydrant location. Martha stated for example, at both the Mountainside and Mountains Edge complexes responsibility of the town ends at the valves located at the fire hydrant locations, and the property owner (Condo Association) picks up the responsibility for maintaining any additional curb stops beyond that main supply line. For these situations, the main valve locations need to be clearly identified to the property owners. In the case of Mountainside, the curb stop for each building would be the responsibility of the owners. The estimated curb stop replacement is \$500.00 per curb stop. Individual property water meters were discussed and were presented as a longer term plan. Hydraulic study & long range plan: The major concerns are the 4" and 8" supply lines that go under the ski bridge on Ski Tow Road. The inspection revealed that these are thin walled pipe and are at risk of failure. Due to the inaccessible nature of these lines, failure would be catastrophic to the system and it has been determined that a replacement be done proactively. The estimated replacement cost of these lines is \$100,000.00 each for a total cost of \$200,000.00. Accessibility to the PRV valve on Ski Tow Road just past Mountains Edge also needs to be addressed. The PRV itself has been replaced as part of the 2016 repairs, but the vault that currently contains the PRV is not sufficient to be able to properly inspect/maintain/replace should there be a need to access. The estimated cost of the new vault is \$20,000.00. The well head containment structure is not sufficient to contain the electric controls and access to the well itself and is not insulated. A replacement structure is estimated at \$110,000.00. There is no generator back up in case of power failure. The generator system installation is estimated at

\$125,000.00. There may be grants available and Martha is looking into the programs available. It will likely be a lengthy process and it is currently being investigated. The initial estimate for these capital projects is \$640,000.00. Tom Kenyon asked regarding the potential for a Bond vote, would the detailed information be available for a March timeframe. Win and A&E both responded that it would be possible and are working to that timeframe. Well Isolation Zone easement : Martha said the draft easements have been sent to Orange Lake and the Windsor building for review. Orange Lake has indicated that they are fine with the language. Windsor Building has communicated that the easement looks acceptable and they need to determine who would be authorized to sign the easement on their behalf. Martha said the town attorney also needs to do some additional background on the easements from the town aspect before the final documents can be generated. Access easement: AO has indicated the easement is approved and should be signed within the week. Ralph Bailey commented that in looking at the system map, the bulk of the supply lines to the hotel are on hotel property, and are there existing easements or would they be looking at additional easements for those as well. Martha stated that the document for the transfer of the water system to the town referenced pre-existing easements. Ralph asked if there was a blanket easement. Martha said that most of the lines are in the right of way, Ralph asked if there would be further legal review, Martha said it is possible but nothing at this time. Connection Fee: The connection fee for a new connection to the system has been changed from \$500.00 to \$900.00 to align with the Sewer connection fee that is also \$900.00 per connection.

- 9) Sewer System Update – Mountains Edge Easement: Martha stated that the Mountains Edge Easement has been signed. CCTV Inspection: Martha stated that the third and last section of CCTV inspection has been completed, and she is waiting on the report. Sewer rehabilitation work: Bob Norris asked if the existing two reports that were sent to the committee are in addition to the report that Martha is waiting on. Win responded that the two existing reports are in addition to the third. Bob asked if any of the listed corrective actions had been completed and would the three reports be compiled into a single report. Jeff from A&E stated that no corrective work has been done to date from the two previous surveys, and that as part of their engagement with the Town, they will be compiling a consolidated report. The final report will resemble the Water System Asset Management Plan that was just reviewed and will be used for State reporting and management of the system. Bob asked for a timeline on the consolidated report and A&E replied that March 2019 is the target completion date. Win stated that there will be quarterly progress reports in time for each Utility Advisory meeting. Sewer Ordinance: Passed as amended. Martha stated the effective date will be August 24th if no appeal is received. No appeal to date.
- 10) Delinquent Bills – Addressed previously in the Review of financial statements.
- 11) Storm water permit – Win explained that the original master stormwater permit was granted to Summit Ventures in the late 1980's that was granted to the whole resort area. That permit expired eight years ago. The permit included all the property developed by Summit Ventures, and the issue now is that the property ownership has been fragmented to include Orange Lake, AO, Mountains Edge, the Town of West Windsor, and to a

minor degree the Windsor Building. Win received a letter from the State of Vermont requesting that under the guidelines of the original permit, a management association of co-permittees needs to be formed. AO actually applied for a new permit for the work that was done on the AO Center. The biggest issue currently is that, every time an act 250 permit is required, the State is looking for the status on the storm water permit. Even the permit for the demolition of Cunningham's has brought this into play. All potential storm water deficiencies are known and most are being addressed. There is one culvert under Hotel Road that is particularly troubling and may take significant resources to address. Ralph stated that, unfortunately for Orange Lake, they sit at the bottom of the mountain and most of the water drains through their property. Orange Lake has contracted with Engineering Ventures and has been successful in negotiating partial compliance to satisfy the act 250 permit process by showing progress on some of the deficiencies in the permit. Orange Lake has a contact at the state, Chris Tomberg, and has requested a meeting to discuss the particulars of the permit and what the State recommends for forming an owners association for this situation. The other option being discussed is the potential to split the permit into parts to be addressed by the particular parties, but it's unclear whether that can be done for the legacy permitted development.

12) Other Business – No Other Business

13) Next meeting – The committee tentatively scheduled their next meeting for Monday, October 15th at 4:00 PM.

14) Adjourn – Tom Kenyon moved to adjourn at 5:22 PM. Jim Bonney seconded the motion, which passed unanimously.

Respectfully submitted,

Bob Norris