

**West Windsor Utility Advisory Committee Meeting, March 27, 2017.
4 p.m. by teleconference, draft minutes**

Call to order: 4 p.m. Quorum met with Committee members Gina Halsted, David Leavitt, Jim Bonney, John Bossen, Ralph Bailey, and Jeff Nelson present. Martha Harrison, Win Johnson, Tom Kenyon, and Clerk Connie May also present.

Changes or additions to agenda: None noted.

Announcements/public comments: None.

Approve minutes from last meeting: *Motion* made to approve minutes as written. Seconded. No further discussion. Motion passed unanimously.

Update on sewer project: One family still unhappy with pavement of driveway; Town handling issue. Sewer overflow tanks at Station 1 have been inspected. Town was told that two tanks OK, and one has pitting on inside; awaiting report.

Problem arose re: \$250,000 grant for sewer project – not included in Governor's budget. Town appealed to Legislature, and latest word is that the money has been restored, but this not yet officially confirmed. Funds from community development grant in hand, and Town will need reimbursements for tank inspections.

As soon as water project completed, attention needs to be paid to needs for work on sewer system, including on some old collection lines.

Update on water project: Contractor doing final site work; valve leak in basement of old Base Lodge will be repaired. Martha waiting for revised proposal from A&E. Costs expected to go from \$5,000 for hydraulic work and \$12,000 for long-range planning to roughly \$31,000 for both, with curb stops and full management plan included. Town found out about a grant and loan to cover additional costs; will apply for grant first. Part of outstanding A&E work is required to close off permit for water-system work. Completion for closing permit officially 60 days after construction complete, but Town talking to State about an extension for application(s) for grant and loan. If grant not given, original scope of work will be cut back. John encouraged Selectboard to keep Patricia Beavers in the loop.

Grant money for back-up generator not available. Project on hold.

Water Allocations and fire pond/fire protection: Jeff spoke to Bob Harrington who did original design for water system, who said he'd go through his files to see if he has copy of design. If so, he might charge \$500 to \$1,000 to send Town a copy. He told Jeff that it was important to know how system originally classified: just drinking water, or also fire protection? Jeff will follow up with this, because if water system originally was originally not to cover fire-protection, it may loosen up State requirement that 60,000 gallons be devoted for that purpose, which would limit future development. Martha said that as long as hydrants connected to water system, she believes that State will require the 60,000 gallon reserve.

Jeff noted that Harrington's original design would be useful for Town as well as for Patricia Beavers. Martha said that she believes that Town already has a copy of Bob Harrington's designs.

Ralph reached John Plaustainer, who recollected that water system originally not supposed to cover fire protection, because of presence of pond at Mt. Edge, and snow-making system. Ralph also found some crude drawings of system; perhaps Patricia Beavers has these already.

John recommended that more research be done on these issues before next Committee meeting. Jeff will follow up.

Martha noted that A&E also concerned about capacity and water allocations. Win said that Town organizing a meeting with people at State level to try to get consistent messages on these issues; the hope is that a meeting will occur within next few weeks, and that State will reduce its requirement of 60,000-gallon reserve for fire protection. John asked that the committee be informed, as it may be helpful if a committee member attended the meeting.

Financial updates: Sewer system has \$74,269.33 in checking and \$235,362.23 in money market. Water system has \$148,731.29 in checking and \$1,054 in money market. Fees receivable are manageable, and Kathy Archibald will turn her attention to those as soon as she is able.

John said there was information in the Town Report that could be useful in budgeting. He sent Win a draft water budget to review. Win said he has been working on the Town's financials, and just saw a first draft of final audit for 2016. He noted that there seem to be adequate unrestricted reserve funds for the sewer system, but he is concerned about the adequacy of unrestricted reserve funds for water system. Once official audit report received for 2016 fiscal year, Town will have numbers with which to consider costs of capital and maintenance items and can research grant possibilities. John expressed hope that we will have final numbers for next committee meeting. Win said that water capital budget cannot be formulated until A&E's final report. John said he felt the budget could be estimated reasonably based on previous capital projections.

From operating point of view, water- and sewer-system expenses are being covered. Each system has Windsor now sending quarterly bills for sewer on time, and accounts are up-to-date.

Ordinances: Martha prepared draft for water ordinances and sent to attorney, but until water-allocation issue clarified, the draft is incomplete. John noted that we have been waiting 2 or 3 years for confirmation of version of sewer ordinance that everyone agreed upon before more changes were made; and recommended that Town attorney confer with Atty. Nate Stearns, who worked on the final ordinance with Glenn Seward. Win said he wanted to review Selectboard minutes to understand what it is that the Town agreed to, and stated that once water ordinances firmed up, then sewer-ordinance confirmation should quickly follow.

New business:

- John said that he was glad that Tom will continue to attend Committee meetings, even though he is no longer a member of the Selectboard.
- Tom attended regional planning committee meeting and found out that there may be solar installed in Weathersfield, which might solve West Windsor's problem in getting power.
- Martha said that State contacted Town last year regarding expired storm-water permit at mountain. She responded and was told that the person at the State level working on this issue would get back to her. She has not heard anything since, but alerted the committee that this may be an issue to be dealt with in the future.

Next committee meeting: Monday, April 17th at 4 p.m. by teleconference. May meeting will be in person in Town Hall. That meeting will probably be scheduled on Friday before POA annual meeting. John will contact Brian Quirk to find out the POA meeting schedule.

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