

**West Windsor Utility Advisory Committee Meeting (WWUAC), May 26, 2017.  
Draft Minutes**

Meeting called to order at 4:02 p.m. Quorum reached with John Bossen, David Leavitt, Bob Norris, Ralph Baily, and Jeff Nelson present. Select Board member Win Johnson, Town Administrator Martha Harrison, Tom Kenyon, and Clerk Connie May also present.

Changes or additions to agenda: None noted.

Public comments: No public present.

Minutes from last meeting: *Motion* made to waive reading of minutes. Seconded. No further discussion. Motion passed unanimously.

Update on sewer project: Mostly finish work to complete: back-filling, grading, re-seeding. Contractor responsible to fix two holes in paving near Grange Hall. State of Vermont has not passed budget yet, so source of needed additional funds not clear at this point.

Update on water project: Mostly finish work to complete. Road to Reservoir 1 in pretty good shape; Patricia Beavers decided further work on road not necessary at this time. All-terrain vehicle may be necessary to manage road, however. Select Board looking into potential cost: new one could be 5 to 6K, used one 3 to 5 K, depending on condition. Mike Spackman offered maintenance garage for storage of vehicle.

Ascutney Outdoors' Activities Center will be charged for water once up and running, but there was no charge for water used during demolition of old Base Lodge. When line ran up to Mt. Side, a hump in earth created. No problem foreseen with State regarding change in contours of land; will be a nice ski jump for skiers.

Financial updates: Audit completed, including final numbers for water and sewer for 2016. Auditor used depreciation; for budgetary reasons, both interest and principal payments must be taken into account. Town Treasurer currently on vacation, so current numbers not available. Audit is Federal, so replies required to both auditor and Federal Government. Town required to engage in series of steps as soon as water project completed. Will take time to do some system conversions to create data base that has easy access to budgetary lines and dues receivable.

John had prepared draft budget for water system with goal of insuring that current rate structure sufficient for operating expenses. Committee engaged in discussion of that budget. Win noted that 2016 surpluses were: \$91,000 for water and \$311,000 for sewer. Added that sewer numbers comfortable, but depending on capital/repair needs, there may be some concern about water numbers. Grant of \$575,000 will not cover all work done on water system, but \$91,000 should cover additional expenses. John will adjust numbers in water-system budget according to what was discussed, and will wait for auditor's final numbers once system set up. He will also work on sewer-system budget at that time. Discussion concluded that rates

for now will remain the same, but once asset management plan for water completed, that issue may have to be revisited. There may also be another half million or so capital expenses required for sewer system. Question arose about dues receivable. Town Treasurer also confident about collection efforts, and Town can put liens on properties as necessary.

Water allocations: Martha reported that a meeting occurred between the State and the engineers, and now everyone seems to agree on definitions. Permit to operate is in place. Allocations cannot be changed until work required due to audit is completed, but Martha does not think that State will back away from its requirement of setting aside 60,000 gallons for fire protection, which limits future development. New Activities Center will not use as much water as old Base Lodge, but those allocations cannot be recaptured. Allocation numbers for Cunningham Building still unresolved. John noted that the ordinance requires some properties to hook up to water system, and yet there are insufficient, additional allocations for such hookups. Efforts will continue to be made to increase allocation numbers by pleading with the State that fire ponds be credited for fire protection.

Fire pond protection: Dry hydrant installed in pond at Windham Building; Orange Lake has agreed to clean out that pond annually.

Ordinances: Martha has been working on Water Ordinance; Win hopes that will be completed within one or two months. John added that when Select Board considers that ordinance, it will also approve the Sewer Ordinance that was formerly agreed upon.

New Business: Win noted that he would like Windsor Town Manager to join WWUAC committee. John said his preference would be for him to be an Ex-Officio member, so that he would not be voting on rates. Committee agreed that a member from the Town should also be added to committee.

Tom raised issue of utility charges for Brownsville Store, now that it has closed. Lively discussion ensued about whether Store should pay for water going forward. Committee's position is that, if Town wishes to use complimentary water as an enticement to prospective buyers, then Town should cover the water cost, rather than users. Reduced taxes could also be an enticement. Store connected to sewer system and pays for that. Committee had recommended a reduction in usage units from the engineer-recommended of 3 to 2, so that also was a break.

Tom said that there have been inquiries from some prospective buyers, and the possibilities of using the basement level of the Store building as rented office space has been raised as a way to help off-set expenses. Noted the importance of the Store in the life of the Town.

Next meeting: Monday, July 24 at 4:00 p.m. by teleconference.

Adjournment: *Motion* made to adjourn. Seconded. Discussion: By then, the financial numbers should be clearer, and this will give more time to prepare draft water-system and sewer-system budgets. Motion passed unanimously. Meeting adjourned at 5:02 p.m.