

**West Windsor Utility Advisory Committee Meeting by teleconference
Monday, November 20th, 4 p.m.
Draft minutes**

Meeting called to order: 4:07 p.m. Quorum present with Gina Halsted, Bob Norris, Tom Kenyon, Jim Bonney, John Bossen, and Jeff Nelson. Town Administrator Martha Harrison, Selectboard member Win Johnson, Engineer Jason Boothe, and Clerk Connie May also present.

Changes or additions to agenda: Number 12 (“Nominations for appointments/re-appointments to Committee”) removed from agenda.

Announcements/public comments: None.

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

Asset Management Grant Update: Jason Boothe reported that West Windsor received \$23,000 in grant moneys for Asset Management. Nine tasks associated with grant; each has completion date set by State and agreed upon by Town, but topics can be added or deleted as new issues arise and other issues addressed. Final deadline for completion of all steps is May 31, 2018. Grant’s goal is to help municipalities establish programs to manage assets. Plan includes putting together system map for water: location of hydrants, valves and other critical components. Then create data base and spread sheet for critical infrastructure; reveal needs, including looking at life-cycles of components; set priorities; identify possible risk-reduction strategies, and costs of and potential funding for needed work, etc. State also requiring hydraulic analysis of water system. Grant should cover any costs for compliance.

In answer to questions from Committee, Jason reported that Martha Harrison, Patricia Beavers from P2, and possibly Jason will meet annually to review progress meeting goals. Committee will be asked to consult on needs against risks, costs, etc. for identified goals. Martha meanwhile spending time researching possible grant sources for funding to cover what work may be needed.

Some issues to be addressed for water system: lack back-up generator for well pump, and 4” PVC lines under ski bridge at risk. General discussion ensued about options for replacement of 4” lines: either the entire lines, or the sections of lines that go under ski bridge.

Review of Level of Service Goals & Performance Measures: Already discussed in part above. John felt that more detail not necessary to discuss at this meeting.

Water and Sewer Project Costs: Water projects came in \$31,000 over grant - \$27,000 of which for installation of new water line to Mountainside. Lines had to be replaced to supply enough water for fire protection. Overage paid from reserves. Final costs for sewer project in village = \$2,310,000. Costs covered by grants and \$970,000 borrowed funds. Debt service is liability of Town, not the system but for accounting purposes, it will be charged to sewer system and then reimbursed by Town. The debt service payments incurred for water and sewer system will start in 2018. John reported that most of that debt service has already been incorporated into both budgets for at least 2 or 3 years and includes approximately \$500,000 anticipated for sewer capital improvements.

Draft water and sewer budgets: Win emphasized that these budgets are cash-based and are just first drafts. He reviewed numbers with Committee. In answer to questions, Win said that increase in wages line in water budget will cover some of Martha Harrison’s compensation, since she spends so much time on

water/sewer issues. Draft budgets will be presented to Town Treasurer for her review, though 2017 projections based on her numbers thus far this year. Most of costs for engineers in capital budget. Win expects surpluses at end of year for both water and sewer, so water should have over \$100,000 at end of fiscal year, and sewer at least \$300,000. Asset management process must also be done for sewer system; \$500,000 worth of work anticipated, so funds being built up for this purpose to help avoid need for special assessment. There seems to be a discrepancy with Windsor billing; Win will research. State more hands-off with sewer systems than with water systems; still, risk management process will help Town develop multi-year capital plan.

Ordinances: Select Board discussion delayed until November 27th meeting. The Committee assumes Town attorney and POA attorney will discuss Water Ordinance draft. John added that in regards to draft Resolution regarding establishment of West Windsor Utility Advisory Committee, the Committee has major objections to the language. John and Win agreed that they will press the lawyers to follow on up their discussions.

Other business: Both new sewer generators failed during recent storm. Company that maintains generators now stocking repair parts, and reasons for failure will be explored.

Next meeting: Friday, January 19th at 4:00 p.m., in person at Town Hall. By that time, more information on budgets will be available.

Adjournment: *Motion* made to adjourn. Seconded. Discussion: John thanked everyone for participating in the longer-than-usual meeting and thanked Win for his efforts on the budget. Motion passed unanimously. Meeting adjourned at 5:15 p.m.