

West Windsor Selectboard and West Windsor Sewer Advisory Committee (SAC),
March 14, 2014. Story Memorial Hall 4 p.m. Special Joint Meeting.

Draft minutes:

Call to order and introductions: Glenn Seward called the meeting to order at 4:00 p.m. Present: Todd Enright, MFW Associates; Bruce Boedtke, W. Windsor Selectboard; Tom Kenyon, W. Windsor Selectboard; Glenn Seward, W. Windsor Selectboard; John Bossen, Property Owners Association; Jeff May, Ascutney Mountain's Edge Condominium Owners Association; Ralph W. Bailey, Orange Lake Resorts; Gina Halsted, Windsor Building; Tom Kennedy, Southern Windsor County Regional Planning Commission (SWCRPC); Kevin Camara, Aldrich & Elliott, PC; and Joe Duncan, Aldrich and Elliott, PC. Guest observers John Bartholomew, State Representative (Hartland, W. Windsor and Windsor), and Connie May, Mt. Edge co-owner.

Elect SAC Chairman: John Bossen was elected SAC Chair for one year. In that capacity, he will be the liaison between the Selectboard and the Sewer Advisory Committee.

SAC Clerk: Connie May was appointed.

Set regular meeting dates, times, locations. Meetings in person in Brownsville every quarter: on the third Friday of January, April, July, and October, at 4 p.m. This March meeting takes the place of April's meeting. Meetings by telephone conference on the third Monday of February, March, May, June, August, September, November, and December, at 4 p.m.

Review sewer operation responsibilities: Windsor is handling the day-to-day operations and maintenance; P2 and Pathways providing oversight through a transition period, after which Aldrich & Elliott PC will provide engineering expertise as regular budget line item. Glenn will be sure that responsibilities as outlined in the Sewer Ordinance are being handled, to be point person with Windsor, and to give summaries to SAC during meetings. Point made that someone should be selected to receive calls and to triage when situation warrants, as regular operating expense. SAC will be involved in discussions of out-of-budget expenses and capital expenses.

Current financials: Town Treasurer handling accounts: \$19,000 in checking account; Waste funds of \$98,000 have been transferred into a capital expense account. Quarter bills mailed, and some delinquent owners are working out payment plans. Town processing liens and tax sales on other properties.

Recommendation made to keep \$50,000 in cap ex account. Group recognized complexity of long-range planning when condition of system not entirely known. Argument made to be conservative about saving for long-range needs, but some investments totaling about \$25,000 needed short-term. Consensus reached for \$25,000 being taken out of reserve fund for this purpose.

Engineering proposal: SAC comfortable with approximately \$8,000/year line item for engineering oversight and participation in meetings.

Pump Station #1 building upgrades needed: New roof, siding work, new windows, new door, new corner boards, etc. Building has steel door with wooden core, and security system. Bars on windows may be added. Group was comfortable with proposed work estimate of \$5,150.

Pump Station #1 electrical upgrades: Control panel upgrade required in Pump Station #1 at proposed cost of \$20,000.

Metering flow at Pump Station #1. Design flow is 60,000 gallons/day. Agreement with Windsor gives W. Windsor allocation of 133,000 gallons/day. Estimate on W. Windsor's actual flow is 23,000 to 28,000 gallons/day. Negotiations with Windsor to move to metered flow would reduce costs. Meter cost would be \$50,000. Engineers will explore loan possibilities, and Selectboard members will discuss this option among themselves and with Windsor.

Discussion of various pros and cons of giving some allocation back to Windsor. Selectboard will consider and discuss with Windsor.

Spur bid numbers and associated financial considerations: Windsor Building must pay for improvements at estimated cost of \$14,500. Gina will talk to Windsor board chair Renee and get back to Glenn next week on option of individual billing versus building billing. Money needed now to order materials for work in the spring. SAC was comfortable with taking money out of cap ex fund for short-term to get needed work done, and Windsor owners will reimburse or face liens and tax sales.

Upper loop inspections and camera work; and Mt. Edge manhole inspections. Upper loop piping needs engineering inspection and cleaning. Manholes will also be inspected. Estimate \$5,600 from Aldrich and Elliott for inspection, and \$4,400 (1 day's work) or \$8,000 (2 days' work) from Hartigan for cleaning and televising of lines, for total potential exposure of upward of \$13,500. Mountain's Edge manholes to have engineering inspection; estimated cost \$700.

Disconnection of base lodge from system. Building has been abandoned and is to be razed within next 36 months. MFW is requesting fees be waived as of March 1, and physical disconnection by May 1. Disconnection would reduce users from 291 to 270, and reduce income by \$7,000/year. Points were made in favor of and against request. In the end, SAC went along with request, though final decision is Selectboard's to make.

Sewer Ordinance amendments. Ordinance not in effect until mid-April. Glenn asked SAC to send proposed amendments to Selectboard for consideration. Language about special assessments needs to be sharpened.

Rate/fee schedule and application forms. Suggestion made to raise fee for hook-up to \$1,500. Forms to be adopted at Tuesday's Selectboard meeting.

2014/2015 budget. To be discussed with Windsor. We hope Windsor will afford us the same rates structure they afford their own users. Change to metered flow and reduction of W. Windsor's allocation should affect rates.

Other business: Question raised about fire hydrants, but this is water-system issue. Windsor has treatment system, if anyone wants to inspect/observe process.

Meeting adjourned, 6:00 p.m.

Respectfully submitted, Connie May, Clerk