

West Windsor Selectboard
Draft Minutes
March 10, 2016

Present: Dick Beatty, Tom Kenyon, Win Johnson, Michelle Carbonneau (VT Drinking Water Division), Patricia Beavers (P2 Environmental), Jason Booth (Aldrich + Elliott), Nate Pion (Aldrich + Elliott), Martha Harrison

1. Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 10:00 AM.
2. Changes or additions to the agenda – Tree Warden’s report, Town Hall clock & heating system, village sewer project, MAO Lease, utility management, Route 44 paving
3. Announcements/Public Comment - None
4. West Windsor Water System 30% Design Review with A+E and the VT Drinking Water Division – Nate described the existing system and the proposed improvements. Patricia said the line to the maintenance garage has been severed but the old base lodge has a new gate valve and could get water anytime. Win asked if the old lodge and the maintenance garage both have allocations. Patricia said yes. Nate said A+E also has allocation information from the sewer study. Jason said if there’s an existing water/wastewater permit, it will specify the allocation for an individual property. Martha asked if the allocation can be used in a different location. Jason said yes; unused allocations can be reallocated subject to permit approval. There was discussion about the town’s MOU with Mountainside and the responsibilities of each with regard to the Mountainside booster pumps, which Mountainside will decommission, and the old Mountainside well, which the town will decommission. Nate asked who will decommission the booster pumps and electrical service in the Base Lodge. Dick suggested that the town do that, since the equipment belongs to the water system. Regarding the abandoned well at Mountainside, Patricia said there’s no way of knowing how much it could produce without doing a pump test, which is pricey, but it wouldn’t be anywhere near as much as the existing main well. There was discussion about how the new booster pump building will be accessed. There are a number of options, which will be refined as we move forward. Martha asked about the timeline. Nate suggested April 7th for a 60% meeting and May 5th for a 90% meeting, with the Permit to Construct application to be submitted at the 90% meeting. Nate said we should also have easements in place by May 5th. Michelle said she doesn’t see a problem with getting a Permit to Construct issued by June 30th, assuming A+E can get the application filed by May 5th. Bids would go out the first week in July, and be opened the first week in August. Construction would begin at the end of August and be finished by late November/early December. Given that timeline, Martha questioned whether the owner of the Base Lodge will be able to demolish it before the end of the year. Jason said there are some things, such as the direct purchase of pumps and controls, that they might be able to do to accelerate the timeframe. Martha asked about easements. Nate said A+E can provide contact information for an attorney who can help us with easements. Jason said they will provide a list of the easements needed. Martha asked about the main well, which is on Orange Lake’s property. Nate said it would be good to get an easement for the well, but it won’t be an issue if we don’t have it before we go out to bid because there won’t be any construction in that area. Dick said when the property was transferred to Orange Lake, it should have been transferred subject to easements of record. Nate said the environmental document will be submitted in the coming week. Other permit applications to be submitted include a Fire & Safety Permit and a Stormwater Construction General Permit. Martha will check with Preston on the need for a local zoning permit. The archeological review has already been done, as evidenced by a letter from Charles Knight. Jason said there will be refined cost estimates for the 60% review. Nate said Cathy has the DWSRF loan application for the Selectboard to sign today, but the funds won’t be released until the permit to construct has been received. Michelle asked about the sizing of the booster pumps. Nate said the existing average day demand (ADD) for the high zone is about 10,000 gallons per day. If Mountainside, the Base Lodge, the old lodge and the maintenance garage are included in the high zone, Nate said he estimates an ADD of 30,000 so a 45 gpm booster pump would run for 10 to 12

hours a day. Win asked about adding more storage. Nate said it would be difficult to shoehorn that into the proposed \$500,000 project. Jason said the PER really just addresses the immediate needs. After the project is complete, the state is going to require a hydraulic analysis and a long range plan, which will take into account the need to replace the reservoirs. Nate said tanks 2 & 3 were cleaned and inspected last summer and they're in good shape so they don't need to be replaced now but replacing them should be included in the long range plan. Tom said he's concerned that the pumps are not large enough. Nate said by the time we replace tanks 2 & 3, it's going to be time to replace the booster pumps anyway; they have a 20-year expected life. Dick said, if necessary, the Utility Advisory Committee can always recommend a special assessment to the Selectboard. Jason said it might make more sense to recapture some of the unused allocations than to add more storage. Tom said he doesn't want someone with a lot on Ski Tow Road to be told they can't build. Martha asked if those lots already have an allocation. Nate said no; the existing 58,000 gallons of allocation is for existing users – vacant lots are not included. Michelle said the system cannot be expanded. Martha said she thinks there are lots for sale up there. Dick asked if there is any prohibition on a private property owner drilling a well. Jason said it's possible. Michelle said there are well protection areas that need to be taken into account. Win said we need a list of the current allocations. Jason agreed and talked about the re-allocation process. Martha said the sewer ordinance requires properties within 200' to connect so, if they have a private water source, they can connect to the public sewer system, but they cannot connect to the public water system. Michelle asked for the final version of the PER. Nate said he will send it to her.

5. Other Business – Route 44: Tom said he got word that it's not going to be paved in 2016 unless there's money left over in AOT's budget. Tree Warden: Tom said he added an extra day to the tree removal work. Clock: Tom said he will forward the contract to the other Selectboard members but he'd like to slow things down a little. Dick asked about the total cost. Tom said about \$40,000. Heating system: Tom said he's not sure if we have to put it out to bid. Tom said he did read over the energy audit report. Win said if there are things we can do to minimize heat loss, we should do them. Tom said he talked to Dead River about installing two furnaces; one for upstairs and one for downstairs, hooked up to the emergency generator for the septic system. Win asked if we have a bid policy. Tom said the policy calls for bids on purchases over \$15,000. Tom said the tricky part is determining what type of system we want. Tom said the church has propane hot water and has had almost no repair costs since 2000. Win asked if the project includes replacing the distribution system. Tom said yes and there may be a problem with the tank too. Sewer project: Tom said on the 25th the plumbers are going to come and inspect the three houses that need interior re-plumbs. Dick asked if there's any problem with the septic tank at the town hall. Tom said no; it's all engineered and ready to go. Dick said he thought the contractor hit a pipe. Martha said their proposal was to pump the tank if necessary. Tom agreed. EC Fiber: Dick asked if the town hall is hooked up for EC Fiber. Tom said they did the Library. Martha said they also did the Town Garage and they're going to do the Town Hall. MAO Lease: Win asked Tom and Dick for authorization to release the draft lease to Mt. Ascutney Outdoors (MAO). **Tom moved to authorize the release of the draft to MAO. Win seconded the motion, which passed unanimously.** Utility management: Win suggested listing the Utility Advisory Committee (UAC) members and their terms in the Town Report, along with an annual report from them. Win said he would like to see a financial statement and budget for the sewer system. Dick said the Town Treasurer sends out bills for the sewer and water systems. Win said if we don't have a charge for the committee, we should. Dick said the Selectboard is notified of UAC meetings and addresses issues they bring up. Dick said the UAC also provides income and expense projections, which are subject to Selectboard approval. Dick noted there are some changes the UAC would like to make to the sewer ordinance. Dick said the committee members are representative of the various user groups but they're not registered voters. Win said the UAC is as valuable to the town as the Planning Commission, maybe even more so in terms of the town's financial liability, and they bear the same responsibility as the members of other committees. Win asked if the Selectboard appoints the members of the UAC. Martha said each user group recommends someone to represent them. Win said he'd like a balance sheet for each of the utilities

and would like to know the outstanding debt, payment schedule, and capital reserves for each. Martha said we also have both an existing sewer system and a sewer construction project and she doesn't know how easily the income and expenses can be separated. Win asked about the \$14,500 engineering planning advance for the water supply project in the town's 2012 audit. Win said he thinks we also need a "plant ledger" for each of the utilities with an enumeration of assets, expected life, and annual depreciation and we may need some outside help to get all this in place and help keep it up to date. Win suggested asking the firm that did the 2012 audit to help us get set up for enterprise accounting. Martha said she will send Win a copy of the state's capacity evaluation. Win asked if the rates are going to increase when the utilities start paying the debt service on the loans. Tom said supposedly the debt service has been taken into consideration. Win said going forward we should have a structure in place so we have a high degree of confidence. Martha said she can send Win the loan application she did for the bond bank, which includes the town's long-term debt. Win questioned whether \$20,000 per year will be enough capital reserves for the water system and said we won't know until we do a long range plan. Dick said the UAC has factored in the improvements needed to bring the water system up to state standards but they have not factored in possible future costs such as a new well. Win reiterated the need for someone to help us with utility and enterprise accounting. Martha said she thinks we're going to have to do a Single audit in 2016 so it would be helpful to get the accounting structure in place. Win agreed. Dick encouraged Win to investigate the accounting issues further. Win said he'd like to talk with Al Keiller too. Martha asked about letting the UAC know about the lack of capacity in the water system. The Selectboard agreed that she should let them know. There was discussion about the make-up of the UAC.

6. Sign Town Clerk's orders – The Selectboard signed the Clerk's orders and the DWSRF loan application for improvements to the water system. Cathy said John Bossen and Ralph Bailey have agreed that OLCC Vermont LLC has 109 equivalent users on the water system. Win asked about the total number of equivalent users. Cathy said there are 267 users.
7. Adjourn – **Tom moved to adjourn at 12:22 PM. Win seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison