

**Joint Meeting, West Windsor Utilities Advisory Committee (WWUAC) and West Windsor Select Board  
January 22, 2016, Brownsville Town Hall, 4:00 p.m. Draft minutes.**

Meeting called to order, 4 p.m. Quorum established for both Select Board and WWUAC by members present in person or by phone. Also present: Martha Harrison, Town Administrator; Mike Spackman, West Windsor Fire Chief; Joe Duncan and Nate Pion from Aldrich & Elliott Water Resource Engineers; Connie May, WWUAC Clerk; and a member of the press. Meeting Chaired by John Bossen, Chair of WWUAC.

Changes of additions to agenda: One issue raised, but was already on agenda.

Public comments/announcements: None.

Approval of minutes of Dec. 11 joint meeting: *Motion* made to dispense with reading of minutes. Seconded. No discussion. Motion passed unanimously.

Financial report – water and sewer: Still within budget for sewer. Group agreed to John Bossen's request to table discussion of sewer financial report pending further consideration of finances. Bills being sent out quarterly: annual fee \$855.

WWUAC members Steve Hawco and John Bossen reviewed figures with Town Clerk and Treasurer Cathy Archibald. Additional users potentially found: Orange Lake may represent 109 rather than 103 users (Ralph Bailey from Orange Lake <OL> will investigate with OL's accounting department); and Brownsville Store receiving water from system but not paying for it. WWUAC recommended that documentation be sought on any arrangement that would allow Brownsville Store to receive free water, and that meanwhile, the current owner of the store be sent a bill for two years' worth of water usage – that bill could conceivably be paid over time. Budget declares 257 users. Could be as high as 266, which would result in surplus. John reviewed particulars of expenses; State reimbursed for some expenses. John stated confidence that small deficit in 2015 would be surplus once numbers adjusted and expense-categories clarified (might be some double counting). WWUAC recommended that rates for water remain at \$495 for 2016. *Motion* so made. Seconded. No further discussion. Motion passed unanimously.

Request made for Select Board to act quickly on motion, so bills can go out asap rather than in early March as originally planned. Select Board members indicated they need to consider budget in detail before making decision. One member stated concern about accepting this recommendation before 2015 numbers more firm. John Bossen replied that he will work with Cathy Archibald as soon as Monday to clarify. Steve Hawco added that engineering report that recommended higher rates were based on rates that were lower than they are now, and reminded group that when Town took over receivership of system, an additional \$24,000 in outstanding bills was collected. John Bossen said that Cathy Archibald now feels confident she can collect all moneys due for water use.

Water system update – ownership, pump failure, etc. Town acquired ownership right before pump stopped working. Discussion ensued regarding whether back-up pump or second well makes sense to deal with such emergencies.

Review 90% Preliminary Engineering Report for Summit Water Company & consider engineers' recommendations: Engineers stated that their recommendations have not substantially changed since last time they met with group. Recommendations include maintaining existing well, move pump out of base lodge into its own structure, and purchasing spare pump. Detailed and technical discussion ensued about options and implications thereof. Overview = to extend water lines beyond Mt. Edge to service Mt. Side, maintenance shed and any new base lodge structure. This plan increases fire-fighting capacities to lower properties by allowing them connection to upper reservoirs in case of fire. Decommissioning old well and pump on Mt. Side discussed. John Bossen reminded group of WWUAC's comfort with Jeff Nelson and Lew Iadarola representing committee in discussing finer points with engineers.

Lew reviewed his recommendations given to engineers for water-system upgrades: see Appendix A. Engineers said Lew's suggestions have been beneficial, especially regarding fire-fighting capabilities.

Work needed on system may total \$500,000 (this figure includes engineers' management).

John Bossen expressed preference to have WWUAC recommend approving \$500,000, on understanding that Jeff Nelson and Lew Iadarola will work with engineers and report back to committee. *Motion* so made. Seconded. Further discussion: Tanks inspected and in good shape now; but some long-term, capital financial planning for tank replacement should be considered. Question asked whether fire-fighting is water-company cost? Town cost? Or property-owner cost? Is there State funding for fire-protection planning? Would State fund search for another well? More research needed on pros and cons of having second well, potential cost of digging well, and chances of hitting water. No further discussion. Motion passed unanimously.

Bond vote for water-system improvements: Detailed discussion about notice requirements for the vote ensued. Though special Town Meeting could be called to discuss issue, WWUAC recommended that the Select Board initiate process by or before 1/29 to get issue on agenda for regular Town Meeting.

Discuss management of water and sewer system: John Bossen complimented Patricia Beavers on her management of water system, but noted that she is two-person operation, and in the recent crisis with broken well-pump, he couldn't get in touch with her. Neither the WWUAC nor the Select Board have time, energy or expertise to manage systems. Select Board members agreed. Ted Siegler recommended a professional management company be researched, including approaching Windsor to see if it can oversee system management. Since management by municipality preferred, WWUAC recommended that W. Windsor discuss this with Windsor.

Water and sewer budgets & 2016 rates. Already discussed.

Sewer-line Investigation Report – summer 2015. Group agreed with John Bossen's recommendation to table this issue to give Jeff Nelson and Lew Iadarola time to review report.

Review proposed changes to Sewer Ordinances. John Bossen noted importance of accepting changes, as Sewer Ordinance will be basis of Water Ordinances, and recommended that he and Jeff Nelson become sub-committee to discuss changes with Select Board to move approval along. Committee members approved this approach.

Other business: Question asked about whether engineers' report reflects water-supply and usage-need numbers in gallons/minute. Jeff Nelson and Lew Iadarola will discuss with engineers. Comment made that there are many part-time users on system (ie vacation-home owners).

Question asked if Town has a name yet for the new water system. "Brownsville Water System" suggested as option.

Next WWUAC meeting: Feb 15 is a holiday. Alternative date will be worked out via e-mail with committee members. We should know by next meeting whether Select Board has approved our recommendations.

Adjournment: *Motion* made to adjourn. Seconded. No discussion. Motion passed unanimously. Joint meeting adjourned at 5:45 p.m.

**APPENDIX A to Draft Minutes of joint meeting of West Windsor Utility Advisory Committee (WWUAC) and West Windsor Select Board on January 16, 2016.**

WWUAC member Lew Iadarola's recommendations given to engineers:

1. Add VFD drives to the Main Well pump and also to the new Booster Pump providing water from Reservoir #1 to Reservoirs #2 and #3.
2. Add a Turbo meter to the line going to Reservoirs #2 and #3 to provide an accurate accounting of the flows to the Upper and Lower users.
3. Replace one of the booster pumps with a pump capable of matching the 280gpm output of the main well pump to insure adequate fire protection flow for Ski Tow Rd., Mtns. Edge and Mountainside users.
4. Modify the access hatches on Reservoirs #2 and #3 to provide easier access as recommended by State.
5. Add fences around the Reservoirs and Telemetry equipment.
6. Remove the fire hydrant at Mountainside from the snow-making line and tie it into the new water line extension going to it from Mountain's Edge.
7. Include the dredging of the Pond and re-installation of the dry hydrant as part of this upgrade, to get closer to the State fire protection requirement of 3000 gpm (gallons per minute) for 3 hours.
8. Investigate the possibility of utilizing the well, pump and booster pump at Mountainside to provide a back-up water supply in case we have another water emergency as we recently had.