

West Windsor Utility Advisory Committee meeting by teleconference, February 26, 2016
Draft Minutes

Call to order: Meeting called to order at 4:03 p.m. Quorum reached with committee members Bob Norris, David Leavitt, Ralph Bailey, Jeff Nelson, Gina Halsted, and John Bossen present. Clerk Connie May and Select Board member Dick Beatty also present.

Changes or additions to agenda: None.

Announcements/Public Comments: No public present.

Approve minutes of last (joint) meeting: *Motion* made to dispense reading of minutes. Seconded. No further discussion. Motion passed unanimously.

Financial reports: Water & Sewer:

Water: \$1,053 in money market account; \$5,653 in checking account. Bills will be sent out shortly with rate of \$495/user; payment due in 30 days. John Bossen encouraged committee members to urge their constituents to pay the bills in a timely manner, to build up funds to repay Town the \$15,000 that Town loaned system to deal with emergency repairs.

Sewer: Money market contains \$39,987. Checking contains \$8,782.

Formalize approval/review water audit: Committee members received report, which contains projection of number of water users. Discussion ensued as to whether numbers should depend on usage or on State-regulated formula for units. Installation of working water meters across system a future goal; but for now, in absence of such meters, counts are based on units. John Bossen will research particulars about State definitions and regulations regarding assignment of units in use calculations.

Some questions arose about unit assignments in particular instances, such as swimming pools versus residential properties. John Bossen will confer with Patricia Beavers as to whether a special assessment might be levied if a swimming pool has to be emptied for maintenance reasons and then refilled.

John asked committee members to review numbers and get back to him before the next committee meeting with any comments/objections/questions. John also asked if any committee members objected to Cunninghams being taken off the rolls since the Select Board has approved the building's disconnection from the water system. No objections noted.

Motion made to approve sum of 267.63 units, subject to Orange Lake's review of numbers. Seconded. Discussion: A lot of time was put into defining users, and in that process, a few extra users were added to the list. Ralph Bailey will aim to get back to John Bossen next week. Motion passed unanimously.

Discuss bond vote for water system improvements: Dick Beatty reported that information meeting held, and 8 to 10 people attended. There seems no indication of a swell of negative reaction to bond vote. Vote will be taken by Australian ballot on Town Meeting Day.

Discuss Engineering recommendations and procedure for moving forward: Lew Iadarola wanted to be sure that engineering report includes recommendations committee made. John Bossen will ask Lew

ladarola and Jeff Nelson to review these issues with the engineers. Assuming bond vote on Town Meeting Day will be in the affirmative, it will take one to two months to get the funding. The work can be put out to bid in early to mid-summer, and it'll take about 3 months to complete the work. The goal is to have the work completed by the start of winter, 2016-2017. This leaves time for Lew and Jeff to confer with engineers.

Discuss management of water and sewer systems: This item was tabled for future discussion.

Water and sewer budgets & 2016 rates: Water budget and rate, and sewer financials already covered. Sewer budget still under review, but quarterly bills sent out based on last year's rate of \$865.

Discuss Engineers' Sewer Investigation Reports: Jeff Nelson reviewing; will be discussed at future meeting.

Discuss Corrections to Sewer Ordinance: Select Board requested that committee discuss corrections after Town Meeting Day. Meanwhile, John Bossen plans to meet with Select Board to review corrections.

Other Business: Update on town sewer project requested. Project closed down until end of March/beginning of April. Expectation that work including hook-ups will be completed by around beginning of July, because mild weather allowed more work to be done in the fall/early winter than had been anticipated. System expanded beyond initial plan to post office area, adding additional 32 to 38 users

Next Utility Advisory Committee meeting: Monday, March 21st at 4:00 p.m. by teleconference. John Bossen asked committee members to get back to him if any one of them has a problem with this date.

Adjournment: *Motion* made to adjourn. Seconded. No further discussion. Motion passed unanimously. Meeting adjourned at 4:35 p.m.