

## **West Windsor Utility Advisory Committee Meeting, July 16, 2016. Draft minutes.**

Call to order: Meeting called to order at 4:12 p.m. Quorum established with committee members John Bossen, Jim Bonney, David Leavitt, Ralph Bailey, and Jeff Nelson present in person or by phone. (Committee member Gina Halsted joined later by phone.) Select Board member Tom Kenyon, Town Administrator Martha Harrison, and Clerk Connie May also present.

### Changes or additions to agenda:

- Brownsville store added as topic under allocations for sewer.
- Comments from latest Select Board meeting regarding debt service.

Announcements/public comments: No public present. No announcements.

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

Financial updates: John reported that he had contacted Select Board member Win Johnson to finalize water and sewer financials. Win was unable to meet at this time; reported that he had everything under control. Committee therefore assumes that Win is taking control of financials until we hear differently. Tom reported the following financial figures:

- Sewer checking: \$183,731.62
- Sewer money market: \$5,258.57
- Water checking: \$90,489.41
- Water money market: \$1,053.30

It is permissible for municipality to have designated fund. Sewer payments to Town of Windsor are up-to-date.

Update on Town sewer project: Tom reported one sewer failure which was rectified. Generators tested; everyone in village (approximately 40) now connected. Jeff will be in touch with engineers regarding schedule for work to be done at resort. Topic tabled until next meeting.

Update on water project: Fire Department will have to be connected to system as paying user, as their well may not be usable once work is done to brook. Point made that water ordinance must be approved first. Ads posted three times in July in Rutland Herald for bids for project, and bid-opening date set for August 4<sup>th</sup>. It will take a week to 10 days to award project, as engineers have to analyze bids.

Water allocations: System will have approximately 20 additional allocations (including from old base lodge) once water ordinances are approved. Issue tabled until next meeting. Question asked if users who disconnect from system should pay minimum usage fee to save their allocations. Such issues should be clarified in ordinances.

Fire pond/fire protection: No news on pond.

Ordinances: Attorney Nate Stearns waiting for Town Attorney Matthew Birmingham to get back to him. Town is reviewing water and sewer ordinances to be sure that language is consistent. Committee adamant that sewer ordinances already agreed upon by Act 250, Town and Committee should take effect; water ordinance composition can then follow. Point made that the process has taken too long: 2 to 3 years. Matt is currently working on required easements; cannot move forward until those issues are ironed out. Jeff mentioned that Kent Stepanishen, President of Mt. Edge Board, just received copy of easement from Town for that Board's consideration. Three easements needed as soon as possible: Mt. Edge, Mt. Side,

Snowdance. Issue of easements from Orange Lake will be addressed later, with exception of easement to protect the 200 feet around main well. Martha expects to have that easement ready next week for Orange Lake's consideration.

Other business:

- Meters. Brownsville Store gets free water but will pay sewer fees. Question arose of how many EU's store would have. Engineers think 3; Patricia Beavers of Water System thinks 2. Consensus reached that 2 or 3 EU for Brownsville Store seems reasonable. Water meter proposed for Store in order to get clarity on EU number. Lively discussion ensued that if one user is metered, all users should be metered. Concern raised that though State wants meters, there may not be funding for their installation, so owners may have to pay. Point made that now, minimum fee is for 1 EU (\$865). *Motion* made that every user be treated the same according to Patricia Beavers' recommendations or according to any other proper recommendation. Seconded. Discussion: Concern expressed that calculations should be in line with how Windsor calculates sewer fees. *Motion* amended to include that for now, System should not consider installation of meters for Brownsville Store or elsewhere in system. Seconded. No further discussion. *Motion* passed unanimously.
- Debt service. Concern raised about minutes from most recent Select Board meeting: "Cathy said, according to Glenn Seward, the debt service would be paid by the users but there are no minutes because it was an Australian ballot. Win said we'll have to look into that." Committee received clarification that users will pay for purchase of original system, but not for extension of system(s) into Town.
- Relationship between Committee and Select Board. John reminded Committee that Sewer Ordinances make it clear that Committee plays big role in decision-making, and expressed concern that Select Board making decision on systems without communicating/conferring with Committee. Select Board has final say, but Committee set up to make recommendations, so the relationship should be a partnership. Martha responded that Committee members are always welcome to observe Select Board meetings. Tom said that sometimes issues come up shortly before a meeting and decisions need to be made quickly, whereas Committee meets only once/month. Suggestion made that Committee members receive agenda for Select Board meetings when issues involving utilities are included, and that the item "Update from Select Board" be added to every agenda for Committee meetings.

Next Committee meeting: August 22<sup>nd</sup> 4 p.m. by teleconference. Request made that Select Board keep Committee informed as to progress in awarding bid for water project, so that Committee can call special meeting if need be to discuss that issue before August 22.

Adjournment: *Motion* made to adjourn. Seconded. No further discussion. Meeting adjourned at 5:00 p.m.