

**Town of New Hartford
Water and Sewer Asset Evaluation Team**

July 12, 2016

Minutes

Present: Dan Jerram, Bud Butler, Joe Toro, Tom Hart

Also in attendance: Laura Garay.

Bud Butler, Chairman of the Water Pollution Control Authority acted as Chairman for this initial meeting. He called the meeting to order at 4:00 PM.

Introduction of Members:

Mr. Tom Hart was introduced to the committee. Assistant Town Clerk Debbie Ventre was present to swear in the members of the committee as they begin their service.

Charge – as defined by the BOS:

Mr. Butler reviewed the Charge of Committee:

- (1) To gain a working knowledge of all town owned water and sewer assets.
- (2) review and/or modify the proposed RFP for sale of said assets and make a recommendation to the Board of Selectmen pertaining to the release of said RFP.
- (3) review all submitted proposals obtained from the release of the RFP for the sale of said assets.
- (4) make a final recommendation to the Board of Selectmen pertaining to the sale of said assets.

History:

Mr. Butler distributed notebooks to each of the members of the Committee. He explained that he had assembled information that would be beneficial to the members to have a better understanding of the operations of the water and wastewater systems.

Mr. Butler noted that as of August 31, 2016, there would be a change in operators for the sewer plant. A request for proposals for operators had been released by the Water Pollution Control Authority. Aquarion Water Company and the Waterplanet Company had responded to the proposal. During the process, Waterplanet Company removed themselves from consideration. Aquarion remained the only interested party. Their proposal was reviewed and was accepted by the WPCA. They will begin their contract on September 1, 2016.

Mr. Butler noted that this is not the first time that consideration for the sale of the Water Company has occurred. He explained that a few years back, there had been a task force that met to review the water and sewer services. They looked at several different choices: keeping the water and sewer operations “as is” (using outside operators); taking the operations back ‘in house’ and hiring personnel to run the

operations as town employees, and finally – consideration of selling the assets. At that time, there was some interest expressed in possible purchase of the systems. There were conversations with the Metropolitan District to see what options there might be if the Town became a member town of the district. This option was disqualified due to the fact that being a member town would mean significant loss of tax revenue for New Hartford. Aquarion Water Company had expressed interest and conducted a review of the water and wastewater systems and assets, but no formal offer was ever received. The Torrington Water Company submitted a proposal for operations when the operations went out to bid, and expressed a possible interest in future acquisition, but no formal action was taken.

Events & Activities Calendar: Meeting Schedule - Next Meeting August 2, 2016

The committee agreed to setting their next meeting date as August 2, 2016 at which time they would be prepared to review and discuss a draft Request for Proposals of the potential sale of the water and wastewater assets. Mr. Butler noted that CDM Engineering representatives would be present to assist in review of the RFP.

Documentation Review:

Mr. Butler and the members of the Committee reviewed the contents of the notebook. Mr. Butler alerted the members of the potential for some large expenses in the future due to the aging of the water system and the sewer lines. Mr. Butler noted that all of the documents included in the notebook are public record.

Election Of Permanent Chairman:

MOTION: by Toro to elect Dan Jerram to serve as Chairman of the Asset Evaluation Team; seconded by Hart.

Unanimous.

MOTION: by Butler to adjourn at 5:50 PM; seconded by Hart.

Unanimous.

Respectfully Submitted,

Christine Hayward, Administrative Assistant