

**Town of New Hartford
Water and Sewer Asset Evaluation Team
Tuesday, September 20, 2016**

MINUTES

Present: Chairman Dan Jerram, Kim Estep, Bud Butler, Joe Toro, Tom Hart
Others Present: Laura Garay, Joe Ridge (CDM SMITH), Administrative Assistant Christine Hayward.

Minutes:

MOTION: by Butler to approve the minutes dated August 23, 2016 as presented; seconded by Hart.

Unanimous.

MOTION: by Butler to approve the minutes dated September 13, 2016 with the following amendment: Change the sentence that reads "*He asked that members of the committee send him ideas for questions and he would use them to create a one page fact sheet for discussion at the next meeting.*" To "***BUTLER** asked that members of the committee send him ideas for questions and he would use them to create a one page fact sheet for discussion at the next meeting.*" Seconded by Toro.

Unanimous.

Review of Final RFP including discussion of timeline and dates for RFP:

All members of the Committee agreed that the RFP document is ready to be referred to the Board of Selectmen for consideration of release. The document has been reviewed by legal counsel. There may be a couple of grammatical changes to be made, but for all intents and purposes, it is ready to be released. It was noted that the Board of Selectmen will be meeting on Tuesday, September 27. Holding a public informational meeting and the timing of such a meeting was discussed. Discussion occurred as to whether the Board of Selectmen should act on a recommendation to release the document prior to the public meeting or after such a meeting. Mr. Hart expressed his thoughts that there may be some valuable insights offered by members of the public that might lead to phrasing changes or other changes to the RFP. It was noted that the Board of Selectmen could discuss the RFP at their regular meeting and hold off on any formal action until after the public informational meeting. A special meeting of the Board of Selectmen could be called after the informational meeting for formal action to be taken at that time.

MOTION: by Butler to present the RFP to the Board of Selectmen to be followed by a public informational meeting which will be followed by a Special Board of Selectmen meeting at which time formal action regarding the recommendation to release the RFP will be taken; seconded by Toro.

Unanimous.

Review/Discussion of Questions and Answers for public informational meeting:

The Committee discussed questions that they feel will be raised by the public. A Question and Answer sheet with what the committee believes are some of the basic questions will be distributed at the start of the informational meeting. Time will be allocated for those present to review the prepared sheet; followed by an open Q&A session. Kim Estep asked what would happen if there appeared to be a ground swelling of support from attendees to have the entire community take part in paying for the expenses of the systems; rather than considering selling the assets. Committee members did not think that would be the case. Mr. Toro commented that at the roundtable meeting that occurred last fall, the question was raised to those in attendance and there were many who agreed that 'something needed to be done to help the cause' but 'not many were willing to pay for it.'

It was noted that there are many in town who are under the impression that selling the assets of the water company will have a detrimental effect on access to the Farmington River. Not all residents have vast knowledge of the water system and where the drinking water comes from.

Mr. Jerram stated that he would create some visual displays showing the assets so that those in attendance would have a better understanding of the water and wastewater systems.

The Committee agreed that the purpose of the meeting will be to inform residents that the goal of the request for proposals is to seek a better and less expensive way to deliver the water and wastewater services.

Public informational meeting - discussion of date

The committee set the date of the Public Informational Meeting as Thursday, September 29, 2016 at 7:00 PM at Town Hall in the Senior Center/Meeting Room. The final request for proposals will be presented to the Board of Selectmen at their regular meeting, with no action being taken. A special Board of Selectmen meeting will follow the informational meeting. At that time, formal action can be taken regarding the RFP.

MOTION: by Butler to adjourn at 5:10 PM, seconded by Hart.

Unanimous.

Respectfully Submitted,

Christine Hayward, Administrative Assistant