

**Town of New Hartford**  
**Water and Wastewater Asset Evaluation Team**  
**Special Meeting**  
**February 21, 2018**

**MINUTES**

**Present:** First Selectman Dan Jerram, Bud Butler, Joe Toro, Tom Hart, Kim Estep;  
Administrative Assistant Christine Hayward

Chairman Jerram called the meeting to order at 7:00 PM.

Mr. Jerram stated that since the Asset Evaluation Team meetings have been conducted in Executive Session while reviewing the bids received for the possible sale of the water and wastewater assets, he felt it would be prudent and offer transparency (since there have been questions raised regarding when will meetings be opened to the public) to offer a public statement regarding the work the AET has been conducting. While it is not possible to disclose the specific details of the meeting discussions at this point in time, a summary of goals and objectives would provide residents with some background of what this committee is doing.

The charge of the Asset Evaluation Team (committee) was reviewed;

1. To gain a working knowledge of all town owned water and sewer assets.
2. Review and/or modify the proposed RFP for the 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

The Asset Evaluation Team is now at the point where they are gathering information and gaining a better understanding of the bids that have been submitted for consideration. Upon initial review of the submittals, it quickly became apparent that the bids are not “apples to apples” and that there are intricacies contained within each proposal that need to be better understood in order to make a final determination and recommendation to the Board of Selectmen.

The team discussed the goals and objectives they have with respect to the review of the bid documents and what they hope to eventually accomplish. The group is involved in formulating a plan for decision making by comparing and reviewing the offers made and considering options available.

All members agree that this is not an undertaking to be taken lightly and that careful and thorough review and deliberation is needed in order to make a recommendation that will be in the best interest of the people of the Town of New Hartford. They identified their overall objectives.

*The objectives of the AET are as follows:*

1. To provide rate relief to the ratepayers
2. To reduce financial and environmental risks to the Town of New Hartford
3. To obtain the highest value for the water and wastewater systems
4. Use the proceeds from the sale of the assets to pay off debt, provided for infrastructure repairs

5. Transfer responsibility for day to day operations to a professional company
6. Have the buyer undertake responsibility for specified capital improvements
7. Facilitate a plan for expansion
8. Create a public-private partnership between the buyer and the Town
9. To answer the question: “what happens if the town decides not to sell”?

**MOTION:** by Toro to enter into Executive Session at 7:20 PM for the purpose of continuing the review of the submitted bid proposals; seconded by Butler.

*Unanimous.*

Butler, Estep, Hart, Jerram and Hayward entered into Executive Session.

No action taken with respect to Executive Session deliberations.

The committee discussed possible dates for the next meeting and decided on March 8, 2018, for their next meeting. The intent is to call back Aquarion Water Company and CT Water Company for additional clarifications on their bid proposals.

**MOTION:** by Butler to adjourn at 8:55 PM; seconded by Estep.

*Unanimous.*

*Respectfully Submitted,  
Christine Hayward, Administrative Assistant*