



**TOWN OF OAK RIDGE  
WATER ADVISORY COMMITTEE MEETING  
AUGUST 14, 2024 - 1:30 P.M.  
OAK RIDGE TOWN HALL**

**Minutes**

**Members present**

Spencer Sullivan, Chair  
Brian Hall, Vice Chair  
Phil McNamara  
Erin English  
Todd Hall (Alternate, sitting)  
Paul Magnabosco (Alternate, not sitting)

**Staff present**

Bill Bruce, Town Manager  
Sandra Smith, Asst. Manager/Town Clerk

**Others present**

Mike Myers, Envirolink  
Jim Harton, Council liaison

**Members absent**

Francis Disney

- 1) **WELCOME:** Chair Spencer Sullivan called the meeting to order at 1:30 p.m.
- 2) **APPROVAL OF MEETING MINUTES:** Erin English made a motion to approve the May 15, 2024 and June 12, 2024 meeting minutes, and Todd Hall seconded. The motion passed unanimously (5-0).
- 3) **STAFF UPDATE - WATER TOWER AND WATER MAIN:** Town Manager Bill Bruce provided an update, saying that the Town Council had approved the bid from Caldwell Tank, which had come in at just under \$3 million after the line work across town hall property and to Linville Road at the fire department was removed from the initial bid. After the notice to proceed is issued (hopefully in October), construction will take about 12 months. Engineering on the water main is nearly complete, and the details about bringing the main through the SECU property and negotiations with a property owner for a small tract to install a meter vault and booster station are continuing. Construction on both the tank and water main projects could go on at the same time, although initially the tank would just serve the park and fire department.
- 4) **FUTURE CUSTOMER OUTREACH:** Mike Myers from Envirolink discussed some possible ways to garner interest from future customers, such as building a webpage, create brochures, and setting up a booth at community events. Other ideas discussed included going door-to-door and sending out direct mailers as well as touting the fact that when water is installed, property values typically go up and insurance rates go down.
- 5) **FEE SCHEDULE REVIEW:** Mike Myers led the discussion on various types of rates that can be considered including a flat rate structure, inclining or declining block rates, and seasonal rates, some of which could make the Town ineligible for grants. Some rate structures promote economic development, while others promote water preservation. Additional possible issues to be considered include charging a tap fee or connection charge or even subsidizing the charge to cover the meter, tap, and other costs for connecting to the system early on. The committee decided to divvy up various tasks at the next meeting.
- 6) Phil McNamara made a motion to adjourn the meeting at 2:45 p.m., and Brian Hall seconded. The motion was passed unanimously (5-0).

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Spencer Sullivan  
Chair