



**TOWN OF OAK RIDGE
WATER ADVISORY COMMITTEE MEETING
SEPTEMBER 11, 2024 - 1:30 P.M.
OAK RIDGE TOWN HALL**

Minutes

Members present

Spencer Sullivan, Chair
Francis Disney
Erin English
Paul Magnabosco (Alternate, sitting)

Staff present

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

Others present

Jim Harton, Council liaison

Members absent

Brian Hall, Vice Chair
Phil McNamara
Todd Hall (Alternate)

- 1) **WELCOME:** Chair Spencer Sullivan called the meeting to order at 1:32 p.m.
- 2) **APPROVAL OF MEETING MINUTES:** Francis Disney made a motion to approve the August 14, 2024 meeting minutes, and Erin English seconded. The motion passed unanimously (4-0).
- 3) **STAFF UPDATE - WATER TOWER AND WATER MAIN:** Town Manager Bill Bruce provided an update, saying contract documents had been sent to Caldwell Tank. After a pre-construction meeting is held, hopefully construction on the tank will begin this fall and will take about 12 months. Permits for the water main were being submitted to NCDEQ, NCDOT, and other agencies. The water main project is approximately a year behind schedule. Bruce said best case scenario would be for construction to begin around July 2025, and it would take about 12 months to complete. During that time, the Town would be looking for customers to connect. He reported no commitment had been received from the owner of the property where the Town hopes to locate its booster station and meter vault. Negotiations are ongoing with State Employees Credit Union to bring the water main through its parking lot.
- 4) **DISCUSSION - OUTREACH TO FUTURE WATER CUSTOMERS ALONG WATER MAIN:** Discussion ensued about how to best reach out and interest potential future customers. Issues yet to be determined included various connection options and possible incentives to be offered. The committee discussed the need for a marketing plan and viewed the brochures and website of Vance County. Staff agreed to develop the wording for a brochure, and Erin English and Paul Magnabosco agreed to serve on a marketing subcommittee. It was hoped that at the joint meeting between the committee and Town Council on December 5, various incentives could be determined and included in the marketing material, which could begin being distributed early in 2025.

Francis Disney left the meeting at 2:30 p.m.

- 5) **FEE SCHEDULE REVIEW:** Sullivan suggested Mike Myers with Envirolink be contacted to enlist his help and suggestions on various fees.

- 6) **HONEYCUTT WATER SYSTEM UPDATE - Envirolink.** No company representatives were present.

The committee agreed not to meet in October.

- 7) Erin English made a motion to adjourn the meeting at 2:45 p.m., and Paul Magnabosco seconded. The motion was passed unanimously (3-0).

Spencer Sullivan
Chair