

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, June 21, 2007.*

Minutes of a Regular meeting of the **UTILITIES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 21<sup>st</sup> day of June 2007.

Committee: Chairman Homeier, Trustees Newsom and Pinkham  
Attending: All  
Also Attending: Town Administrator Repola, Directors Goehring & Joseph, Finance Officer McFarland, Mgr. Pallissard, Town Clerk Williamson  
Absent: None

Chairman Homeier called the meeting to order at 8:00 a.m.

### **PUBLIC COMMENT**

None.

### **LIGHT & POWER DEPARTMENT**

#### **Phone System Replacement - Request Approval.**

The present phone system was purchased in 1992 from Executone and was scheduled for replacement in 2009. In December of 2006, the current maintenance vendor, BlackBox, informed the Town they would only provide maintenance for the current system for six months at the yearly rate of \$19,000 due to the limited availability of parts for the system. The Town was informed recently that maintenance would be available through the end of the year for an additional \$19,000 for six months.

The IT Department produced a RFP in February to replace the current phone system for 2007. The RFP was sent to nine vendors and the proposals were reviewed by the IT Department and vendor proposals were presented to the Technical Committee. AXESS Communications was selected to provide the Avaya IP 500 office phone system and AXESS communication platinum service for maintenance at a cost of \$95,000 for hardware/equipment and \$1,500/month for maintenance. Five references were checked and all were pleased with the level of service. This item was not budgeted for in 2007; however, funds for upgrades to the email system and security can be utilized for this purchase. The maintenance charges will be absorbed by funds budgeted by each department for maintenance.

Mgr. Pallissard stated the new phone system will integrate all current phone systems of the Town, therefore, eliminating costs currently paid to Qwest for additional copper lines. The new phone system will have added functionality and will utilize the fiber ring owned by the Town. The 911 system will not be included; however, the new system could support it in the future. Additionally, this system is a drop-in replacement that will require little to no additional hardware or wiring.

Following discussion, **the Committee recommends approval of the contract with AXESS for the purchase and maintenance of a new phone system, Avaya IP 500 office phone system at \$95,000 and a one-year maintenance contract at \$1,500/month from 502-7001-581-33-36 and 502-7001-580-33-33.**

#### **Estes Valley Comprehensive Plan Update – Request Approval To Accept Proposal.**

Dir. Joseph stated the Town issued a RFP in May for a two-part statistical update of the Comprehensive Plan: Economic Review and Land Use Build Out. The request was published in the Trail Gazette and posted on the Colorado APA website. Six responses were received as follows:

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DSW/Foresee	\$34,909 to \$43,909
Fronczyk	\$3,850
Land Elements	\$52,113
RA Smith	\$28,000 to \$50,000
Sammons/Dutton/HNTB	\$22,000
Stamey/FHU	\$17,450

Staff recommends Stamey/FHU based on the combination of qualifications and price. Trustee Pinkham questioned if the analysis would include 5-yr. growth increments for build out. Dir. Joseph stated the current proposal does not include that level of analysis and the goal is for staff to utilize the end product to provide that analysis in the future. Following discussion, **the Committee recommends retaining the services of Stamey and Associates for the Estes Valley Comprehensive Plan update at a cost not to exceed the budgeted \$20,000 from account 101-1100-411-22-98.**

**Reports**

1. **Light and Power Dept. Financial Report** – Dir. Goehring and Finance Officer McFarland reviewed the financial reports.
2. **Water Financial Report** – Dir. Goehring and Finance Officer McFarland reviewed the financial reports.

**MISCELLANEOUS**

Administrator Repola stated the Town may be considering an annexation that would require major water improvements with a minimum investment of \$250,000. Discussion ensued on the Committees level of comfort in funding such a project up front from the Water Fund with pay back occurring overtime in additional revenue. **The Committee recommended staff consider the improvements during annexation discussions with the property owners.**

Dir. Goehring reported staff is continuing to work on the asbestos mitigation for the Big Thompson Water Plant prior to removing the building. Discussions have occurred regarding leasing the building to potential fiber users; however, the building is in such bad condition that it must be removed. A new building could be constructed for this use in the future.

There being no further business, Chairman Homeier adjourned the meeting at 9:05 a.m.

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Jackie Williamson, Town Clerk