

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, March 16, 2006.

Minutes of a Regular meeting of the **UTILITIES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 16th day of March 2006.

Committee: Chairman Jeffrey-Clark, Trustees Newsom and Pinkham
Attending: Chairman Jeffrey-Clark and Trustee Pinkham
Also Attending: Administrator Repola, Public Works Director Linnane, Finance Director McFarland, Town Clerk Williamson
Absent: Trustee Newsom

Chairman Jeffrey-Clark called the meeting to order at 8:00 a.m.

LIGHT & POWER DEPARTMENT

Folding/Inserting Machine – Request to Purchase

The current Neopost SI 72 machine was purchased in 2000 to fold and insert electric and water bills, at the rate of approximately 10,000 per month. The machine has developed problems associated with normal wear and tear, and is obsolete with parts hard to come by. This can jeopardize the timeliness and efficiency of the billing cycle. Staff has considered outsourcing the entire billing process at an average cost of approximately \$17,000.

- Pitney Bowes D1-400 Fast Pac Inserting System
Cycle Speed – 3,500 pieces per hour
Maintenance Contract - \$1,263 per year
No trade in allowance
Cost - \$7,193
- Complete Mailing Solutions – Neopost SI68 EZ Mailer 3
Cycle Speed – 2,750 pieces per hour
Maintenance Contract - \$1,695 per year
Trade in allowance – 1-year free maintenance.
Cost - \$9,402

The life expectancy of the Pitney Bowes machine is 10 years. Trustee Jeffrey-Clark requested staff consider donating the Neopost machine to a nonprofit. Staff will look into donating the machine; however the Neopost will remain as a backup in the meantime. **The Committee recommended approval to purchase the Pitney Bowes D1-400 at a cost of \$7,193 from the Light and Power Fund as budgeted.**

Reports

1. Light and Power Dept. Financial Report – Dir. Linnane and Dir. McFarland reviewed the report.
2. Outages have been reduced by 50% in the past few years due to the tree trimming projects and the use of coated cable. The tree trimming project has been outsourced and done during the off season.

WATER DEPARTMENT

Reports

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1. Water Financial Data – Dir. Linnane and Dir. McFarland reviewed the report.
2. The McGregor Mountain water tank is complete.
3. Water Accountability is at 85%.
4. Annual flushing will begin in April.

There being no further business, Chairman Jeffrey-Clark adjourned the meeting at 8:34 a.m.

Jackie Williamson, Town Clerk