

**Town of Londonderry, Vermont
Village Wastewater Committee
Special Meeting Minutes
Friday, October 6, 2023 – 9:00 AM
Neighborhood Connections, 5700 VT Rte. 100
Londonderry, VT**

Village Wastewater Committee (VWC) Members Present: Sharon Crossman, Larry Gubb, Tom Metcalfe (online)

Others in Attendance:

Susan Westa (Windham Regional Commission)

Online: Chrissy Haskins (Dufresne Group – Project Engineers), Emily Hackett (EI - Environmental Engineer – VT DEC) Gail Mann (Londonderry Resident)

1. Call meeting to order

The meeting was called to order at 9:08 PM

2. Additions or Deletions to the Agenda:

There were no additions or deletions to the agenda.

3. Approve Minutes of 9/1/23 meeting

Sharon Crossman made a motion to approve the minutes of the 9/19/23 meeting. Tom Metcalfe seconded. The motion passed.

4. VWW Status Report - Chrissy Haskins, Dufresne Group

- Evaluation of all alternative VWW sites – North & South Villages

- Discussion & Next Steps

- Well/drinking water testing – Timing of restart in consideration of flood.

Chrissy began with a listing of the status of the potential sites. This information is more recent than the spreadsheet updated recently by Tom Metcalfe.

Site #5 needs permission to go to the next step which would be test pits. Owners have remaining questions

Site #8 is ready for a site visit

Site #9 is removed from consideration

There was some confusion about the properties with regard to updates. Chrissy has notes on most recent updates. Chrissy mentioned the importance of keeping landowner

information private. The test pits for site #6 have been done. Tom asked if test pits for sites #10 and #12 will be done together. Chrissy said she will do a summary to send to Tom so he can update the spreadsheet.

Sharon asked if the VWC should be looking for more potential sites. Chrissy responded that she, Emily and Sue met to discuss the upcoming public meeting on October 17, 2023. She said one of the things they talked about was the schedule and getting things moving forward. She said that at some point the search has to be wrapped up, adding that it does not mean, if someone volunteers their property as a potential site, that the site could not be looked at, but soon it has to be decided which sites that already look promising become the list of “alternative sites” that then become those sites which further development of plans continue, so that acquisition of property (or easements) can begin and be completed within the designated timeline.

Sharon asked whether we have the capacity we have been looking for in both the villages. Chrissy responded that the south village is much more promising than the north village. A lot of properties have been looked at in the north village, but few are providing what looks to be a lot of capacity, so far. She said that what might need to occur in the north village at sites that have been looked at, are smaller cluster systems. She said that it does not mean we cannot continue to look, but at some point a decision has to be made so the Preliminary Engineering Report (PER) can move forward to remain eligible for the funding.

Emily added her concern that additional sites continue to be added and that the north village does not appear to have the capacity on a substantial larger site to do larger systems and that smaller cluster systems in the north village look to be the better way to go. She mentioned that in order to move out of the planning phase, we’ll have to decide on what to do, soon to establish what we can do in the time that we have, with the ARPA funds. She said it is up to the town to decide whether to continue to look for viable sites, but she is very concerned with the timeline with regard to continuing to look for sites in the north village. She said that the south village sites also need to start being wrapped up so the PER can be done and then, final design to meet the deadlines for the ARPA grant funding.

Gail discussed property #3 and that they would be making a decision soon about their interest in pursuing a potential system on their property. Larry volunteered to contact the owners to get a decision about their interest. Gail asked if the VWC still thought they needed additional properties so we could let them know, if there was no need to consider their property. Larry asked if we still were looking for additional capacity in the south village, Chrissy said with current properties that have been tested and estimated capacities, there may be enough capacity and that the sites already tested or under consideration are closer to the south village than site #3. Chrissy said it would be good to know whether they have any interest (or not), for future reference, if additional sites are still needed. Sharon asked if there was anything Emily wanted to add. Emily reiterated a concern about timelines and getting the 60% PER with all of the alternatives sooner than later as it takes

45 days to review and concur with the public meeting taking place so the Selectboard can make a decision.

Sharon asked about the status of water testing. Chrissy said she had been by the Town offices to check on the test kits, reiterating that there were three properties that were still awaiting bacteria testing. She said that all the kits were there that were needed, including 3 bacteria tests and 9 other test kits for those that missed the previous testing round. She reviewed the list of people who expressed an interest in having their water tested and narrowed that list down to those in priority areas, but for those who have already had their water tested. She will send Sharon that information, including the three that still needed bacteria testing, with their contact information to see if they are still interested in being tested.

**5. VWW Update re: Public Presentation – Sue Westa, WRC
-Speakers, Public Outreach, Location, etc.**

Sue discussed the call that she had with the speakers for the October 17th public meeting, including Emily, Chrissy. Juli Beth Hinds who will be one of the presenters, was unable to join the call at the last minute, but Sue sent her the notes from the call and will be in touch with her next week. She had spoken with Juli Beth earlier regarding a time conflict on October 17th which would not allow Juli Beth to join the public meeting until 6:30. Sue said the discussion was to continue to start the meeting at 6:00PM, but have Julie Beth be the last presenter.

The proposed agenda for the meeting would be to have someone from the VWC do a welcome and introductions.

Chrissy would follow the welcome and introductions to speak for approximately 10-15 minutes, addressing why the project is needed, provide a local overview, what has been done so far and what comes next in the process and generally talk about the status of the various sites without getting into great detail.

Emily would then speak for 10-15 minutes about the state process, the timeline, where progress of the Londonderry project sits in that process and what it means for the town.

Juli Beth Hinds would then follow with a focus on what other towns around the state have been doing, financing options, how it has worked for other communities and how fees have been structured in other places regarding who is paying. She would explain how it relates to median household income (MHI) and how it relates to Londonderry, vs. other towns which may have different MHI and are able to do things differently. She'll remind people that community support made these systems possible in other town as a result of voting and how other towns addressed affordability.

Tom asked about who from the VWC will do the welcome and introductions and what the introduction will entail. Sue said it would cover how the project got started, how we received state funding, in what amount and portion of the overall funds for the state to address wastewater concerns.

Tom said he did not feel comfortable and did not know who else might feel comfortable. Chrissy said that Gary had agreed to provide the welcome and introductions.

Tom asked about whether the October 17th meeting would be a “regularly scheduled meeting”. The date and the time of the meeting will be a regular meeting day and time for our 2nd meeting of the month. Larry and Sharon will work on an official warning of the meeting, in addition to posters about the meeting.

Tom asked how everything would be presented and if there were Powerpoint presentations whether the VWC might have a chance to preview the presentations before the meeting.

Sue said there may be difficulty in having the presenters complete their presentations in time for a preview. Emily and Chrissy said it would be tough for them to put together their presentations in time for a preview and revision. Tom said that anything missing in the presentations could be filled in at the meeting, but thought it would be better, if possible to review the presentation prior to.

Sharon is concerned that we’re not getting enough interaction from the community in meetings and public outreach we have done so far.

Tom asked about the format and if people will be able to ask questions at anytime or after the presentations have been made. Sue suggested that questions can come after each presentation and before the next presentation. Chrissy agreed, saying that people may ask questions in the middle of a presentation, that the presentation would answer, if it was heard first. Everyone agreed. Sharon suggested that the format be laid out in the welcome and introduction, so attendees understood. Sue said she would put together an agenda for the meeting and suggested time be allowed at the very end for any additional discussion.

Sharon was wondering about the practice she has seen at other meetings where people write down their questions and someone give them to the moderator.

Emily recommended that the VWC take a look at what the Town of Westford did for their meeting which included taking online questions and their alternating their answers between those from the online audience and those present. She also mentioned that it people who have not yet asked a question should have a chance to have their first question answered before people asking their second or third questions, so that all the time is not monopolized by just a few people. This allows more people to participate and have their questions answered. Sue said she could monitor online questions. Sharon said the town moderator had said he was available for the earlier date for this meeting, but was not sure

about availability for October 17th. She will check with him again. If he is not available, we would need to try to find someone who would act as moderator.

Sharon asked if we need additional people to help facilitate the meeting. Tom mentioned discussion about having a moderator.

Emily again, recommended looking at the Westford, VT (mid-September 2023) meeting about their bond vote.

She said they were in the position to be very detailed and said we should remember that we are not yet at the 60% PER and 60% required public meeting and those details should be reserved for the 60% required public meeting.

Sharon asked about an end time for our meeting. Sue said it would not be good to go more than 2 hours and guessed we should be able to complete it in 1 ½ to 2 hours.

Gail said she will help talk about the questions of cost and what the greatest concerns have been with any negativity.

Tom mentioned the dilemma in the north village with the hardships in finding potential sites.

Chrissy said it will be impossible to do any meaningful analysis of additional properties, prior to this meeting.

Sue asked about how the online portion of the meeting will be handled. It will be a regularly scheduled meeting as it falls on a regular meeting date and time. Gail said the ZOOM account used for regular meetings at Neighborhood Connections is the Neighborhood Connections' account. Sue asked if the Town had a ZOOM account and it was unknown or thought not to exist, since the Selectboard relies on GNAT to record their meetings and they do not hold hybrid meetings. Sharon said she will take to Heather Stephenson to see how the town equipment and any account needed might be used for this meeting or talk to Ann Alford at Flood Brook School to see how others may do hybrid meetings held at the school.

Sue and Sharon are headed to Flood Brook after this meeting to discuss arrangements for the meeting.

Gail said that the link to the meeting should be located wherever possible. Larry said it would be good to post it on the front page of the Town website. She said she would post additional information on several sites, to stir people's interest to come to the meeting. All agreed it would be useful to do so.

Sue asked about supplying some food and beverages. Sharon said she would take care of some snacks and something to drink.

6. Other Business

Sharon asked if we should meet between this meeting and the public meeting. Sue mentioned trying to meet a week from this meeting, on Friday, October 13 at the same time, 9:00 AM, as a special meeting. Emily would not be available, but Larry said to e-mail any last minute items to discuss.

7. Next VWC Meeting

Next meeting would be scheduled for next Friday, October 13, 2023, at 9:00 AM

8. Adjourn:

Sharon made a motion to adjourn the meeting. Tom seconded, motion approved
All approved to adjourn and the meeting was adjourned at 10:02 AM

The next regular meetings of the VWC will be **the first Friday of every month at 9:00 AM**
and **the third Tuesday of every month at 6:00 PM**

Respectfully Submitted,
Larry Gubb
Secretary, Village Wastewater Committee

Approved _____
Village Wastewater Committee
Sharon Crossman, Interim Chair

Link to AV recording of October 6, 2023 meeting below.

Topic: Village Waste Water Study (Gail Mann- 802-856-7669)
Date: Oct 6, 2023 09:05 AM Eastern Time (US and Canada)

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