

**Town of Londonderry, Vermont
Village Wastewater Committee
Special Meeting Minutes
Tuesday, May 21, 2024 – 6:00 PM**

**Neighborhood Connections, 5700 VT Rte. 100
Londonderry, VT**

Village Wastewater Committee (VWC) Members Present: Tom Metcalfe, Gary Hedman, Larry Gubb.

Others in Attendance:

Barbara K. Butts (resident), Gary Butts (resident), Ian Shore (resident), Marcia Camp (resident)

Online:

Chrissy Haskins (Dufresne Group – Project Engineers), Matt Bachler (Windham Regional Commission – Senior Planner)

1. Call Meeting to Order

The meeting was called to order at 6:17 PM.

2. Additions or Deletions to the Agenda

No additions or deletions

3. Approve Minutes

Tom Metcalfe made a motion to defer approval of the minutes of the May 7, 2024 meeting of the VWC, Gary seconded. Motion passed unanimously.

4. VWC – Updates and Next Steps

a. Meet our VWW Project Coordinator – Matthew Bachler

Tom introduced Matt Bachler of the Windham Regional Commission (WRC) Who is slated to be the Village Wastewater (VWW) Project Coordinator for the Londonderry Village Wastewater Projects, once a final contract has been finalized and approved by the Selectboard. Matt presented some background on previous work performed for the wastewater projects by WRC and Sue Westa specifically. He said he has also been working with Shane on the contract between Londonderry and the WRC. He has been meeting with Sue Westa to learn more about specifics of the project. He also presented a list of the overall project coordination services for the Design Step/Phase of the project, following the Preliminary Step and running to the next Step which would be Construction, that are a part of the pending contract.

Among them were:

1. Attending Village Wastewater Committee meetings
2. Providing written updates to the Selectboard
3. Working with the State and the Town to track project invoices and submission of reimbursement requests.
4. Responsible for keeping the project on track and schedule to meet different deadlines and deliverables within the grant agreement with the State.
5. Assisting project engineers to meet with property owners that will be hooking into the system to answer their questions.
6. Assisting with the easement process and execution of easements.
7. Assisting with finalizing the wastewater ordinance.

Matt added that he has been working with Londonderry on the Spring Hill Road culvert project since last June and is somewhat familiar with the Town.

Larry introduced the members of the Village Wastewater Committee to Matt.

b. Status of archaeological work in advance of additional soil investigations:

Chrissy said there was no update at this time because there were no signed contracts as of the meeting, but she said that in the meeting last night the Selectboard approved both the contract with Dufresne Group and the contract with the WRC for Project Coordinator services. All that is needed is for the contracts to be executed by signing and receipts of copies received by the State made, as well as distributed to the parties the contracts are with.

Tom asked if Dufresne Group (DG) could move ahead with their work based on the verbal approval of the Selectboard or whether they had to wait to have the signed contract in their hands. Chrissy responded that since all had been approved and all that is pending are signatures and distribution of the contracts to all parties and the State, she felt things could move ahead pending completion of the aforementioned. She said scheduling archeological reviews could happen once contracts with them were signed and completed. She said she has drafted contracts to be sent out this week. Once the contracts for archeological services are signed and completed, archeological reviews could be scheduled so it is not known at this time when the reviews will happen.

Tom asked if Chrissy saw any concerns with a time crunch to get the archeological reviews done. Chrissy said she didn't believe there were any concerns and that DG could start designs and the collection systems. She said she was not sure how far out the archeology might be scheduled currently, but with the extension of time for Permits in hand by September, to having only Permit Applications submitted by September, there was more time to complete some tasks. She said it takes about 4 months to obtain an indirect discharge permit (required for the design of the south village system, for future expansion). The change in the extension of time for having permits in hand added about 4 months to the prior deadline.

c. South Village Survey Launch

Tom asked Chrissy about the status of the south village survey. Chrissy responded that this had been discussed in the prior meeting. She reiterated what had been surveyed and what still needed to be surveyed, but could not yet be surveyed because the site was heavily wooded. She said there will be additional surveying done in the next Step (Construction) which will be specific to individual properties and where the services will be placed.

d. Response from VWW info packet mailing to property owners mailed 3/28/24

Tom asked about the status of this work believing that it too, had been reviewed in the last meeting. Chrissy responded that at the time of the last meeting she had not yet compiled all of the results. Since then she has gone through all of the responses and between returned responses from the packet and those who directly sent her e-mails, there were 38 interested parties in the south village. She continued to say that 8 of the 38 were not in the designated service area. She said that was due to the mailing list somehow being expanded to include properties outside of the service area. Tom asked if this meant these properties were outside of the ¼ mile zone beyond the core designated service area. Chrissy said they were outside of that area and some were far away from where any main pipes were planned. Chrissy said that her list of properties the packets were to be sent to included the core service area, the ¼ mile zone surrounding the core area and properties along the proposed route of the main pipes from the core area to the location of the wastewater system locations.

Tom said he believed it was important to find a way to notify those who fell outside the proposed service areas and let them know their properties do not fall within the planned service area and limited scope, with apologies for packets mistakenly being sent to them. Chrissy said she was aware which properties were the ones that fell well outside of the service area for both villages and that they were largely located along Middletown Road. She added that 4 properties in the south village are not in the identified service area, but sit along the main pipe route to the Prouty Town property site. She said this meant that depending upon capacity, up to 30 properties could be served in the south village. She said in the north village there were 25 interested properties, with three of the 25 located outside of the service area, meaning 22 properties within the service area.

Both Chrissy and Tom agreed that interest of property owners that fall within the service area is very good. Chrissy added that Sharon may have heard from a few more property owners that Chrissy was not yet aware of. Tom asked how the numbers were working with the capacity. Chrissy said she hasn't worked through all the properties as far as to how much capacity those interested will need in total. She said those properties that are residences, the capacity needs are fairly easy to figure. Properties that service something other than residences need to have their capacity needs assessed to establish a total capacity need, compared against the size of the initial system design. Gary H. asked if Chrissy needed to know who was going to hook up to the

system in order to proceed with final design. Chrissy said that at some point they do need to know so they can show which properties will be hooking in at the point of final design on the design drawings. She said it would also be helpful to know if the full capacity is not being used so that invitations could go out to others to encourage them to sign up to hook into the system. Tom suggested that Matt Bachler should have the list of properties to be aware of which ones have expressed an interest and for outreach. Chrissy cautioned that outreach should be limited and coordinated between DG and Matt (WRC) so communications with property owners are all on the same page and limited to designated contacts. Matt agreed to set up a time with Chrissy to coordinate property owner communications.

e. Progress with Draft RFP for Easement Appraisals:

Larry said that Shane was going to try to work on a draft RFP for the easement appraisal work before he left on vacation, but had not given word that he was able to complete the draft before he left.

f. Review, Revise, (correction to say: “recommend to the Selectboard they”) Adopt VWW Ordinance per Draft Model proposed by WRC.

Tom gave Matt some background on where the ordinance stood after Sue Westa of WRC provided the VWC with a draft which had taken many of its elements from an ordinance written for another Town. Chrissy wanted to make a clarification to the way the agenda had been worded for this discussion saying, that the VWC is not the body that has the authority to adopt the Ordinance and that it would be the Selectboard who made the decisions to adopt, the VWC would recommend to the Selectboard, but has no power to adopt the Ordinance. Matt asked if there were a specific date an ordinance would need to be adopted by. Chrissy said she didn't know whether there was a firm date on that, but that the rate structure for service would be included in the Ordinance and those interested in hooking into the systems would want to know what the rates would be before they made a final commitment to hook in.

g. Other

Tom wanted to allow others in attendance to ask questions and present their comments. He asked Ian Shore to speak first.

Ian said he currently had a shared septic field with his neighbor and the leach field was on his property adding he was very excited about the project as it would mean he and his neighbor would no longer be sharing the system. Chrissy said she received a form from Ian expressing his interest in hooking his property into the system. Ian asked for clarification about what would happen to the existing system he and his neighbor share, once they were hooked into the Londonderry Wastewater system. Chrissy responded that it would be abandoned in accordance with all proper procedures, but not removed as a part of this project. Ian asked about septic tanks. Chrissy said that if tanks were in good shape and could be used and outfitted with a pump, the existing tanks would be used. Otherwise, new tanks with pump chambers in them would

replace existing tanks as part of the project. Ian also asked about separation from water wells to septic tanks. Chrissy said there were specific isolation distances required from wells to sewer mains, sewer service and septic tanks and they will be sited appropriately, but if for some reason there is difficulty in meeting the proper isolation distances, there is a way to mitigate this with the addition of a sleeve around the pipes, essentially creating double piping.

Gary Butts asked how the amount of effluent flowing into the system was controlled. Tom responded that the Ordinance would prohibit illegal connections like storm drains, sump pumps, etc. explaining that nothing that would potentially and unnecessarily overwhelm the system would be allowed. Gary Butts asked about things like a toilet that was stuck and running. Gary H. asked if there was anything in the proposed equipment that could monitor annual flows with the idea that data could be used to identify problems like higher flows from any specific property than should be expected. Chrissy said she would have to check with the manufacturers of the equipment to see if they were outfitted with any means to monitor things like excessive pump run times. She said the Selectboard would have to determine what the basis for fees would be as far as whether there would be a flat fee or a fee based on flows and usage, which would require meters to measure the flow. She said these meters would be on the flow from the well and because of sediment and minerals in well water the meters do not work well and end up getting clogged. She said flat fees can be and normally are, based on the type of use of the property hooked into the system, using the example of a single family home being charged for the usage of 245 gal./day as an average daily flow. She reiterated that things like roof drains, foundation drains, storm drains and sump pumps would not be allowed to be pumped into the system.

Gary Butts also asked where the field was to be located at the Prouty Town Property. Tom explained that the design is still being worked on. Gary Butts thought he had seen a preliminary design showing the system in the northeast corner of the property. Chrissy responded that the Phase I field design was located just north of the southern driveway onto the property and the Phase II field was to be located just north of the north driveway onto the property, but may be moved west from that location. Gary then asked about when the archeological review would be done. Chrissy answered that she had to coordinate with those that do the review, now that the contract between Londonderry and Dufresne Group has been approved. Chrissy said she may have more information on schedule dates by the time of the next VWC meeting.

Barbara Butts said she was interested in the archeological reviews, mentioning there had been one done on their property when the Rte. 100 bridge across the West River was replaced, their property abutting the Rte. 100 State Right of Way adjacent to where the bridge is located. Tom asked if Chrissy could provide the date and time when the archeologist would be visiting the site, Gary and Barbara would be interested in observing their work. Chrissy said, yes, that could be done and invited anyone to come observe.

Gary B. asked if there were preliminary plans. Chrissy said there were preliminary plans that could be accessed through the Londonderry Town website. Gary H. said to look for the final Preliminary Engineering Report (PER) on Town website for those preliminary designs.

Gary B. asked if there would be any smell from the system. Chrissy answered that a properly functioning soil based system will not have any smell. She said they are similar to anyone's private system and added that if one can smell them, they are not functioning properly. She said the only place there might be an odor is when the lid is off of one's septic tank. Barbara asked if anything can be built on top of a septic field. The answer was no. Gary H. explained that plantings, like a pollinator garden and grasses can be planted on top, but trees and/or the driving of vehicles on the septic fields would harm them. Gary H. asked if there would be anything visible above grade where the fields were located and Chrissy said, that the system will be a drip dispersal type of leach field so a small building would be located near the field and would house the electrical panels for the system. Gary H. asked what size the buildings were likely to be, asking if 8'x 8' was a fairly close estimate. Chrissy said that would be a good estimate. Tom asked about any sort of tanks at the leach field site and Chrissy responded that there would be an equalization tank at the leach field site. She said Phase II would have pretreatment.

Larry explained that Phase II would have its design work done under this grant agreement, but would not be built under this grant agreement and would need additional funding for construction, but the great advantage would to the Town is having the cost of the design for that phase covered by the current grant funding.

Marcia Camp had a question as to whether her property would be in the area eligible for being hooked into the system in the south village. Chrissy responded that Marcia's property is technically outside of the core service area, but the main pipe will be running directly by her property. Marcia also asked about a potential guest house on her property than she may want to hook into the system at some point. Chrissy said that Marcia or anyone that had similar plans should let DG know when they come around gathering more information to mention their plans to them so it would be included in the design and the capacity calculations. She added that those who are thinking about adding another structure to be hooked into the system to not wait until later to try to add it. Chrissy will make a note to add Marcia's potential additional hook up. Larry asked if Marcia's property fell into the ¼ mile zone. Chrissy said that it did.

Ian asked if the time to ask about a second hook up on his property was now. Chrissy said yes, but added that it may not be accommodated and recommended that zoning may not allow certain things like an extra residential use on particular properties and zoning bylaws should be consulted. In addition, Chrissy and Tom added discussion about how someone who may want to and is allowed by zoning to add the type of structure that would need an additional and separate hook up, may be charged a fee to retain the hook up and the retain the needed system capacity for that use, so that the systems are fully funded at maximum or as close to maximum capacity use as possible. If someone who was paying a fee to reserve capacity decided they no longer wanted or needed the additional hook up, they could end reservation of that capacity so someone else might be able to use it. Fees and operation and maintenance costs are kept at their lowest when all the capacity of the system is used and paid for, causing the costs to be spread over the maximum capacity the system(s) will allow to be served.

6. Next VWC meeting date?

The next regular meetings of the VWC will be **the first Friday of every month at 10:00 AM** and **the third Tuesday of every month at 6:00 PM**

The VWC agreed the next regular meeting of the VWC will be on Friday June 7, 2024, at 9:00 AM (This may be corrected in the next agenda to reflect the previous regular meeting time of 10:00 AM)

7. Adjourn

Tom made a motion to adjourn.
Gary seconded.
Motion passed.
Meeting was adjourned at 7:09 PM

Respectfully Submitted,
Larry Gubb
Secretary, Village Wastewater Committee

Approved _____
Village Wastewater Committee
Sharon Crossman, Interim Chair

Link to AV recording of May 21, 2024 meeting below.

Topic: Village Waste Water Study (Gail Mann- 802-856-7669)

Date: May 21, 2024 06:15 PM Eastern Time (US and Canada)

You can copy the recording information below and share with others

https://us06web.zoom.us/rec/share/mgiVzLnO3paiJF8tGyAkV1ENFTyv_UOORuOnSROvCcAkXdR5x9-MWmepPfyBeZTC.1P13wAJQmQTrGzWJ

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