

Town of Londonderry, Vermont

100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.gov

INVITATION TO BID

RFP NO. 2026-15

DATE: July 13, 2026

PROJECT TITLE: Wastewater Operator Services

PROPOSAL DUE DATES: Bid proposals are due by Thursday, **August 13, 2026**, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: The Town will contract for a period of three years, which will expire on July 1, 2029 and may be renewed by mutual agreement of the parties.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Scope of Work
3. Pricing
4. Submission of Proposals
5. General Provisions
6. Evaluation and Contract Award
7. Bid Proposal Form

1. INTRODUCTION

The Town of Londonderry seeks a Chief Wastewater Treatment Facility Operator (Grade 1) to operate the South Village Wastewater system currently under construction and to be located at 4215 VT Route 100. The system is expected to be operational late Fall of 2026 or Spring of 2027.

2. SCOPE OF WORK

The Town seeks a contractor or company to perform the duties of a Chief Wastewater Treatment Facility Operator as required in the Indirect Discharge Permit. (See attachment A). The Wastewater Operator will be required to attend training (schedule to be determined) and to create the Quality Assurance/Quality Control plan. Full duties would not start until the system goes into operation.

Terms and conditions may be further defined in a formal contract.

3. PRICING

- A. Proposals will clearly state and explain all costs associated with the services. All work/deliveries must be satisfactorily completed before being invoiced.
- B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

4. SUBMISSION OF PROPOSALS

- A. Bids should be submitted electronically to the following email address: townadmin@londonderryvt.gov. Bids will also be accepted by mail or in-person.
- B. Respondents are to use the enclosed Bid Proposal Form (page 6) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “**Wastewater Operator Services**” in the email subject line, or on the envelope if submitted by mailed or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- D. There will be no public opening of the bids received by the Town, but they will be reviewed by Town staff as well as the Town Hall and ultimately the Londonderry Selectboard at their next available meeting.

5. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.gov

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator. For questions concerning the type of system being installed, to see

engineering designs, or to schedule a site visit, please contact Chrissy Haskins, PE of Dufresne Group at 802-674-2904 or via email at chaskins@dufresnegroup.com.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

E. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

F. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from

- any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
- 4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
 - 5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
 - 6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

- 1) Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.
- 2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

D. Start of Work

Work may commence any time after execution of a contract.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: August 13, 2026, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly.

Scope of Work Item	Hourly Rate	Maximum Cost per Year
A. Wastewater Operator Services	\$	\$

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

[END OF DOCUMENT]

AGENCY OF NATURAL RESOURCES
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DRINKING WATER AND GROUNDWATER PROTECTION DIVISION
ONE NATIONAL LIFE DRIVE – DAVIS 4
MONTPELIER, VERMONT 05620-3521

INDIRECT DISCHARGE PERMIT

Permit No.: ID-9-0340

SECTION A – “ADMINISTRATION”

In compliance with provisions of 10 V.S.A. §1263, and in accordance with the following conditions, the permittee:

Town of Londonderry
100 Old School Street
South Londonderry, Vermont 05155

is authorized to discharge treated domestic sewage from the South Londonderry Village Community Wastewater System, located in Londonderry, Vermont, to groundwater and indirectly to the West River via the collection, treatment and disposal system approved in this permit and described in Condition B2. **This is a New Indirect Discharge Permit.**

A1. Permit Summary:

Expiration Date	March 31, 2031
Type of Waste	Secondary-plus treated Domestic Sewage
Treatment System	Packed Bed Media Filter
Disposal System	Subsurface drip dispersal in mound
Design Capacity	12,960 gallons per day
Drainage Basin	West River drainage basin
Receiving Water	West River
Drainage Area	84.5 square miles
Low Median Monthly Stream Flow (LMMF)	23,042,500 gallons per day
Dilution Ratio (at LMMF)	1,778: 1
Stream Flow: Design Capacity	

A2. Compliance Schedule:

The following schedule summarizes the actions and requirements necessary for compliance with the conditions of this permit. The permittee shall complete the requirements in accordance with the dates indicated. See the designated section for specific details.

<u>Condition # & Description</u>		<u>Schedule Date</u>
A3.	Apply for renewal of Indirect Discharge Permit	January 31, 2031
A4.	Submit the results of Compliance Evaluation for Renewal	January 31, 2031
D4(a).	Have a Vermont Registered Professional Engineer complete an inspection of sewage collection, treatment and disposal system	Annually in April
D4(b).	Submit Annual Inspection Report	Annually by July 1 st
D4(c).	Submit notification of implementation of Engineer's recommendation	Annually by August 1 st
D5.	Notify Secretary of pumping of septic tanks and septage disposal	As specified
D10.	Submit a monthly disposal report for the collection, treatment and disposal system	By the 15 th of each month
D11.b.	Submit a Reserve Capacity determination	January 31, 2031
E1.	Submit Quality Assurance/Quality Control Plan	Within 180 days of Permit issuance
E2.	Collect and analyze influent samples	Quarterly
E3.	Measure the depth of ponding in observation wells	Monthly
E4.	Sewage flow measurement readings	Monthly
E5.	Collect and analyze effluent samples	Quarterly
E6.	Collect and analyze groundwater samples and measure depth to groundwater in monitoring wells	Quarterly
E7.	Submit monitoring report for all analyses	By the 15 th day of the second month following sampling

A3. Expiration Date:

This permit, unless revoked, or amended shall be valid until March 31, 2031 despite any intervening change in Water Quality Standards or the classification of receiving waters. Renewal of this Indirect Discharge Permit will be subject to all rules applicable at the time of renewal, including biological standards to determine significant alteration of aquatic biota.

For the purposes of Title 3, an application for renewal of this Indirect Discharge Permit will be considered timely if complete application is received by the expiration date. However, the permittee should apply for renewal by January 31, 2031.

A4. Compliance Evaluation for Renewal

The application for renewal of this indirect discharge permit must contain the following:

- (1) a completed WR-82 application form (note that the Schedule I application form is also required when changes are proposed to the indirect discharge system that result in a change of the indirect discharge);
- (2) a consultant's evaluation report that shall include the following:
 - (a) a narrative summary of the annual inspection reports from the past five years;
 - (b) an analysis of all monitoring data available for the treatment facility's effluent, groundwater, and receiving stream for the previous five-year period, unless a different time period is established by the Secretary;
 - (c) evaluation of compliance with the Aquatic Biota Criteria, if required by this permit and;
 - (d) an evaluation of compliance with each permit condition and permit limitation.
- (3) payment of the application fee.

A5. Revocation:

The Secretary may revoke this permit in accordance with 10 V.S.A. §1267.

A6. Transfer of Permit:

This permit is not transferable without written approval of the Secretary through the issuance of this permit to a new permittee. The current permittee shall notify the Secretary in writing, before any sale, lease, or other transfer of ownership of the property from which the permitted discharge originates. To obtain this permit, the proposed transferee shall make application for this permit to be reissued in their name.

A7. Indirect Discharge Permit Criteria:

This collection, treatment and disposal system qualifies for an Indirect Discharge Permit in accordance with §14-1802 of the Indirect Discharge Rules, effective April 12, 2019, for Experimental Treatment Systems.

This collection, treatment and disposal system qualifies for an Indirect Discharge Permit in accordance with §14-701(a) of the Indirect Discharge Rules, effective April 12, 2019, for New Indirect Discharges of Sewage. A demonstration of compliance with the Aquatic Permitting Criteria was performed for this new indirect discharge based upon the dilution method, as outlined in Section 14-902 of the Indirect Discharge Rules.

Based on information submitted with the application for an Indirect Discharge Permit, the Secretary presumes that this collection, treatment and disposal system is in compliance with the Aquatic Permitting Criteria, the Vermont Water Quality Standards and the Groundwater Protection Rule & Strategy, as outlined in Sections §14-701 and §14-804(a) of the Indirect Discharge Rules.

A8. Right of the Agency to Inspect:

The permittee shall allow the Secretary or the Secretary's authorized representative upon the presentation of their credentials and at reasonable times:

- a. To enter upon permittee's premises in which an effluent source treatment or disposal system is located or in which any records are required to be kept under the conditions of the permit;
- b. To have access to and copy any records required to be kept under conditions of this permit;
- c. To inspect any monitoring equipment or method required in this permit;
- d. To sample any discharge of waste, groundwater or surface water; and
- e. To inspect any collection, treatment, pollution management and disposal system required by this permit.

A9. Permit Availability:

A copy of this permit shall remain at the office of the permittee and, upon request, shall be made available for inspection by representatives of the Secretary.

A10. Modifications to Approved System:

Modifications of the collection, treatment and disposal system, including any increase in the approved disposal capacity specified in Condition D1, shall be approved by the Secretary before any modifications are made. Modification requests shall be reviewed and approved through a permit amendment.

Minor modifications of the collection, treatment and disposal system which do not reduce the treatment effectiveness or exceed the disposal capacity specified in Condition D1 for this system may be approved in writing by the Secretary without a permit amendment. The permittee shall submit plans to the Secretary for review and approval before any minor modifications are made.

A11. Replacement of Failed Disposal System:

In the event the disposal system fails, the permittee shall apply for an Indirect Discharge Permit amendment for a replacement disposal system that meets the requirements of the Indirect Discharge Rules. The engineering plans for the replacement system shall be reviewed and approved by the Secretary before any construction occurs.

A12. Operating Fees:

This Indirect Discharge is subject to operating fees. The permittee shall submit the operating fees in accordance with procedures provided by the Secretary.

SECTION B "INDIRECT DISCHARGE"

B1. Location of Indirect Discharge:

This New Indirect Discharge disposal system is located in the West River drainage basin. The indirect discharge is located at Latitude N 43° 12' 29.5" and Longitude W 72° 49' 29.3" in the Town of Londonderry, Vermont.

B2. Collection, Treatment and Disposal System:

This permit approves the construction and operation of the sewage collection, treatment and disposal system serving South Londonderry Village.

The sewage collection system consists of a septic tank effluent pumping (STEP) sewer system. Septic tanks with effluent filters on each property, with low pressure sewer services will pump effluent to a common sewer main in the road right-of-way. The common force main conveys liquid-only effluent to the treatment and disposal system located at 4215 Vermont Route 100. The effluent force main discharges into Flow Equalization tanks. The Equalization wet well pumps discharge effluent to the packed bed media filter secondary-plus treatment system, which discharges filtrate to the subsurface drip disposal wet well. The drip dispersal pump system draws filtrate from the drip wet well and discharges to a subsurface drip dispersal mound system. The disposal area consists of six 2,160 gpd zones that are dosed in rotation. The disposal fields are subsurface drip dispersal zones, each with an effective leaching area of 4,500 square feet. A wastewater loading rate of 0.72 gpd per square foot is proposed with 150% redundancy, yielding an effective loading rate of 0.48 gpd per square foot and design flow of 12,960 gallons per day. The treated effluent discharges to groundwater and indirectly to the West River.

SECTION C "SYSTEM CONSTRUCTION"

C1. Previous Approvals:

There are no previous approvals for this collection, treatment and disposal system.

C2. Construction of New Indirect Discharge System:

The permittee shall construct the new South Londonderry Community Wastewater Treatment and Disposal System in accordance with the following plans and specifications stamped by Christina Haskins, PE of Dufresne Group (DG) and approved by the Secretary:

- Plans titled "South Village Community Wastewater System Londonderry, Vermont. CONTRACT 2025-1" dated February 9, 2026, and revised plan sheets C9, C16, C19, C20, and C21 last revised 5/1/2026.
- Technical specifications titled "South Village Community Wastewater System, Contract 2025-1", dated February 2026.

C3. Granted Variances

- a. A variance was granted from the requirements of Section §14-1401 (a)(1)(B) of the Indirect Discharge Rules, effective April 12, 2019, which states that all disposal system designs shall provide for 100% dual alternating fields. The approved design provides six alternating drip dispersal zones dosed in rotation to deliver 150% of the design flow daily. This variance is based on the more even distribution of effluent provided by drip dispersal systems, as well as recommendations from the system manufacturers that drip dispersal systems

be operated without prolonged rest periods and with sequential flow to individual drip zones.

- b. The following variances were granted from the requirements of Section §14-1401 (a)(1)(C) of the Indirect Discharge Rules, effective April 12, 2019, which states that all disposal systems shall meet specified isolation distances:
 - Septic tanks minimum horizontal isolation distance to various items.
 - Sewer lines and Force main minimum horizontal isolation distance to property line.

C4. Construction Inspection and Certification:

Before the start of any construction of the approved South Londonderry Village Community Wastewater System, the permittee shall retain a Vermont Registered Professional Engineer to provide inspection of the construction, including, at a minimum, the following applicable components:

- a. The engineer or designated representative, or a licensed surveyor, shall stake out the location of new pump stations, sewer lines, manholes, tanks and disposal fields in accordance with the approved plans.
- b. The engineer or designated representative shall provide a general inspection of the work at reasonable intervals to ensure that construction is completed in accordance with the approved plans.
- c. The engineer or designated representative shall be present for the installation of all major system components.
- d. The engineer or designated representative shall be present for all required leakage and pressure testing, and shall verify the proper operation of all alarms, floats, valves, pumps, controls and any other component of the collection, treatment and disposal system.
- e. The engineer or designated representative shall inspect the preparation of the infiltration surface of the mound system before the subsurface drip lines are installed.
- f. The engineer or designated representative shall, prior to backfilling the distribution piping in each disposal field, witness the testing of each distribution network with clean water to assure that there is complete and even distribution throughout the drip dispersal system. The engineer or designated representative shall verify that the hydraulic design should achieve discharge rates and volumes that vary no more than +10% between all the emitters within a zone during a complete dosing event.

- g. The engineer or designated representative shall maintain written reports of all inspections performed including dates, items inspected and comments. Copies of all inspection reports shall be submitted to the Secretary upon request.
- h. Within 60 days following completion of construction, the inspecting Professional Engineer shall certify in writing to the Secretary that the collection, treatment and disposal system was constructed in accordance with the approved plans and specifications. As-Built plans of the collection, treatment and disposal system shall be submitted to the Secretary with the certification.

SECTION D "SYSTEM OPERATION"

D1. General Operating Requirements:

- a. The Wastewater Treatment Facility shall be operated by a chief Wastewater Treatment Facility Operator having a current wastewater treatment plant operator's certificate for the correct grade based on the complexity of the system. The operator's certification grade shall be Grade I based on the Vermont Water Pollution Abatement Facility Operator Rule, as amended.
- b. The sewage collection, treatment and disposal system shall be operated at all times in a manner that will (1) not permit the discharge of sewage onto the surface of the ground; (2) not result in the surfacing of sewage; (3) not result in the direct discharge of sewage into the waters of the State; (4) not result in a violation of the Groundwater Protection Rule & Strategy; (5) not result in a violation of Water Quality Standards; and (6) not exceed a disposal rate of 12,960 gallons per day.

D2. Specific Operating Requirements:

There are no specific operating requirements for this system.

D3. Effluent Limits:

The Secondary-plus treated effluent to be discharged to the subsurface disposal system shall comply with the following limits at all times:

	<u>Daily Maximum</u>	<u>Monthly Average</u>
Flow	12,960 gpd	N/A
Biochemical Oxygen Demand (5-day)	N/A	15 mg/L
Total Suspended Solids	N/A	15 mg/L
Total Dissolved Phosphorus	Monitor only	Monitor only
Total Kjeldahl Nitrogen	Monitor only	Monitor only
Ammonia (as N)	Monitor only	Monitor only
Nitrate Nitrogen	Monitor only	Monitor only

D4. Annual Inspection, Report and Implementation:

a. Annual Inspection:

Annually, during the month of April, the permittee shall retain a Vermont Registered Professional Engineer to make a thorough inspection, evaluation and report of the complete sewage collection, treatment and disposal system. The engineer's inspection shall include, at a minimum, the following:

1. measuring the accumulation of solids and scum in all septic tanks and determining if the septic tanks should be pumped out that year;
2. verifying the proper operation of all system components including but not limited to pump station pumps, alarms, controls, meters and switching valves;
3. walking the disposal fields, noting the general condition of the ground surface and checking for any signs of surfacing effluent;
4. verifying the proper operation of the secondary-plus treatment system, drip dispersal system and all associated components. In accordance with recommended inspection intervals, the secondary-plus treatment units and the drip dispersal system shall be inspected by approved service providers on a quarterly basis for the first two years of operation, and then every six months thereafter. Inspection reports shall be submitted with the annual inspection report.
5. evaluating the depth to ground water beneath the system as evidenced by the depth to groundwater in the monitoring wells;
6. checking any in-field observation wells for ponding;
7. noting any necessary repairs or maintenance that needs to be performed on the sewage collection, treatment and disposal system.

b. Annual Inspection Report:

By July 1st each year, the permittee shall have a Professional Engineer submit an annual report including the following items:

1. a complete list of the items inspected and the results of the inspection;
2. measurements of accumulation of sludge and scum in all septic tanks;

3. measurements of groundwater depth in each of the groundwater monitoring wells;
4. measurements of observation well ponding during the inspection;
5. verification that the drip dispersal zones have been rotated;
6. observations from quarterly or bi-annual WWTF and drip dispersal inspections, and;
7. a discussion of the recommended repairs and maintenance required.

c. Implementation:

By August 1st each year, the permittee shall notify the Secretary in writing stating how the Engineer's recommendations were or are to be implemented, including submittal of a schedule for the required repair and maintenance items which have not yet been completed.

D5. Septage Disposal:

During the collection, treatment and disposal system's annual inspection, the depth of sludge and scum shall be measured in all septic tanks. The septic tanks shall be pumped if: 1) the sludge is closer than twelve (12) inches to the outlet baffle or; 2) the scum layer is closer than three (3) inches to the septic tank outlet baffle or; 3) otherwise recommended by the inspecting engineer. The permittee shall notify the Secretary in writing of the name and address of the pumper and the municipal sewage treatment facility or other facility approved by the Secretary where the septage is or will be disposed.

D6. System Operation and Maintenance:

The sewage collection, treatment and disposal system shall be operated and maintained at all times in compliance with this permit and in a manner that will not pose a risk to public health and safety, or cause contamination of drinking water supplies, groundwater and/or surface water.

D7. Reporting of Failures:

The permittee shall immediately report any failure of the sewage collection, treatment or disposal system to the Secretary, first by telephone within 24 hours of the failure and then in writing within 5 days of the failure. A failed system is a system that is functioning in a manner (1) that allows wastewater to be exposed to the open air after being discharged, pool on the surface of the ground, discharge directly to surface

water, or back up into a building or structure; (2) that results in a potable water supply being contaminated and rendered not potable; or (3) that presents a threat to human health. The written notice shall include a discussion of the actions taken or to be taken to correct the failure.

D8. Non-Compliance Notification:

- a.** The Permittee shall give advance notice to the Secretary of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.
- b.** In the event the Permittee is unable to comply with any of the conditions of this permit due, among other reasons, to:
 - 1. Breakdown or maintenance of waste treatment equipment (biological and physical-chemical systems including all pipes, transfer pumps, compressors, collection ponds or tanks for the segregation of treated or untreated wastes, ion exchange columns, or carbon absorption units);
 - 2. Accidents caused by human error or negligence;
 - 3. Any unanticipated bypass or upset which exceeds any effluent limitation in the permit;
 - 4. Violation of a maximum day discharge limitation for any of the pollutants listed by the Secretary in this permit; or
 - 5. Other causes such as acts of nature, the Permittee shall provide notice as specified in subdivisions (c) and (d) of this subsection.
- c.** Pursuant to 10 V.S.A. § 1295, notice for “untreated discharges,” as defined.
 - 1. Public notice: For “untreated discharges” an operator of a Wastewater Treatment Facility (WWTF) or the operator’s delegate shall as soon as possible, but no longer than one hour from discovery of an untreated discharge from the WWTF, post on a publicly accessible electronic network, mobile application, or other electronic media designated by the Secretary an alert informing the public of the untreated discharge and its location, except that if the operator or his or her delegate does not have telephone or Internet service at the location where he or she is working to control or stop the untreated discharge, the operator or his or her delegate may delay posting the alert until the time that the untreated discharge is controlled or stopped, provided that the alert shall be posted no later than four hours from discovery of the untreated discharge.
 - 2. Secretary notification: For “untreated discharges” an operator of a WWTF shall within 12 hours from discovery of an untreated discharge from the

WWTF notify the Secretary and the local health officer of the municipality where the facility is located of the untreated discharge. The operator shall notify the Secretary through use of the Department of Environmental Conservation's online event reporting system. If, for any reason, the online event reporting system is not operable, the operator shall notify the Secretary via telephone or e-mail. The notification shall include:

- i. The specific location of each untreated discharge, including the body of water affected. For combined sewer overflows, the specific location of each untreated discharge means each outfall that has discharges during the wet weather storm event.
 - ii. Except for discharges from a WWTF to a separate storm sewer system, the date and approximate time the untreated discharge began.
 - iii. The date and approximate time the untreated discharge ended. If the untreated discharge is still ongoing at the time of reporting, the entity reporting the untreated discharge shall amend the report with the date and approximate time the untreated discharge ended within three business days of the untreated discharge ending.
 - iv. Except for discharges from a WWTF to a separate storm sewer system, the approximate total volume of sewage and, if applicable, stormwater that was released. If the approximate total volume is unknown at the time of reporting, the entity reporting the untreated discharge shall amend the report with the approximate total volume within three business days.
 - v. The cause of the untreated discharge and a brief description of the noncompliance, including the type of event and the type of sewer structure involved.
 - vi. The person reporting the untreated discharge.
- d. For any non-compliance not covered under Condition D8.c of this permit, including failure of the collection, treatment, and disposal system, an operator of a WWTF or the operator's delegate shall notify the Secretary within 24 hours of becoming aware of such condition and shall provide the Secretary with the following information, in writing, within five days:
- 1. Cause of non-compliance;
 - 2. A description of the non-complying discharge including its impact upon the receiving water;

3. Anticipated time the condition of non-compliance is expected to continue or, if such condition has been corrected, the duration of the period of non-compliance;
4. Steps taken by the Permittee to reduce and eliminate the non-complying discharge; and
5. Steps to be taken by the Permittee to prevent recurrence of the condition of non-compliance.

D9. Discharge Restrictions:

The permittee shall not allow any person to discharge or cause to be discharged anything other than sewage to this collection, treatment and disposal system.

D10. Monthly Report:

On a monthly basis, the permittee shall submit a disposal report to the Secretary summarizing all information for the collection, treatment and disposal system required for the previous month. The report shall be submitted to the Secretary by the 15th of each month for all activities for the previous month. The report shall be signed by the permittee, under the following statement:

"I certify under penalty of law that I have personally examined, and am familiar with, the information submitted herein. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment."

D11. Reserve Connection Capacity:

- a. Reserve capacity for additional construction shall be determined by subtracting the highest monthly average flow during a minimum of four years from the 365-day connected capacity. New connections shall be authorized using the design flows in the Wastewater System and Potable Water Supply Rules, as amended.
- b. Reserve capacity shall be reported at the time of each permit renewal (every five years) and include a summary of all the flow data from the previous 5-year permit period.

SECTION E "MONITORING"

E1. Quality Assurance/Quality Control Plan:

The permittee shall perform compliance monitoring in accordance with an approved Quality Assurance/Quality Control Plan (QA/QC Plan) and the conditions of this Indirect Discharge Permit. The QA/QC plan shall be submitted within 180 days of the Indirect Discharge Permit issuance and address all operational testing, effluent monitoring, and ground and surface water monitoring. The QA/QC plan shall include information about the number and location of groundwater monitoring wells.

E2. Influent Monitoring:

Once the system is in operation, the influent shall be sampled at the sample port in the valve pit just prior to the packed bed media filter system. The influent shall be sampled and analyzed as follows:

<u>Parameter</u>	<u>Units</u>	<u>Sample Type</u>	<u>Sample Frequency</u>
Flow		Reading	Daily
Biochemical Oxygen Demand (5-Day)	mg/L	Grab	Quarterly
Total Suspended Solids	mg/L	Grab	Quarterly
Total Dissolved Phosphorus	mg/L	Grab	Quarterly
Nitrate Nitrogen	mg/L	Grab	Quarterly
Chloride	mg/L	Grab	Quarterly
pH	S.U.	Grab	Quarterly

E3. In-Field Observation Wells:

The depth of ponding in each leachfield observation well shall be measured and recorded monthly, and the results submitted to the Secretary by the 15th of the month following the month of measurement.

E4. Sewage Volume Measurement:

Flow measurement readings shall be recorded daily as noted in conditions E2 and E5, and calculations of daily average sewage flows shall be submitted monthly to the Secretary by the 15th of the month following the recording period.

E5. Effluent Monitoring:

Once the system is in operation, the effluent shall be sampled and analyzed at the drip dispersal wetwell that discharges to the drip dispersal fields as follows:

<u>Parameter</u>	<u>Units</u>	<u>Sample Type</u>	<u>Sample Frequency</u>
Flow		Reading	Daily
Biochemical Oxygen Demand (5-Day)	mg/L	Grab	Quarterly
Total Suspended Solids	mg/L	Grab	Quarterly
Total Dissolved Phosphorus	mg/L	Grab	Quarterly
Nitrate Nitrogen	mg/L	Grab	Quarterly
Chloride	mg/L	Grab	Quarterly
pH	S.U.	Grab	Quarterly

The results of the effluent analyses shall be submitted to the Secretary by the 15th day of the second month after sampling takes place. The Secretary reserves the right to require increased monitoring of the system should operation of the system fail to meet the requirements of Sections D (1) and D (3).

E6. Groundwater Monitoring:

a. Chemical:

The groundwater in the monitoring wells shall be sampled in accordance with the QA/QC plan required by condition E1, and analyzed as follows:

<u>Parameter</u>	<u>Units</u>	<u>Sample Type</u>	<u>Sample Frequency</u>
Total Dissolved Phosphorus	mg/L	Grab	Quarterly
Nitrate Nitrogen	mg/L	Grab	Quarterly
Chloride	mg/L	Grab	Quarterly
pH	S.U.	Grab	Quarterly
Depth to Groundwater	Feet	Measure	When sampling

Quarterly sampling shall be performed during the months of February, May, September, and November each year. The results of the effluent analyses shall be submitted to the Secretary by the 15th day of the second month after sampling takes place. The Secretary reserves the right to require increased monitoring of the system should operation of the system fail to meet the requirements of Sections D(1) and D(3).

b. Groundwater Levels:

The depth to groundwater (below ground surface) in all monitoring wells installed around the disposal fields shall be measured and recorded quarterly. The results of these measurements shall be submitted to the Secretary quarterly, to be included in the monthly disposal field observation well report listed in condition E3.

E7. Submittal of Monitoring Results:

The results of all sampling required by this permit shall be submitted to the Secretary by the 15th day of the second month following the date of sampling.

E8. Sampling and Testing Procedures:

All wastewater, groundwater and surface water sampling, preservation, handling and test procedures used to comply with the monitoring requirements herein shall conform to procedures specified in the most current edition of Standard Methods for the Examination of Water and Wastewater APHA - AWWA - WPCF, and the Vermont Water Quality Standards unless written approval of an alternate method is received from the Agency.

The laboratory utilized for analyzing the samples shall demonstrate successful participation in third party proficiency testing recognized by ISO or NELAP for all parameters and shall analyze any check sample provided by the Secretary. Failure to obtain an acceptable result for either the Secretary's check sample or successful third-party proficiency testing may be a basis for requiring an alternate analytical laboratory.

E9. Miscellaneous:

If the permittee monitors any required parameter set forth in this permit for this treatment and disposal system more frequently or at additional locations outside the treatment facility than required by this permit, the results of such monitoring shall be submitted to the Secretary.

All records and information resulting from the monitoring activities required by this permit including all records of analyses performed and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation shall be retained for a minimum of three (3) years, or longer if requested by the Secretary. Records shall include laboratory bench sheets showing exact location, time, and composites of sample as well as analytical procedures used, interim results obtained and all calculations supporting the reported test results.

E10. Additional Monitoring Requirements:

The Secretary reserves the right to require additional monitoring of the collection, treatment and disposal system should operation of the system fail to meet the requirements of Conditions D1 and D6.

SECTION F "COMPLIANCE REVIEW"

If the results of any inspection or monitoring indicate that an exceedance of the disposal limits identified in Condition D1, or a violation of the Vermont Water Quality Standards is occurring, or is likely to occur, the Secretary may require the permittee to take appropriate corrective actions to eliminate a violation or reduce the possibility of a violation.

The issuance of this permit, ID-9-0340, relies upon the data, designs, judgement and other information supplied by the applicant, the applicant's consultants and other experts who have participated in the preparation of the application. The Secretary makes no assurance that this system will meet the performance objectives of the applicant, and no warranties or guarantees are given or implied.

SECTION G "EFFECTIVE DATE"

This permit, ID-9-0340, is effective on the date of signature.

SECTION H "APPEAL RIGHTS"

This permit may be appealed to the Environmental Division of the Vermont Superior Court within 30 days of the date of this permit.

Julia S. Moore, Secretary
Vermont Agency of Natural Resources

By: 

Date: May 4, 2026

Nathan Kie, Indirect Discharge and Underground Injection Control Programs Supervisor