

**Town of Londonderry, Vermont
Village Wastewater Committee (VWC)
Meeting Minutes
Friday, February 7, 2025 – 9:00 AM**

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

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

Others in Attendance:

In Person: none

Online:

Chrissy Haskins (Dufresne Group – Project Engineers), Emily Hackett (EI - Environmental Engineer – VT DEC), Matt Bachler (Windham Regional Commission – Senior Planner), Martha Dale (Londonderry Selectboard), Heather Stephenson (Londonderry Resident), Lynnette Claudon, PE, Chief Pollution Control Design Engineer & Planning Advance Program Lead, VT DEC, Water Infrastructure Division),

1. Call Meeting to Order:

Gary Hedman called the meeting to order at 9:10 AM

2. Additions or Deletions to the Agenda:

Lynette asked to announce some news during Public Comments

3. Approve Minutes:

Larry said draft minutes for November 18 and November 19, 2024 had not yet been approved and January 21, draft minutes were ready for approval. Tom moved to approved all three sets of minutes, Sharon seconded. The minutes were approved unanimously.

4. Project Status Updates (Chrissy Haskins, Dufresne Group):

- **South Village Funding:** Fully funded by ARPA.
- **North Village Funding:** Split between ARPA (\$11,328.99) and the Vermont General Fund (\$4,039,179).
- **Easement Commitments:** The team discussed the need to secure easement commitments from property owners before proceeding with contract documents. Chrissy emphasized that all easements must be in place before bidding can begin. The team agreed on the importance

of starting to draw down funds from the Vermont General Fund grant for the North Village by the end of the year.

5. North Village System Capacity Discussion (Chrissy Haskins, Dufresne Group):

- **90% Drawings:** Chrissy confirmed that the 90% drawings for the North Village system would be available by the end of the month.
 - **System Capacity:** A table showing the priority of parcels and the estimated flow was presented. The team agreed to approach potential users to confirm their commitment to the project.
 - **Commercial User Costs:** The team discussed the significant costs for commercial users, and Chrissy suggested a more deliberate approach to outreach and engagement with potential users.
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6. Wastewater System Budget Discussion:

- **Budget Options:** Two options were presented by Matt:
 - **Option 1:** Users are responsible for the town portion of the construction costs, resulting in an estimated annual user fee of \$1,400.
 - **Option 2:** Costs are spread across the grand list, with an estimated annual user fee of \$900.
 - The team agreed to recommend a preference for one of these options. Chrissy added that the final costs would only be known after construction is completed.
 - **Middle Ground Approach:** The possibility of a middle-ground option, where the grand list pays part of the capital cost, was discussed.
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7. Draft Wastewater Ordinance Discussion:

- **Progress Update:** Matt provided an update on the draft ordinance, noting that it was far along and would soon be ready for review by the Select Board.
- **Outstanding Items:** The team discussed the need to finalize the fee structure and technical descriptions in the ordinance.
- **Phase 2 Language:** The team agreed to include language about setting aside reserve capacity in the South Village for housing and affordable housing, which will be based on the requirements from the State for the additional ARPA funding. ~~potential system expansion in the future, particularly for housing and affordable housing.~~
- **Separate Fees:** Chrissy emphasized the importance of keeping fee details separate from the ordinance.
- The team also agreed on the need for an updated draft ordinance by the first meeting in March.

8. Village Wastewater Committee Structure and Membership Discussion:

- **Chairmanship Transition:** Sharon officially stepped down as chair, with Gary taking over. A motion to transfer the chairmanship was unanimously approved.
 - **New Member Recruitment:** The committee discussed the need for more members to ensure a majority vote on decisions. The position has been posted on the town website, and the Select Board will be asked to fill the open position.
 - **Committee Role Expansion:** The group discussed having a committee spokesperson attend monthly Select Board meetings to improve communication.
 - **Staff Changes:** Emily will transition to the Drinking Water Department, and the committee will thank her for her contributions.
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9. Other Items Discussed:

- **AI for Meeting Summaries:** Heather explained how AI tools like Fathom and Chat GPT could be used to assist in summarizing meeting minutes. The committee expressed interest in experimenting with these tools to reduce workload and improve meeting documentation.
 - **Grant Writer Discussion:** The team considered the need for a grant writer and discussed posting a statement of interest on the Londonderry Facebook Forum to attract potential candidates.
 - **Project Schedule and Commitments:** The committee discussed the importance of getting commitments from residents to maintain a reasonable schedule for the project. A follow-up meeting was scheduled to address the ordinance and fee structure.
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10. Scheduling Follow-Up Meeting for Ordinance:

- Due to key members' unavailability during the initially planned date, the follow-up meeting was rescheduled for **Friday, the 21st at 9 AM**, instead of the previous option on Tuesday, the 25th at 6 PM, Neighborhood Connections, 5700 Mountain Marketplace. Londonderry, VT
 - The meeting will focus on finalizing the ordinance and fee structure, with Matt being flexible to accommodate changes.
 - Emily shared that she will be moving on to drinking water projects and that this would be the last one with VWC for her. The VWC wished Emily good luck in her new position and hopes she would come to Londonderry for the start of the wastewater systems operations. Lynette was again welcomed back to working directly with the VWC
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Next Steps:

- Finalize the draft ordinance and fee structure in the follow-up meeting.
- Continue with efforts to recruit additional committee members and keep the project on track.
- Further, explore the use of AI tools for meeting assistance.

11. Adjourn:

Tom made a motion to adjourn. Larry seconded, all approved. The VWC meeting was adjourned at 10:40 AM.

Respectfully Submitted,
Larry Gubb
Secretary, Village Wastewater Committee

Approved_____
Village Wastewater Committee

Gary Hedman, Chair

Link to AV recording of February 7, 2025 meeting below
Date: February, 7 2025 05:47 PM Eastern Time (US and Canada)
Duration:02:11:12

You can copy the recording information below and share with others
https://us06web.zoom.us/rec/share/IaA1Xry5mFWgJbusvJnDWivdARaxAyoDv_4fja9OkAQIA-utD01QLglixPoK0LDz.NIEYIkLAWxwzo3AT
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