

Draft Meeting Minutes for Londonderry Village Wastewater Project

February 21, 2025

Attendees:

Online Attendees: Chrissy Haskins (DuFresne Group), John Kiernan (RCAP), Shane O'Keefe (Londonderry), Martha Dale (Londonderry), Lynnette Claudon (VT ANR)

Village Wastewater Committee Members: Gary Hedman, Sharon Crossman, Thomas Metcalf

Guests: Pamela Spaulding

The meeting was held at Neighborhood Connections, recorded to the cloud, and transcribed via AI Companion.

The video can be viewed at:

https://us06web.zoom.us/rec/share/Xw6xp8G-DnNRgLsz9xP58-dKqHLQCc0nQ7_Ia0cMZmtQJy_7lZ5w_iITsCUk7-0O.Zla-NunRZr-FJQ2D

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Meeting was called to Order at 9:23 AM

Quick recap

The team discussed the draft ordinance, allocation, and user fee application, focusing on the wastewater system budget and fee schedule. John presented a preliminary financial model for the village wastewater system, and the team discussed the operating expenses and construction costs for the project. The committee also discussed improvements to the wastewater system application form, additional funding opportunities for the wastewater project, and the draft wastewater ordinance and governance structure of the wastewater system.

Next steps

- Committee members to provide comments on draft ordinance to Matt by February 28th.
- Matt to send redlined edits of draft wastewater ordinance to John by February 28th.
- John to review redlined edits and provide updated version to VWWC by March 5th.
- Matt to create a short memo highlighting key sections of the ordinance for VWWC recommendation by March 7th meeting.
- John to create a short memo to accompany the draft wastewater systems budget fee and schedule for subsequent distribution to the Select Board (ideally sent to VWWC by March 5th or 6th).
- VWWC Chair will reach out to Patty Eisenhower / Londonderry Housing Committee to invite her to the next meeting.

- Matt to follow up with Agency of Commerce and Community Development (ACCD) about Community Development Block Grant (CDBG) funding for phase 2 of South Village.
- Shane to follow up with Matt on ACCD funding outreach starting Monday.
- Matt to work on streamlined version of application form for initial phase connections by March 7th meeting.
- Matt to discuss with Chrissy about pre-filling application forms for property owners.

Summary

Draft Ordinance and User Fee Application

The meeting focused on discussing the draft ordinance and the allocation and user fee application. Chrissy updated the team on the project status, mentioning a slight change in the schedule to focus on the South Village first, due to a draft approval pending with the State for a technology that would positively impact the North Village. Shane reported on the amendment to the engineering service agreements and his work on the appraisal of the Peele property, aiming to use alternative methods to determine value. The team also discussed the preparation of a list for the North Village, deciding to wait until the application comes out to see who formally applies to connect. The conversation ended with a discussion on the draft wastewater system budget and fee schedule.

Vermont Community Wastewater Cost Approaches

In the meeting, John presented a preliminary financial model for the village wastewater system, outlining various scenarios based on grant support and user fees. He emphasized that the model was subject to change and would depend on additional funding or costs. Martha asked about the typical approach in Vermont communities to assigning costs to the wastewater system, to which John responded that it varies based on the town's personality and the ability of the tax base to handle the costs. Shane suggested that the decision on how to handle the costs should be made by the select board, as it is a political decision. Martha agreed and emphasized the importance of open communication with the community about the decision-making process.

The draft budget indicated total operating expenses were predicted to be around \$65,000 (annually), with \$10,700 allocated for reserves. The costs were split roughly between the debt service and operations and maintenance costs. The annual user fee per residential unit was discussed, with Matt clarifying that it was based on a typical single-family home with a daily water usage of 245 gallons. The team also discussed the contingencies currently included in the construction cost estimate, and the potential impact on the annual user fee. It was agreed that once the 90% construction costs were available, scenarios could incorporate potential increases in construction costs and their impact on the annual user fee.

Consolidating Phase 2 Projections and Costs

John agreed to consolidate the various variables and assumptions for the phase 2 projections, providing a simplified summary for review by the select board. He also committed to providing a comparison of the first year's costs across different scenarios. Lynnette suggested providing the

costs as monthly costs instead of annual costs for better public understanding. Chrissy and the Committee discussed the need for a clear summary of assumptions and funding sources.

Project Funding

Tom questioned how the user fee may be impacted if North Village construction is completed significantly later than South Village. Chrissy clarified that the North Village project is smaller than the South Village and is not expected to be put on hold for years. It is expected that both projects will be completed within one year of each other. Matt and Lynnette discussed alternative funding options for Phase 2 in the South Village, with Lynnette confirming that a formal request has been made to the Agency of Administration for additional funding, and she is awaiting a response. Matt also mentioned his ongoing discussions with the ACCD about funding through their CDBG program. Shane shared that he had received a call from Adam Greenold from BDCC about flood-related funding at CDBG, but it seemed limited northern Vermont communities and Phase 2 would likely not see significant funding allocated. Lynnette suggested reaching out to the State Hazard Mitigation office for more funding opportunities.

Matt's Outreach Task Planning Meeting

Matt agreed to undertake an outreach task, with Shane offering to assist him and discuss the task further on Monday. Chrissy and Lynnette discussed the formal assignment of the Londonderry projects to Lynnette, with Lynnette intending to ask about it when WID management returns from vacation. Chrissy mentioned the possibility of applying for earmark funding from the Federal Government, with the application expected to be released in the next 2 to 3 weeks. Lynnette advised being broad in the funding request to avoid potential amendments. Martha and Shane indicated that Heather Stephenson was potentially available to work on the funding application, with Shane and Gary on the distribution list once the application information is released.

Finalizing Wastewater Ordinance for Select Board

The meeting focused on finalizing a draft of the wastewater ordinance for the upcoming Select Board meeting on March 17th. The goal is to provide the Select Board with a 95-98% complete version of the ordinance, as future revisions will be necessary. The next meeting on March 7th will be used to discuss the draft. The application for wastewater allocation and connection needs to be prepared for the Select Board's meeting on March 17th. The Select Board will potentially need 1-2 months to review and discuss the application and ordinance.

John mentioned consider the governance structure of the Water Commission, particularly whether the Select Board would be responsible or if another group would be appointed for decision-making and budget control. The conversation ended with a discussion about the hierarchy of future connections and the ownership of facilities, which are different aspects compared to a normal wastewater project.

Wastewater System Application Form Improvements

The committee discussed improvements to the wastewater system application form. Matt suggests creating a streamlined version for properties connecting during the initial construction phase, with Dufresne Group potentially pre-filling some information for property owners. The group agrees that

the form needs reformatting to clarify requirements for residential and non-residential uses. They plan to review these changes at the March 7th meeting to simplify the process for property owners.

Red Line Edits and Committee Updates

Matt discussed working on red line edits for the draft ordinance, aiming to share them with John by February 28th. He also mentioned working with Chrissy on technical descriptions in the ordinance. The committee agreed to send comments on the ordinance to Matt and John by mid-next week. They discussed inviting Patty from the Londonderry Housing Commission to their next meeting. The next village wastewater committee meeting is scheduled for March 7th, and Matt will prepare a memo highlighting sections where the committee should make a recommendation to the Select Board. John will also work on summarizing his work for the committee to share with the Select Board.

Sharon made a motion to adjourn, seconded by Tom, and the meeting adjourned at 10:30

Note – Draft meeting minutes are generated through AI technology. While we strive for accuracy, the generated draft meeting minutes may contain errors or omission, and are subject to revision prior to approval.