

Draft Meeting Minutes for Londonderry Village Wastewater Project

May 20, 2025

Attendees:

Online Attendees: Aileen Tulloch (Londonderry Town Administrator), Matt Bachler (Windham Regional Commission), Chrissy Haskins (DuFresne Group).

Village Wastewater Committee Members: Gary Hedman, Tom Metcalfe, Sharon Crossman, Corey Mack (online)

Guests: Bob Maisey

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/yfj7S44Z_rZr3kdWdl1QR6moXC2Q_K2CD8_vXor8VRmNZNPPeD1xN3osrKfvTwL.mVJv57f1gn0sUj3x

Passcode: **b2cyp@

Meeting was called to Order at 6:03 PM

Quick recap

The meeting focused primarily on continued discussion of the village wastewater system estimated fee structure, prepared by the Rural Community Assistance Partnership (RCAP), and need to provide further clarification to the Select Board to support their ongoing evaluation of debt service and operations and maintenance costs.

Next steps

- *Matt Bachler to prepare a streamlined summary of the fee structure to support continued discussion with the Select Board. Matt will try to circulate the draft by Friday May 23, 2025, with the final draft needing to be forwarded to Aileen by Friday May 30th, in advance of the June 2 Select Board meeting.*

Summary

Gary called the meeting to order and noted that the meeting was properly warned, with agendas posted at the post offices and town offices. No items were added to the agenda

Project Updates

Chrissy noted that the Phase I B scope was submitted to State Historic Preservation Office (SHPO), and Hartgan Archaeological Associates Inc. will look to complete the shovel testing within the next 4-

6 weeks once SHPO has approved the scope. Chrissy will be notifying property owners of the shovel testing and will follow up once the work has been scheduled.

Chrissy is working with the State to confirm conflicting information on design guidelines, primarily centered around sizing of septic tanks. Chrissy noted that no design changes were necessary. Gary noted that with the recent discussion with the Select Board, a revised construction cost estimate should be prepared for the next meeting to acknowledge current costs, and Chrissy agreed to have up to date cost estimates compiled prior to the next committee meeting.

Village Wastewater Fee Structure Discussion

Gary and Matt attended the May 19th Select Board meeting where the draft Village Wastewater ordinance and fee structure were discussed. The draft ordinance was adopted by the Select Board at the meeting. Based on ongoing discussion relative to the funding of the wastewater system, the Committee was asked to provide a clear and concise summary of the fee structure alternatives depicting the potential user fees (operations and maintenance) and debt service for the bond. The current working document was prepared by John Kiernan of RCAP and there was some question as to the distribution and breakdown of costs that RCAP provided. Bob asked a general question about timing and providing additional information to the Select Board.

Chrissy noted that the bond vote is considered binding, and that any additional costs would be subject to a subsequent bond vote. Gary asked if there would likely be additional funding available from the State from other projects that might not be moving forward. Chrissy noted that it was a possibility, and that in her opinion, there would be some additional ARPA funding left over, but that would not likely be known until after construction. Matt is also pursuing another potential funding source through the Community Development Block Grant (federal funding that is distributed by the State), for disaster recovery from the 2023 floods. Matt noted that CDBG funding typically has requirements/conditions, with Chrissy noting that CDBG is typically less onerous than ARPA, and the project should already meet the CDBG requirements.

Bob asked whether or not the Select Boards determination would potentially slow the project or result in lower connection rates. Chrissy responded that higher rates may result in lower participation. Gary and Matt noted that, in the event of lower participation, the reserve capacity would fall upon the Town and costs associated with that reserve would ultimately be applied against the grand list. Tom revisited this point later on in the meeting seeking to make sure that everyone is aware of that scenario.

The committee led a discussion of the need to provide the Select Board with a concise summary document breaking down the user fee and debt service costs, to help support their ongoing evaluation. Chrissy provided background information relative to prior special meetings and discussions with the Select Board. Aileen provided some additional points for clarification, based on her understanding of the dialogue, and also mentioned that there was further confusion on potential interest rates for the Clean Water Revolving Loan Fund that would fund construction. Tom discussed overall incentive for property owners with aging systems to participate, and also questioned whether or not the RCAP funding breakdown included the debt service that the users would be paying in the user fee's provided. Aileen recommended that the committee provide a very clear summary to the Select Board and anticipate some of the questions being discussed. Bob noted that his impression

from the 2024 Bond vote was that the debt service would be spread across the grand list. Chrissy clarified that various options were identified to the Select Board in the February 29, 2024 project meeting, and that at that time the Select Board indicated they would be making the fee determination in the future. The Committee continued to discuss what information should be provided in the summary to the Select Board, and where particular items need to be clarified.

Matt volunteered to prepare a working draft summary and circulate it to the committee. The next Select Board meeting is June 2nd, so the summary will need to be prepared and submitted no later than the prior Friday (May 30th). Gary noted that he will not be able to attend the June 2nd Select Board meeting, and requested that Matt and Chrissy both plan on attending, as the fee structure question needs to be finalized in the relatively near future to allow subsequent aspects of the project to move forward.

Next Committee Meeting –

The next Village Wastewater Committee meeting is scheduled for Friday, June 6th, at 9:00 AM.

Gary made a motion to adjourn the meeting, seconded by Sharon, and the meeting adjourned at 7:18 PM.

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.