

Draft Meeting Minutes for Londonderry Village Wastewater Project

June 6, 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, Larry Gubb

Guests: Bob Maisey, 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/eNgK85SPNVnP8JTlwR6TNCjuo7j6AE5icBe7Q9FqksZmmHMyWMRgC1pu_gKvLUUdY.YuNs6GWlg_MaGYE4

Passcode: Qxn5!a+\$

Meeting was called to Order at 9:02 AM

Quick recap

The meeting focused primarily on project status and construction cost estimate updates, and discussion of future communication to potential users of the Village Wastewater systems.

Next steps

- *Matt Bachler to prepare a draft letter to forward to potential users, the letter will accompany the user connection application and will provide a summary of the current estimated user fee schedule, generic easement description. Matt will try to circulate the draft by early next week (June 10th or 11th) and for Committee review. The potential user update will be sent out via email and US mail when finalized.*
- *Matt will revise the draft user connection application to include the following questions: Does the property have a whole house emergency backup generator? Does the user consent to an easement being placed on the property for construction and future maintenance?*
- *The Committee intends to send out the potential user update prior to June 23, with responses due by July 23rd.*
- *A public question and answer session for potential users will be scheduled for the week after the 4th of July, and the meeting details will be included in the update letter.*
- *Matt and Chrissy are both continuing discussions with Lynette Claudon and the Agency of Commerce and Community Development (ACCD) to try and identify additional funding for construction*

- Chrissy will confirm if the individual control panels at each user location will have battery backup for the alarms.
- Chrissy will confirm with Lynette whether the easement must be recorded prior to State issuing the permit, or if consent via the connection application is sufficient.

Summary

Tom called the meeting to order and noted that the meeting was properly warned, with agendas posted at the post offices and town offices. A discussion of preserving meeting recordings was added to the agenda as Neighborhood Connections had asked if past meetings could be deleted. A motion was made to approve the draft minutes from the May 2, May 15, and May 20 meetings. Larry made the motion and Sharon seconded, with all in favor.

Committee Meeting Recordings

Neighborhood Connections asked Larry if recordings of past meetings could be removed from the Neighborhood Connections cloud storage, due to file size/space. Aileen explained that as an advisory board, the Committee is not required to record their meetings. Where meetings are recorded, Vermont regulations require that the recordings be available for a period of 30 days, after which they can be deleted. Aileen recommended that any meeting recordings that were older than 30 days be deleted.

Public Comments

Pamela attended the Town of Reading village meetup. Reading is at the early stages of their wastewater feasibility evaluation. Pamela noted that the Town of Burke started their process in 2018, and offered her compliments to the Committee and project team.

Bob asked Chrissy if she had been able to make contact with two new home owners in South Londonderry. Chrissy has not yet reached out to them, but has their contact information. Bob mentioned another party that is likely returning to the area full time, and Bob will reach out to them / put them in contact with Chrissy.

Project Updates

Chrissy noted that work continues on finalizing plans and the Basis of Design (BOD) and other elements that are required by the State. Chrissy then provided updated construction cost estimates for the North Village and South Village. The South Village design is currently for all of Phase I & II. Taking into account the ARPA grant (\$4.1 million), \$500,000 grant from the State (pending formal documentation), and the bond vote (\$515,000), an additional \$980,000 will be needed to complete all of Phase I & II construction, that estimate is holding a contingency of 15% (~\$720,000), Chrissy believes that the Design / Engineering will be significantly under budget, narrowing that gap. Chrissy has talked with Lynette, and it is likely that the ACCD will attend a future Committee meeting to discuss funding alternatives that might help further close the gap. Chrissy is also evaluating whether project Phases could be separated out during construction, potentially making other funding alternatives viable (i.e. Northern Borders – likely a 50% grant). Chrissy then described a hybrid approach (Phase I +), which would facilitate construction of Phase I and the pre-treatment (would give capacity for all connections, but not all connections would be made at that time), in this scenario the

funding gap would be ~\$400,000, which would be within the overall contingency of ~\$630,000 – which does not account for project Design / Engineering cost savings.

Once the project is put out to bid, the project contingency will be reduced to 5%. A discussion of recent bidding on similar projects indicates that pricing is competitive and Chrissy is hearing that construction firms are looking for work. Chrissy also discussed putting the project out with add/deduct alternatives.

Chrissy then mentioned that it appears the Vermont legislature recently passed a bill that will extend the deadline to utilize the state funding (\$500,000) until September 2027

Matt then discussed his ongoing conversations with ACCD regarding Community Block Grant Development (CDBG) funding. Matt is under the impression that the likelihood of the CDBG funding the project through the disaster recovery program is low, but there are other ACCD programs that are being explored.

Chrissy then explained that for the North Village, the scenario is similar to the Phase I + option for the South Village, where additional funding will likely be necessary, and Design / Engineering should come under budget.

The Phase I B scope was submitted to State Historic Preservation Office (SHPO), pending approval by SHPO, Hartgan Archaeological Associates Inc. will look to complete the shovel testing within the next 4-6 weeks. Chrissy will be notifying property owners of the shovel testing and will follow up once the work has been scheduled.

Gary noted that with the ongoing discussions with the Select Board, a revised construction cost estimate should be prepared once additional clarity is provided. The discussion then covered questions on particular line items in the estimate (i.e. ledge allowances, property restoration).

Outreach to Potential Users

With the Select Board voting in approval of applying the debt service for the project across the grand list at their June 2nd meeting, outreach to potential users was discussed. Matt is working on a draft summary letter to potential users that will provide a project update, current fee schedule structure (i.e. estimated monthly user costs), project timeline, and a link to the Draft Ordinance on the Town website. The group agreed that providing generic easement information would be helpful as the Town Attorney is still reviewing the easement language. Chrissy noted that the easements will be filed with the land records on one comprehensive plan. Gary asked if an agreement to enter an easement question could be added to the connection application, Chrissy or Matt will follow up with Lynnette to determine if the easements must be recorded prior to permitting, or if consent on the connection application via the question would be sufficient.

Matt is going to try and send the draft to the Committee early next week (June 11th) and hopes that the letter can be sent out to potential users prior to June 23. A public question and answer session during the second week of July was suggested, so that potential users could attend and the project partners could answer questions about the project / project details. Matt suggested that a response from potential users should be required by late July to maintain momentum and support putting the project out to bid in September 2025. The project update will be sent out via email and US Mail. Wastewater

permits won't be issued from the State until we have the user connection applications. The meeting then covered several systems related questions and discussion on septic tank placement, emergency alarms, restoration of construction areas, etc.

Matt noted that for the final connection application, assistance from Chrissy to provide some of the information (i.e. daily flow) for the project application would be appreciated. Chrissy requested that the user connection application also be revised to include a question as to whether the property currently has an emergency backup generator. Every connection will feature a generator hookup at the control panel to facilitate pumping down the septic tank in the event of a prolonged power outage. Tom pointed out that during a prolonged outage, inflow to the system would likely decrease as the service area / users are reliant on private wells. Chrissy then explained several contingency plans that are in place (i.e. replacement pumps in supply, a vendor agreement to pump out tanks).

Next Committee Meeting –

Aileen confirmed that at the June 2 Select Board meeting, the Select Board included Neighborhood Connections as an approved meeting place for Town Committees / Advisory Boards. The next Village Wastewater Committee meeting is scheduled for Tuesday, June 17th, at 6:00 PM.

Gary made a motion to adjourn the meeting, seconded by Sharon, and the meeting adjourned at 10:27 AM.

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.