

WEST WINDSOR WASTEWATER COMMITTEE
Draft Charge, Work Plan & Minutes of August 2, 2010

Present: Glenn Seward, Al Keiller, Win Johnson, Barbara Truex, Rudy Gross, Don Robisky
Absent: Elvin Kaplan

The meeting was called to order at 9:00 AM.

Background:

The proposed West Windsor Town Plan 2010 submitted by the Planning Commission to the Selectboard recommends the town conduct a comprehensive feasibility study (including technical, political and economic dimensions) to determine the costs and benefits of a community wastewater system. An initial meeting of the Wastewater Committee was held on August 2, 2010, at which Donald Robisky of the State of Vermont Facilities Engineering Division presented information, summarized below, about available State assistance.

The State of Vermont has funds available to towns in the form of “planning advances” for conducting “small community wastewater evaluations”. Such an evaluation would be focused on Brownsville Village (“between the bridges”) but would have implications for the entire town and should provide the following: an inventory of the current condition of wastewater treatment in the Village, evaluation of the existing Ascutney Mountain wastewater connection and Windsor wastewater system capacity for a Village system “hook up,” a range of reasonable options for addressing long range wastewater needs in the Village, and a rough range of costs and timelines for each option. The Selectboard should then be in a position to select the option or options for consideration by the town. Any option other than “no change from the present” would require preliminary and detailed design phases with associated costs and milestones before proceeding to the next step.

The State funding (an “advance”, not a loan or grant) would not have to be paid back if a wastewater project did not result from the evaluation. Funding for preliminary and detailed design would be available, but would have to be repaid regardless of whether a project resulted or not. If a project did ultimately proceed, all funds including for the initial evaluation must be paid back to the State, presumably rolled into a bond issue or other permanent financing for the project. Based on the experience of other Vermont towns, the cost of typical small community wastewater evaluations have been in the range of \$15,000 to \$30,000. There are consulting firms available to do such evaluations. It is advisable to include a water supply dimension in the study as the incremental cost when combined with the wastewater evaluation is relatively small, and can be covered by the State advance.

Committee Charge:

Evaluate the desirability and ramifications of conducting a State funded “small community wastewater evaluation” and make a recommendation to the Selectboard no later than October 31, 2010, regarding application to the State for funding to complete such an evaluation.

Work Plan:

1. Confirm charge.
2. Review work plan and modify as appropriate.
3. Advise Selectboard of charge and work plan, and obtain concurrence to proceed
4. Understand experiences of other Vermont towns
 - a. Identify towns to contact
 - b. List specific questions to ask each town to attempt to gather comparative information (e.g. timing of study, cost, consultants used, nature of report, reaction of town, etc.).
 - c. Collect information and summarize
 - d. Review gathered information with D. Robisky to confirm findings and add to conclusions.
 - e. Change work plan and approach as appropriate
5. Engage community
 - a. Utilize the Committee charge, as well as information from the State and gathered from other towns to develop consistent talking points for engaging community members. Specifically address the anticipated scope, process and products of a typical consultant evaluation.
 - b. Identify Village properties and owners who might be affected by an enhanced wastewater plan, and select a representative group for Committee members to engage directly; seek similar input from representative town's people who reside beyond the Village.
 - c. Warn, and then conduct, a meeting of the Committee to seek general input from the entire Town, as well as Village members, on the advisability to seek State funding for "small community wastewater evaluation" and what the town would like to get out of such a study.
6. Draft proposal based on input from Town and research gathered from State and other town experiences.
 - a. Conclude whether there is sufficient need and demand for moving forward with a State funded evaluation.
 - b. Draft the "scope" and "expected outcomes" section of a request for proposal that would be used in both the application to the State for funding and the basis for soliciting responses from consultants
7. Reach consensus on recommendation within Committee
8. Present conclusion to Selectboard no later than October 31, 2010
9. Be prepared to move forward with expeditious application to the State if approved by the Selectboard

Election of Officers

Win Johnson nominated Glenn Seward to serve as Chair of the Committee. Glenn declined. **Win then nominated Al Keiller to serve as Chair. Barbara seconded the nomination, which passed unanimously. Glenn nominated Barbara Truex as Clerk. The nomination was seconded and passed unanimously.**

Adjourn

The meeting was adjourned by unanimous consent at approximately 10:35 AM.