

West Windsor Selectboard
Draft Minutes
March 24, 2015

Present: Glenn Seward, Dick Beatty, Tom Kenyon, Martha Harrison, Joe Duncan (Aldrich + Elliott), Nate Pion (Aldrich + Elliott), Robert Pelosi (ANR), Jim Kenyon, Joe Ouelette

1. Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 10:00 AM.
2. Changes or additions to the agenda – None
3. Announcements/Public Comment – None
4. Review village sewer plans with A&E and the Dept. of Environmental Conservation – Joe noted that Robert Pelosi has taken Tom Joslin’s position with the Facilities Engineering Division at the Agency of Natural Resources (ANR). ANR has to approve the design before the project can move forward. Joe described the existing sewer system, the base project and the bid alternate. Joe noted the expected initial flows and the design flows and described some of the technical aspects of the system. Joe said the only above-grade structures at the pump stations would be a backer board with some panels and power on it and a generator. The pumps for the town hall and the fire station will not be the same size, but each pump station has two pumps. Joe said the design will include a SCADA (Supervisory Control and Data Acquisition) system, which allows remote access and operation. Joe noted that the operating efficiency of submersible pumps is relatively low but they will probably only run for an hour or two per day. There was discussion about how the pumps operate and pump maintenance, which will be provided by the Town of Windsor. Joe noted the soil borings done to locate ground water, ledge, clay, etc. This information will assist the contractor. Nate said they did run into hard pan with a few of the borings, but didn’t find any ledge. Joe said the goal is to put everything at least six feet underground, below the frost line. Jim asked if there has been any consideration to running the sewer up Seems Road. Joe said not at this point but all the pipes have been sized to accommodate a future expansion up Seems Road. Nate went over the drawings with those present. Robert asked about easements. Joe said A+E will be working on the easements with the town but they are a little behind on the design due to environmental and Act 250 reviews. Joe mentioned the possibility of breaking the contract into a main line contract and a sewer services contract. Joe said because federal funds are being used, the town will need permanent easements for all the individual service connections. Dick asked if title examinations and subordination agreements will be required for each of the properties. Joe said yes. Joe said A+E will provide the town with sketches defining the limits of the easements and standard verbiage for the property owners to sign off on, and then Matt Birmingham can do his research. Dick asked if the property owners have the option of granting the easement or not. Joe said yes, but the town has a sewer ordinance requiring all property owners within 200’ to connect to the system so they will be charged a sewer fee whether they connect or not. Tom had some questions about some of the individual sewer service connections. Joe asked Tom to review the plans and note any concerns. Tom said we need to find out if the mobile home next to the Brownsville Garage is going to stay there. Nate said the project will include new pumps and piping improvements at pump station #1, and add a meter vault to record the flows leaving the pump station. Nate said there will also be a new generator and LP tank at that site. Nate said there will also be an LP tank and a generator at the firehouse pump station and the municipal pump station. Nate said there are three existing storage tanks at pump station #1. Nate said it may be necessary to remove some trees along Route 44. Services going under Route 44 will be done with directional bores. Tom suggested connecting the lot next to the post office. Joe said there will be “clean outs” on the individual service connections. Joe said most of the existing piping on village properties is cast iron or PVC. Nate said the process piping, check valves and hatches at pump station #1 will be replaced and new pumps and slide rails will be installed. Joe described how the storage tanks at pump station #1 are configured and how they work. The pump station was

designed to handle the full build-out of the resort and it's only handling about ¼ of the volume it was designed for so a lot of wastewater ends up sitting around and it gets septic causing odor issues further down the line. Joe said the intent is to valve it off, investigate the piping, and do some non-destructive thickness testing. Joe said because the pump station has an emergency generator, the amount of storage currently in place is not necessary. Glenn asked if the evaluation of the tanks is included in the project. Joe said A+E included \$100,000 in small purchases in the budget. Joe said Windsor is currently charging a flat fee per connected user but West Windsor would like to meter the flow. Robert asked Joe to include a narrative with the design package addressing the odor issues. Joe said Windsor doesn't seem to be interested in a bioxide system; they're committed to their chlorine feed. Joe noted the advantages of bioxide and said A+E is planning to put in a chemical feed component and they'd like it to be a bioxide unit. Joe said pumping at night also helps with odor issues. Joe said there are operational changes, such as pumping frequency, that can help as well. Nate said the proposal is to locate the control panel, generator and LP tank for the fire station pump between the fire station and the General Store. Robert asked about the size of the generators. Joe said A+E's electrical engineer is working on sizing them. Martha asked if everything would be above the BFE. Joe said yes. Robert asked Joe and Nate to show the BFE on the plans. Joe said the town and the fire department are both interested in increasing the size of the pump station generators to power the buildings as well, with each organization to cover the increase in cost. Robert said his letter will specify what's eligible for CWSRF funding. Tom said the snow gets plowed into the area between the fire station and the general store so he suggested locating the control panel, generator and tank along the side of the fire station where they are planning to put up a shed roof. Dick asked if a larger generator will require a larger LP tank. Joe said they'll have to look at that. Dick asked if the propane tank at the town hall can be buried. Joe said yes: they're planning on burying it. Joe said they may have to have the control panel in the vicinity of the pumps. Robert asked about desirable pump run times. Joe said the minimum is two minutes so they'd like to shoot for a five minute run time. Glenn asked about bringing Windsor into the conversation. Joe agreed. The deficiencies at pump station #1- detention time, pumps, valve vault, SCADA, odor control - are being addressed as part of this project. The deficiencies at pump station #2 include emergency storage/overflow control issues so Windsor either has to provide emergency power or repair the gravity overflow device. Joe said it's his understanding that they're going to put a generator in. Joe said Windsor's SCADA system is also unreliable and they need to address that. Tom asked how much more money Windsor is going to get when the Brownsville sewer system comes on line. Joe estimated \$18,000 per year. Joe said he will contact Windsor's Town Manager Tom Marsh. Robert said the state will need confirmation that the deficiencies at the Dairy Lane pump station have been corrected at the 90% design phase. Dick asked about the timeframe. Joe said they will wrap things up with the design and the easements in the next couple of months and put it out to bid by mid-May so there's a contractor lined up to start by the middle of June. Joe explained the funding sources for the project. Joe said the project is pollution abatement grant eligible but it needs legislative approval and the Governor took it out of the FY 2016 budget. Joe said he and Glenn went to Montpelier to try to talk the legislators into putting it back in the budget but we don't know where that stands. Glenn said Martha has been trying to contact our representatives to find out what the status is. If they don't restore the funding this year, Joe said, we won't know until two years from now whether it's included in the FY 2018 budget. Joe said grants can be awarded retroactively but there's no guarantee. Joe said the town was awarded a CDBG-DR2 grant of \$891,000 but those funds have to be spent by the end of this year. Joe said he gave Nate Cleveland from VCDP, the granting agency, an update on the project yesterday. Joe said it's likely that the sewer will be in by the end of the year but it's possible, if we get an early winter, that all of the services won't be connected. According to Joe, Nate said VCDP could allocate a different funding source with a deadline at the end of 2017. Joe said the project is \$2.1 million. With \$900,000 in grant funds, the town would need \$1.2 million in loans if we don't get

the pollution abatement money. Glenn said the town asked the voters to authorize the full \$2.1 million project minus any grants received. Glenn added that the town informed the voters that the pollution abatement grant was not a sure thing. Glenn said at the time the Selectboard was asked if they were prepared to go forward with the project without the pollution abatement grant. Glenn said the Preliminary Engineering Study reflected grant funds way less than the \$890,000 we've been awarded so we're better off than we thought we'd be, even without the pollution abatement funding. Joe said he talked to Winslow Ladue about including a subsidy element in the CWSRF funding, but Winslow hasn't determined how that is going to be administered yet. Joe said Winslow recommended that West Windsor have a representative attend the IUP priority list hearing. Joe noted that there has to be a low to moderate income element to the project, which West Windsor's project has. Regarding the bidding requirements of VCDP and ANR, Joe said A+E met with both agencies to determine what has to be included in the bid documents. Regarding permitting, Joe said the Act 250 application is on hold right now because Sacha Pealer had some questions about floodplain and river corridor impacts. Joe said most of the infrastructure is 6' or more underground and the forcemain will be at least 3' under the streambed. Joe said A+E has a conference call with Sacha on Thursday. Joe said Tom Jamison, who did the archeological study, also has some concerns about a couple of the house services. Joe said VTrans is on board, and stream alteration is on board with the directional bores. Joe said the project will comply with the Construction General Permit requirements for stormwater and erosion control. Joe said there are some wetlands at the intersection of Route 44 & Brownsville-Hartland Road. Joe said the project will not directly impact the wetlands but will be within 50' of them. Joe said anyone with an existing water/wastewater permit will have to file a revised permit indicating their connection to the sewer at the completion of the project. Nate said there are six or eight. Regarding local zoning, Martha said public utilities are exempt but, if there's going to be an addition on the side of the fire station, then that would not be exempt. Tom asked about the culverts under Route 44. Glenn said the town met with VTrans and they don't have the funding to replace the culverts right now. Joe said the sewer line will go under the culverts and they'll try to leave as much room as possible for VTrans to increase the size of their culverts in the future. Glenn said it would be nice to have the roadside work done before the road is paved, which is scheduled for later in 2015. There was discussion about splitting the contract into a contract for the main sewer line and a separate contract for the individual house services. Glenn asked if that would have an adverse effect on the total price. Joe said there would be increased costs associated with mobilizing twice. Joe said he is concerned about how to handle the bid alternate. Glenn said he'd be more comfortable having one contractor spread the work out over two construction seasons, which would address concerns about the bid alternate. Dick asked if the \$2.1 million includes the bid alternate. Joe said no; the bid alternate was an additional \$80,000 he thinks. Glenn said if we put it out to bid and the bids are low, then we can afford to do the bid alternate. Dick asked about A+E's track record with having actual costs come in at or below budgeted costs. Joe said for linear projects, 90% of the time the actual costs are at or below the budgeted costs. Martha asked if it's possible to get the entire project done this year. Joe said it's possible and actually the contractor would probably prefer to complete it in one season. Dick was concerned about delays in getting easements from property owners. Tom asked how long it would take to hook up each property. Joe said the contractor would probably be able to hook up one or two properties per day. Martha asked if we're ready to do the easements or if we have to wait for the final design. Joe said A+E will give the town the first draft of easements with exhibits next week and the Book and Page of the deed. Dick asked if A+E has a standard subordination form. Joe said he will check with Matt. Joe said A+E will talk with Windsor, move the design forward, and schedule another review. Robert said the town can start submitting requests for reimbursement but, at this point, would not be reimbursed the full amount.

5. Other Business - Water System: Joe reviewed the current configuration of the water system, not including the snowmaking lines. Joe described A+E's plans to eliminate the pump stations in the base lodge. Joe said he needs to talk to Patricia Beavers. Glenn said the APA for the water system includes easements allowing the town to access all areas they need to access to operate and maintain the system. Tom asked about the lead time for getting a new pump. Joe said he's going to get that information from Champlin. Dick asked if there is a connection between the water line and the booster pumps at Mountainside Condos. Joe said yes. Tom asked if the booster pump was used with the abandoned well. Glenn said yes. Joe said everything in there should be cut and capped and the booster pumps should be pulled out. Joe said the only connection should be where the water company line comes in and where it goes out to feed the condos. Joe suggested leaving the vault and the valve in there. Glenn said in his opinion, that should be the point where the ownership changes. The water company should own up to the valve house which supplies the units. Tom suggested eliminating the building. Joe said the town could pipe around it and put a curb stop on it. Dick asked if that would need to be approved. Joe said yes. Joe explained that A+E has a contract to do the preliminary engineering to put together a concept plan to fix the water system. Joe said the plan will include bypassing the Mountainside pump house and providing enough pressure to ensure that the pump house is not necessary. Dick said he just wants to be sure the plan is approved and eliminates any possible contamination to the town's system. Dick said this may come up sooner if the Mountainside Condo Association files to intervene with the Public Service Board. Joe said once the service bypasses the booster pump, Mountainside can do what they want with it. Joe said A+E will present the plans to the water division and, once the town owns the system, they can apply for a permit to operate, and then a permit to construct. Joe said this can be funded as an emergency project with minimal design. Joe noted that the town will have to get three bids and include Davis-Bacon wage and Buy American provisions. Tom asked about buying the pump in advance. Glenn said once A+E is comfortable with the engineering and the size of the pump, we should go ahead and order it, given the lead time. Joe said he will find out what the procurement policies are for a direct purchase. Joe said the town can purchase the pump directly if they don't need emergency funds. Martha asked if A+E has a water ordinance the town could review. Joe said yes. Joe said when it's time to put together a bid package, the town will have to sign another engineering services contract. Existing sewer: Martha asked about the ownership of the upper loop. Glenn said that's one of those issues that was never resolved; it would take a serious effort on the part of the town to get that done. Martha asked how the town should participate in the sewer rate review. Joe encouraged West Windsor to ask Tom Marsh about Windsor's process for setting rates and then ask to participate in the process. Glenn encouraged Martha to sit down with Tom Marsh. Glenn said not only does Windsor charge an e.u. rate but they also charge for access to the sewage treatment plant. Glenn agreed to go over the details with Martha before she talks with Tom. Martha asked about reviewing the list of short-term and long-term improvements proposed by A+E. Joe said he would recommend flushing and TVing the section from the parking lot to the pump station and the line from the parking lot to the Windsor, Cunningham, and Administration buildings. Joe said A+E will provide a quote for doing that. Joe suggested reviewing the list of proposed improvements next year when the sewer construction project is done and the water project is done. Glenn said we don't want to forget about the improvements that Mountain's Edge needs to do to their system prior to the town taking it over. Joe noted that the town's application for funding to work on the upper loop is on the priority list.
6. Adjourn - **Tom moved to adjourn at 12:55 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison