

West Windsor Selectboard
Draft Minutes
May 22, 2019

Present: Win Johnson, Matt Kantola, Martha Harrison, Jeff Fehrs (VT DEC), Mike Reynolds (Windsor WWTF Operator), Jason Booth (A+E), Alex Arsenault (A+E), Jeff Lewis (A+E), Patricia Beavers (P2), Michelle Jenks (VT DEC, by phone), Lynnette Claudon (VT DEC, by phone)

Call to Order – The meeting began at 10:10 AM. There were no changes to the agenda, and no announcements or public comments.

Review Plans & Projects with A+E and VT Dept. of Environmental Conservation:

Sewer Asset Management Plan – Led by Alex Arsenault, the engineers from A+E reviewed the draft Waste Water Asset Management Plan with Win, Matt, Martha, Mike Reynolds and Jeff Fehrs. The storage tanks at pump station #1 still need to be added to the asset inventory. Jason noted that there is some deterioration of the epoxy coating on storage tank #2, which the town may want to consider repairing. Overall, Jason said, the storage tanks at pump station #1 are in good shape. Pump station #3, at the Town Hall, and pump station #4, at the Fire Station, are concrete structures with submersible pumps and no emergency storage. Alex noted a grinder pump at the corner of Route 44 and Brook Road, which serves the Hoisington property. Alex said the pumps for the pump stations at the hotel and fitness center were installed in 2014 and are in good condition. Martha said Orange Lake upgraded those pump stations prior to the town taking them over. Jeff Fehrs asked if they are concrete structures. Jason said yes. Martha asked if the generator for the Windham building would run the pump station in a power outage. Jason said there's no specific emergency stand-by power at the Orange Lake pump stations. Jason said typically the structures have a storage capacity, but he'd have to go back and look at those numbers. Mike said Windsor would truck the waste, or hire someone to truck it, in an emergency. Jeff Fehrs said he was aware that Windsor was treating the waste from West Windsor but he wasn't aware that they were also providing O&M services. Alex noted a negative remaining useful life for some of the sewer line segments on Ski Tow Road and said the inventory will be updated after the sewer project is completed. Jeff Fehrs asked if there are any issues with the PVC that has been in the ground since 1980. Jason said some of the issues with the gravity lines will be addressed with the sewer rehab project, but the force mains have not been inspected. Jason said he doesn't know what type of PVC was used for the sewer force main, but there's not as much pressure on a sewer main as there is on a water main so it's not as critical even if it's thin-walled. Mike said when Tropical Storm Irene took out the sewer line where it crossed under Mill Brook, it was replaced with Blue Brute. Jason said Blue Brute is typically a C-900 pressure class pipe. Jason noted the mystery force main that serves one house on Mountainside Drive and said there are questions about who owns it. Jason said somehow that homeowner is pumping effluent into one of the 4" lines that served the abandoned lagoon/spray field system. Jason added that A+E doesn't know where that line comes out, but they believe it gets to the pump station somehow. Jason said the town should find out more about the line; he has concerns about a 4" line serving a single residence because it wouldn't be getting any flushing velocity. Jason said the line could potentially be used to connect the whole Skyhawk development. Matt asked about locating the line. Jason described some options for inspecting the lines. Martha said the town has a map showing three 4" lines. Win described how Glenn Seward discovered the connection a number of years ago, as a result of surfacing effluent. Jeff Fehrs suggesting checking with the regional office to see what is on file for the wastewater permit.

Jason said A+E doesn't have the 4" line in their asset inventory but it sounds like they should add it. When it was discovered, Win said, Glenn had a conversation with the Plausteiners about the unauthorized connection. Martha said there was an agreement with the property owners but she can't recall the details. Matt suggested using an electronic device to locate the line using gps; he said Stearns Septic in Enfield does it. Mike said he doesn't know if they'd do it with a force main, which has limited access. Regarding the manhole inventory, Alex said A+E doesn't have diameter information for some of them. Martha said she doesn't think the town has that information. Jason said they can probably pop some covers. Alex said, because some of the manholes were not inspected, A+E made assumptions about their age and condition based on the age and condition of similar structures. Martha asked if the information is going to be updated after we do the project. Jason said yes. Jeff Fehrs asked if each manhole is going to be inspected. Jason said some of them were inspected in 2015 but some were inaccessible or not located; A+E is coordinating with Mike to get into them. There was additional discussion about the 4" line, including how to determine where it comes out. Jason said if it's an active line that the town owns, that's a lot of pipe for one property. Jason said next week A+E should get into the manhole where they think it comes out. Alex said the asset management plan includes typical O&M tasks. Martha and Mike talked briefly about the Mission system. Martha asked Mike if the Fitness Center pool drains to the sewer system. Mike suggested that Martha ask Orange Lake about that. Alex noted a draft five-year fiscal and capital plan, which includes a maintenance schedule. Jason said A+E does not see the need for any major maintenance after the sewer rehab project is done. Jeff Fehrs said he thinks \$2,000 is the minimum the town would want to put into capital reserves. Win said he sees the \$2,000 coming out of operations, and the net income going into capital reserves, although there's not much "net" in the five-year projections. Win said the projections are a "worst case" because we know we're not going to use the full loan amount. Alex said the asset management plan will be updated and finalized next January, after the sewer project is complete. Alex also noted the proposed new manhole numbering system. Jason said the current numbers are all over the place. Martha said all the studies that have been done until now reference the old numbers, which could be confusing. Win suggested a table cross referencing the different numbering systems. Jason said he thinks the town can just use the new system going forward. Jason said they could add a column to the manhole inventory with the old manhole numbers.

Sewer System Rehabilitation Project (60% design review) – At approximately 11:15 AM, Lynnette Claudon joined the meeting by phone for the sewer project discussion. Jeff Lewis said he and Alex have started the field work and plan to finish it next week; they need some assistance in locating manhole B, and they also need to survey the area between manhole #9 and #10. Jeff Lewis went through the contract drawings page by page. Jeff Lewis said there will be some bypass pumping, which could result in brief (i.e. an hour or two) disruptions of service during the project. The contractor will be required to notify affected customers in advance. Jason said they don't plan to air test the line because they would be tying the services back in as they pass by, but they would test the manhole structures. Lynnette said that sounds reasonable to her. Lynnette said the new rules don't have guidance on that so it's up to the Facilities Engineering Division. Martha noted that each house has two water service connections – one active and one abandoned. Jason said they will add a note about that for the contractor. Win noted that Mike Spackman is planning to have sections of Hotel Road ground and re-paved this summer, including a section where a sewer line crossing is causing a bump in the road. Jason said the sewer project contractor will not be doing any work on Hotel Road. Martha said if the sewer line is down as far as it should be, it shouldn't be causing a bump in the road. Jason said it may not be six feet down. Jason said the project will involve AIS, DBE and Davis-Bacon. Jason briefly

reviewed the technical specifications that will be included in the contract documents. Jason asked about the section of line that crosses Mts. Edge property. Martha said the town has an easement for that section. Jeff Lewis said A+E believes that the loan for this project would be a 2% loan for 20 years, and would be eligible for a 50% planning subsidy and, potentially, a construction subsidy. Lynnette said there is no construction subsidy available in this year's IUP or next year's IUP. Martha asked about a 30-year loan. Lynnette said when bid quantities are available, we can go through and assign an asset life to each of the items in the bid quantity and come up with a cost-weighted average useful life for the project. Martha asked if the town could get a 30-year loan if the average useful life is over thirty years. Lynnette said yes. Jeff Lewis said the environmental document for this project was submitted on April 9th and the Facilities Engineering Division is pushing for a categorical exclusion, which carries a 30-day review period. Jeff Lewis said it was determined that this project does not need an Act 250 permit. Jeff Lewis said A+E will submit an application for a stormwater construction general permit with the 90% submittal. Jeff Lewis said the total project cost estimate will be updated for the 90% review meeting, which A+E would like to schedule for the end of June. Jason noted that the loan application won't be approved until the Step III engineering services agreement (ESA) is approved. Jeff Lewis said if the 90% meeting is held in June, and the ESA is approved, then we can advertise for bids in July, award the contract in August, and begin construction in September, finishing in December. Jeff Lewis noted that the materials are readily available. Jason said A+E doesn't see any roadblocks to moving forward with the project this year. Jeff Fehrs asked about the contractor climate. Jason said they're seeing a lot of bids coming in under the engineer's estimate. After the sewer project review, Jeff Fehrs headed back to Montpelier.

Water System Improvement Project (60% design review) – At 1:05 PM, after a lunch break, Michelle Jenks joined Win, Martha, Patricia, and the three engineers from A+E, to review the water project plans and map. Jeff Lewis said the electrical contractor is tentatively scheduled to come down on May 29th and the soil borings are scheduled for June 21st, but the site will be restored by the end of the day so there won't be any impact on the Solstice event the next day. Jeff said the well house is small, about 50 square feet, and will be similar in design to the booster pump building. The generator will be a liquid propane generator, probably Kohler for ease of maintenance. Jason said for the 90% review meeting, there will be electrical drawings. Michelle had a few comments for the 90% plans: disinfection and pressure leakage testing results, making sure the plans are signed and stamped, and anchoring on the slope. Win asked Michelle about the timing of the review of the plans. Michelle said, given their staffing issues, the Drinking Water Division is trying to figure out who will be reviewing construction permit applications. Win asked if it would help to submit the application as soon as possible. Michelle said the permit application will go to the Division's engineer first, then to internal review, then there's a two-week comment period before it can be executed, so the sooner it is submitted the better. Michelle said this is a fairly easy project to review. Martha said the town has an easement for the well isolation zone, and a broadly worded easement from Ascutney Outdoors. Jason said, before construction, we'll need a Certificate of Title to Site from an attorney saying we have the legal right to put the improvements in the proposed locations. Jeff said this project is also subject to AIS, DBE and Davis-Bacon, but none of the components are troublesome from an AIS standpoint. Jeff said there's a potential loan offer of 2% for 30 years for this project, with a 25% or 30% subsidy, depending on timing. Michelle said loan questions should go to Ashley Lucht. Jason said there is a 30% subsidy available this year; next year it's going to be 25%. Jeff said the Permit to Construct application will be submitted following the 90% contract documents and the environmental document was submitted on May 15th. Jeff said he's working on the Act 250 application and requested help with the list of adjoining property owners and the municipal

impact questionnaire. Win offered to talk with Stephanie Giles at the Act 250 office in North Springfield. Jason said A+E has already pushed back with Act 250, but there's no harm in Win giving it a try; if successful, it would save a lot of time. Jeff said A+E will also submit a stormwater construction general permit application with the 90% submittal. Jeff said they're still feeling good about the total project cost estimate of \$425,000, but will refine the estimate for the 90% meeting in June. Jeff said going out to bid in July may be optimistic. Jason agreed, depending on Act 250; if Act 250 were not an issue, we're really just concerned with the permit to construct. Martha asked about the basis of design dialogue between A+E and the state. Jason said the basis of design only really comes into play with the electrical component. Michelle said she's looking for a summary of what's being installed, including information about the generator. Jason said the generator is a long lead time item; it may take the contractor four or five months to get it. Jason reviewed the options, including direct purchase, and the risks involved. Martha asked if we could do the water line in the fall and the rest in the spring. Jason said we could structure the contract that way and he thinks it's the safest scenario given where we are with permitting. Martha said maybe Act 250 would be willing to look at it almost as if it's two separate projects, and maybe the water line portion wouldn't need an Act 250 permit. Jason said A+E will ask Stephanie about that. Jeff said A+E is planning to be on site again next Wednesday or Thursday. Jason said A+E will have a draft Step III ESA ready around the same time as the 90% review. Michelle said the ESA will probably be reviewed by Pat Smart, Tim Raymond or Allison Murphy. Michelle asked A+E to include all the important information in the permit to construct application so someone who hasn't reviewed the PER can pick it up and review it. Jason said we could submit the permit to construct application now; he doesn't know if they'll log it in without the 90% contract documents, but we can try. Jason said there's a \$900 application fee.

Other Business – None

Adjourn – The meeting was adjourned at 1:57 PM.

Respectfully submitted,

Martha Harrison