
Selectboard Meeting
Village Wastewater Project 12/19/23

KICKOFF MEETING MINUTES

Town of Westfield VT Wastewater Project

AES Project No. 5301

12/19/23

I. INTRODUCTIONS

The following people were present at the meeting.

Kristin Darby, AES Northeast

Paul DeDominicas, AES Northeast

Jacques Couture, Town of Westfield – Selectboard Member

LaDonna Dunn, Town of Westfield – Town Clerk

Pat Sagui, Town of Westfield – Chair of Planning Commission

Dennis Vincent, Town of Westfield – Selectboard Member

Richard Degre, Town of Westfield - Selectboard Member

II. PROJECT OVERVIEW

i) Project Objectives

The Town described how the project came about at the Planning Commission level because they had recently revised their bylaws for village development and creating opportunities for more density because the state of Vermont is encouraging that in village centers. During one of the has a village center work meetings one of the members mentioned the high water table in the village and that people regularly use a sump pump in their basements. It was also noted that during the Springtime there can be a sewage smell in the Village. Because of these issues, the Town reached out to NVDA, who helped them put together the RFQ. Those present agreed that they're not hearing complaints from community members, but they want to take a proactive approach since it is unclear if community members would voice concerns since there appears to be a mixed public opinion, maybe fueled by fears of costs and an added sewer bill.

The Town's focus is the long-term well-being of the Town/Village. They want the Village to remain populated and be able to take on the maximum density that is allowed by law. But the Town will only be able to do so if they can fix the sewer

issue, so they are focused on creating a strong case to present to the State. They want to explore alternatives besides pumping to Troy/Jay WWTF, including any treatment plant options.

- ii) AES Project Approach (see attached)

Kristin revisited the project approach that AES used in our interview presentation. The approach is split into three main phases: investigation & report, design, and bidding & construction.

III. CURRENT PHASE: INVESTIGATION & REPORT

The current phase is the investigation and report phase, which is anticipated to take place throughout 2024. Kristin and Paul reviewed the anticipated timeline and the main components of the preliminary engineering report (PER) outline.

- i) See attached timeline
- ii) See attached PER outline

IV. TOWN EFFORT

- i) Septic tank and lateral locations

AES discussed with the Town that this project is starting with zero background information, and a big part of this first phase is data collection and field work, which can be a big effort. It was explained that the more the Town and community members can help with some of the prep work, the less effort it will take AES. For instance, we discussed having the homeowners place a flag on/near their septic tank and sewer lateral. Pat suggested having the flags available at the first public meeting.

V. FUNDING PLAN

- i) Funding options for Vermont wastewater projects (see attached)

Paul briefly discussed the five high-potential funding programs for this project, with a focus on the CWSRF as that is the funding available for this phase.

- ii) Funding Options for Planning and Preliminary Engineering (see CWSRF flyer)

Kristin pointed out that the flyer that the CWSRF published is attached and Paul is available to answer any questions about the program.

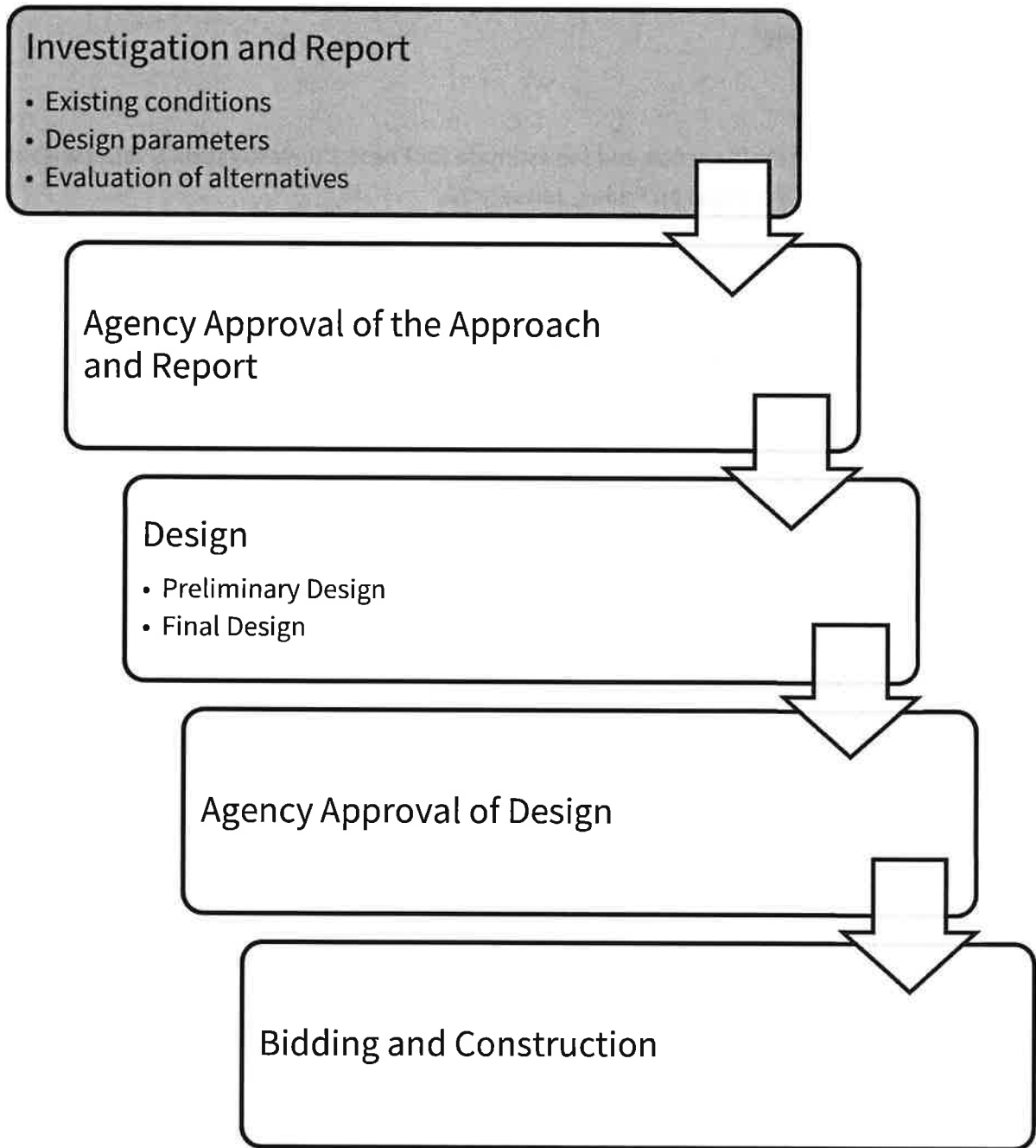
iii) ~~Funding Timeline~~

iv) ~~NVDA Role~~

VI. NEXT STEPS

- i) AES will draft a scope and fee estimate for Phase 1 (investigation & reporting) and send to the Town on Friday, January 26.
- ii) The Town will need to approve the scope and fee estimate at the next Board meeting.
- iii) Once approved, AES will coordinate with DEC for their approval.
- iv) AES anticipates a first invoice in April for the work done to that point.

PROJECT APPROACH



ANTICIPATED TIMELINE

ANTICIPATED DATE			PROJECT ACTIONS
2024	January	Investigation & Report	Town Kickoff Meeting & Contracts
	February		Public Project Kickoff
	May		30% Report & Public Meeting
	August		60% Report & Public Meeting
	December		90% Report & Public Meeting
2025			Agency Approval of Approach/Report Public Vote Funding Applications Start Design
2026			Finalize Design Agency Approvals of Design Bidding for Construction

VERMONT WASTEWATER FUNDING PROGRAMS

Seven funding sources have been identified that present varying degrees of suitability for a potential wastewater project. These programs are listed below.

High-potential programs:

1. **Vermont Clean Water State Revolving Fund (CWSRF) – see attached**
2. USDA-RD Water & Wastewater Loan Fund
3. Northern Border Regional Commission-Catalyst Program
4. Vermont Clean Water Initiative Program (CWIP)
5. Lake Champlain Basin Program

Secondary/low-potential programs:

1. Flood Ready Emergency Relief and Assistance Fund
2. American Rescue Plan Act (ARPA)

Signed 2/12/24

Selectboard: Jacques Couture

Richard Deque

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