

## **Thompson's Point Wastewater System Advisory Committee Minutes for November 17, 2016 @ 4:00 PM**

Committee Members In attendance: Tom Maffit, Miles Waite, Rick Pete, Mary Mead, Fritz Tegatz, Dean Bloch, Steve Williams (System Operator), Chris Galipeau (Consulting Engineer)

### Agenda

- Hear update on shutdown, and review potential upcoming budget items, as recommended by System Operator (budget is to be approved in February)
- Make recommendation to Selectboard regarding annual contracts with the System Operator and System Engineer
- Make recommendation to Selectboard regarding contract with CEA to coordinate the bidding process for Lane's Lane system extension
- Update of manual and as-builts

### Osprey Pole

Steve said there's a culvert in the swale where the osprey pole is proposed to be located. The committee told Steve to move the stake marking the proposed pole to just outside of the swale to a location where he feels it would not interfere with the culvert.

### Update on Shutdown

Steve commented that some meters had been removed before the shut-down, and some camp owners had shut off power. The committee told Steve that those who removed meters should be charged. A \$200 fee was approved by the Selectboard last March.

Steve said that two cribs may need rebuilding, and the tank at Jeff Beaudin's camp at 315 Lane's Lane may be leaking, and if so it will need to be replaced. He will evaluate it more thoroughly and provide a recommendation for the budget review in February.

### Contracts for System Operator and System Engineer

*Regarding the contract for the System Engineer*—Chris said that the actual cost has been less than the estimate every year that Civil Engineering Associates has had the contract. Dave Marshall had provided a new estimate based on CEA's new rates, but Chris recommended keeping the estimate at \$7,000.

Miles motioned to recommend to the Selectboard to approve the engineering services proposal with Civil Engineering Associates for calendar year 2017. Tom seconded. The motion was approved unanimously.

*Regarding the contract for the System Operator*—Steve said his price would depend if Lane's Lane comes on-line in 2017. Dean said the Selectboard still needs to determine how to pay for the project; and only two leases require that the lots be connected—the remainder of the leases are up for renewal over the next three years. So if it is constructed, only two of the seven camps on Lane's Lane will likely be connected.

Steve said his fee would increase by \$435 for each camp that's connected.

The issue of the state's notice requirement for any spills was discussed. Steve was concerned that this requirement would trigger a lot of work in the event of a spill. The committee noted: 1) that this would only come into play if there were to be a spill; and 2) the rules for a system the size of Thompson's Point may be different than for a system the size of Shelburne.

The committee suggested that Steve 1) check with the state regarding the notice requirement for a system the size and configuration of Thompson's Point; and 2) build a contingency into his contract for System Operator to address the notice requirement.

Steve said he can provide an hourly rate for labor (\$55) and equipment.

The committee indicated support for the Selectboard to contract with SJW Docks to operate the system during calendar year 2017 with items above clarified.

Contract with Civil Engineering Associates to coordinate Lane's Lane bidding process

The draft contract was reviewed. Chris suggested sending an RFP to six contractors, including Steve.

Steve said the Town should provide materials, and just ask contractors for labor fees, so the new system would be uniform with the existing system.

Chris indicated the Town could specify what the Town will provide and what the contractor will provide, and also what camp owners will be responsible for.

Rick suggested we include an incentive for early completion.

The committee indicated support for the Selectboard to contract with CEA to coordinate the Lane's Lane bidding process.

Update of manual and as-builts

Steve said he has equipment that other operators wouldn't be likely to have. Chris suggested that Steve indicate what the steps are, and then indicate options for how to accomplish them, e.g. using his equipment or other equipment.

Rick suggested that an annual report go out with sewage bills, to include a reminder for not turning off power and leaving out the water meter.

The committee adjourned at 5:20 pm

Respectfully Submitted,  
Dean Bloch