

**Thompson's Point Wastewater System Advisory Committee
Minutes for Meeting on December 10, 2019 @ 4:00 PM
Charlotte Town Office**

In attendance:

Leaseholder Representatives: Tom Maffitt*; Miles Waite*; Rick Pete*
System Operator: Steve Williams, Jake Williams
System Engineer: Chris Galipeau, Civil Engineering Associates, Inc.
Town Administrator: Dean Bloch*
Town Clerk/Treasurer: Mary Mead

Not present:

Louise McCarren, Selectboard Representative*

* signifies "voting member" in accordance with the Thompson's Point Wastewater Disposal System Ordinance

Agenda

- Review of the year's operation and shut-down
- Review of proposed maintenance and upgrades for remainder of FY20 & FY21
- Review and approval of FY21 budget (as recommendation to the Selectboard)
- Recommend renewal of contract with SJW Docks, LLC for System Operator
- Recommend renewal of contract with Civil Engineering Associates, Inc. for System Engineer

System Shut-Down

Steve said the shut-down had to be done quickly because of the cold weather that came in early November. Extra help was hired and he rented an extra compressor. Steve wanted the Committee to be aware that this could be an issue going forward—he said there's a potential for pipes to crack if the system isn't shut down before there's freezing temperatures. The following actions to address this were discussed by the committee:

- Requiring campers to leave if it's known that cold weather is coming in early November
- Hiring extra help
- Steve to pump down tanks for camps that are vacated (he currently does this)

The Committee indicated that Steve should hire whatever help he needs and rent whatever equipment he needs to prevent pipes from cracking as a result of early cold weather. Requiring campers to leave should really be a last resort.

Steve said there were two camps that had shut down their power before he shut down the system. They will be charged \$300 each for pumper truck service and \$200 each for Steve to re-winterize their systems.

Review of proposed maintenance and upgrades for remainder of FY20 & FY21

Steve indicated that the Programmable Logic Controller (PLC) runs Windows 7, which won't be supported after December 31, 2019. It's not connected to the internet, so there isn't a risk of

getting viruses—but increasingly there won't be patches and parts available. A new PLC costs around \$30,000. Steve said it doesn't need to be purchased this year—but the Committee felt it should be.

Steve said he should be notified when building permits are issued for Thompson's Point, so he can talk to the camp owner and contractor about not damaging infrastructure. He will be billing John Illick \$2,198 for damage.

Chris said that when anything gets replaced, Bryan Harrington at the state needs to be notified. It's important to get his sign-off, which he is usually willing to provide. Also, "as-builts" should be updated.

Steve indicated concern that one of the Rutters (Chris?) built a stone wall on top of the force main.

FY21 Budget

Tom motioned, Miles seconded, to recommend the Selectboard approve the budget with the following:

- \$30,000 paid into the Sinking Fund
- \$30,000 to purchase a new PLC
- \$750 annual fee per hook up
- \$.061/gallon fee

The motion was passed unanimously.

Mary indicated that she would like to send out the Leaseholder Guidelines with wastewater bills, and she would welcome the Committee's review of the Guidelines in advance. She will notify the Committee before she is planning to send out the bills.

Contracts

Miles motioned, Rick seconded, to recommend the Selectboard contract with Civil Engineering Associates to be the Wastewater System Engineer for FY21. The estimate for the contract is \$7,000, but it is billed hourly, and it's usually less than that. The motion passed unanimously.

Miles motioned, Rick seconded, to recommend the Selectboard contract with SJW Docks to be the Wastewater System Operator for FY21. The fixed amount of the contract will be the current contract amount plus the Cost of Living Adjustment approved by the Selectboard in January. With an estimate of a 1.4% COLA, this is approximately \$51,298, to be finalized in January. The motion passed unanimously.

Adjournment

Tom motioned to adjourn, Miles seconded. The vote was unanimous.

The committee adjourned at 5:10 pm

Respectfully Submitted, Dean Bloch