

# **TRI-TOWN JOINT REVIEW COMMITTEE MEETING**

Tuesday July 29, 2025  
10:00 AM-11:00 AM

**MEETING LOCATION: Water Resource Recovery Facility, 35  
Cascade St, Essex Junction and  
Microsoft Teams [Need help?](#)  
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Meeting ID: 211 394 451 728  
Passcode: e7qi26vY**

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## **Agenda**

1. Review and Approval of 3/18/2025 meeting minutes
2. Drying Bed Project
3. CCRPC housing targets
4. Biosolids Update
  - a. Reduced fee for CSWD management of contract
  - b. Land App
  - c. State Sludge Management Survey
5. Capital Plan input
6. GMWEA Legislative tour initiative

**TRI-TOWN JOINT REVIEW COMMITTEE**  
**MEETING MINUTES**  
**March 18, 2025**  
**10:00 AM-11:00 AM**  
**MS Teams**

In attendance: Bruce Hoar, Chelsea Mandigo, Aaron Martin, Jess Morris, Kendall Chamberlain, Annie Costandi

**1. Draft meeting minutes from December 10, 2024, approval**

- a. Bruce made a motion to accept the minutes as drafted, Aaron second. Approved.

**2. Drying beds**

- a. A discussion occurred about the balance per community in the dry day fund. Williston's balance is over \$400,000 which is higher than they would like to leave in the fund.
- b. Proposing to request some of the funds returned to Williston. Also offering some money from their balance to construct the Drying Bed capital project at the facility because this project has the greatest benefit to the Tri town as a whole.
- c. Currently Tri-town has access to Winooski drying beds but efficient to haul material to the beds.
- d. Chelsea noted that a wastewater permit would not be needed for the drying beds since it is within the facility grounds. A Special Waste permit from Casella would need to be obtained when the beds are cleaned for disposal but not until then.
- e. Next steps:
  - i. Williston needs to research the process of internal accounting for the money.
  - ii. Discussion on payback to Williston for the use of beds

**3. Committee input of capital projects priority ranking from the 10-year evaluation study**

- a. Chelsea highlighted the projects on the list that are being completed this summer:
  - i. Aeration header replacement side A/Side B
  - ii. VT P Challenge PePhlo Pilot
  - iii. Digester flare control panel
  - iv. IT upgrade
- b. Discussion led by Bruce and the group agreed priority should be based on 1) permit compliance, 2) safety, and 3) everything else.
  - i. Items discussed for moving up in priority ranking.
    - 1. Administration building generator
    - 2. Sludge dewatering operator office.
    - 3. Filter building catwalk
- c. Chelsea reminded the group if the land application program is ended by State or Federal regulation then sludge and side stream management projects would need to be prioritized.
- d. Chelsea shared the request from the group at the December meeting to keep the capital transfer from the enterprise fund for FY26 the same rather than reducing it by \$20,000 as proposed was granted.

**4. Pretreatment**

- a. A discussion occurred around the High Strength Waste Surcharge policy and the next steps to get this enacted including removing BOD allocation per community and the potential to being an amendment to the Tri Town agreement.
- b. The group updated each other on various high-strength waste producers in the service area including Burlington Beer Co pretreatment installation status and Twin Craft relocation from Essex to Williston
- c. Chelsea shared her screen to review the new influent loading spreadsheet that the State requires wastewater facilities to submit monthly. The spreadsheet is color-coded to show how close your loading is to the design levels. It is eye-opening to see that we are near design limits for both BOD (Biochemical Oxygen Demand) and TSS (Total Suspended Solids). However, we are still able to treat properly and meet the permit. Chelsea observed that some numbers could be artificially inflated due to how our septage enters the headwork and the timing of our weekly sampling. Staff do not report certain influent numbers if they notice that the samples are predominantly composed of portable toilet waste or septage because it is not truly representative. We conduct four sampling events each month, exceeding the requirement of once monthly for permit compliance.

#### **5. Sludge Management**

- a. Chelsea shared with the group that the land application permit which expired this March has been extended through the spring. Chelsea reapplied for the permit in January. The State will continue to work on reviewing the application and drafting a new permit.
- b. Fall groundwater monitoring for the corrective action plan associated with three of the sites that are part of our land application permit showed that PFAS amounts in one of the monitoring wells has dropped to a level that requires less frequency in monitoring (annually vs. biannually).
- c. A discussion occurred around the PFAS sampling Casella is requesting for material being sent to the NY Grasslands facility.
  - i. Kendall asked if there was concerned our material will be over the limit. Chelsea responded no. We already sample PFAS for land application and the values have not come above the limit to date.

#### **6. Other**

- a. A discussion occurred about the current wastewater permit for the facility expiring June 20, 2026. It was noted that application for renewal is due December 31, 2025.
- b. Williston wants to request that the 100,000 in flow capacity added to the facility through the addition of the third secondary clarifier in the 2011-2014 upgrade project be added as part of the application process.
- c. A discussion occurred that the State might look at the new influent monitoring sheet and say we are at BOD design capacity and have concern. Consider adding ways to mitigate the BOD loading to capital plan.

#### **7. Adjourned: 10:44 AM**

**Next meeting date June 10, 2025**

**WWTF****Rate Stabilization Fund**

	<b>Town of Essex</b>	<b>Town of Williston</b>	<b>City of Essex Junction</b>	<b>Total</b>
FY13	645	35,101	109,731	145,477
No refunds given to any Towns FY13	645	35,101	109,731	145,477
FY14	24,808	49,527	41,719	116,054
No refunds given to any Towns FY14	25,453	84,628	151,450	261,531
FY15	46,375	(10,340)	58,296	94,331
No refunds given to any Towns FY15	71,828	74,288	209,746	355,862
FY16	32,376	(9,500)	80,830	103,706
No refunds given to any Town FY16	104,204	64,788	290,576	459,568
FY17	(10,022)	(47,823)	27,311	(30,534)
No refunds given to any Town FY17	94,182	16,965	317,887	429,034
FY18	45,880	21,821	(35,451)	32,250
No refunds given to any Town FY18	140,062	38,786	282,436	461,284
FY19	(4,385)	66,037	(60,866)	785
No refunds given to any Town FY19	135,677	104,823	221,569	462,069
FY20	6,125	69,332	78,472	153,929
No refunds given to any Town FY20	141,802	174,155	300,041	615,998
FY21	(26,643)	(38,755)	101,493	36,095
No refunds given to any Town FY21	115,159	135,400	401,534	652,093
FY22	(18,525)	42,871	(50,472)	(26,126)
No refunds given to any Town FY22	96,634	178,271	351,062	625,967
FY23	27,806	5,112	(35,789)	(2,871)
No refunds given to any Town FY23	124,440	183,383	315,273	623,096
FY24 PRELIMINARY	(46,603)	167,085	(297,505)	(177,023)
No refunds given to any Town FY24	77,837	350,468	17,768	446,073

Essex Jct WWTF Plant Flow after meter replacement Williston & Essex Town Winter 2024

Month	Year	Williston Total Flow	% Flow of Plant Total	Williston Daily Avg	Essex Total Flow	% Flow of Plant	Essex Daily Avg	Essex Jct Total Flow	% Flow of Plant	Essex Jct Daily Avg	Total Plant Flow
March	2024	23,311,342	29.59%	751,979	19,272,899	24.46%	621,706	36,204,759	45.95%	1,167,895	78,789,000
April	2024	21,722,860	28.85%	724,095	18,493,638	24.56%	616,455	35,083,502	46.59%	1,169,450	75,300,000
May	2024	18,868,467	28.36%	608,660	18,345,534	27.58%	591,791	29,309,999	44.06%	945,484	66,524,000
June	2024	18,408,930	30.27%	613,631	18,048,324	29.68%	601,611	24,353,746	40.05%	811,792	60,811,000
July	2024	20,148,862	30.13%	649,963	18,386,208	27.49%	593,103	28,338,930	42.38%	914,159	66,874,000
August	2024	18,971,463	30.05%	611,983	17,073,063	27.04%	550,744	27,087,474	42.91%	873,789	63,132,000
September	2024	16,469,468	29.72%	548,982	15,760,984	28.44%	525,366	23,181,548	41.83%	772,718	55,412,000
October	2024	17,231,123	30.55%	574,371	15,333,878	27.18%	511,129	23,840,999	42.27%	794,700	56,406,000
November	2024	16,239,946	30.22%	541,332	14,407,646	26.81%	480,255	23,090,408	42.97%	769,680	53,738,000
December	2024	18,549,330	30.04%	618,311	16,566,864	26.83%	552,229	26,625,806	43.12%	887,527	61,742,000
Janurary	2025	17,794,103	30.84%	593,137	15,683,074	27.18%	522,769	24,219,823	41.98%	807,327	57,697,000
February	2025	15,756,274	32.79%	525,209	13,003,612	27.06%	433,454	19,290,114	40.15%	643,004	48,050,000
March	2025	20,994,693	32.06%	699,823	15,890,805	24.27%	529,694	28,601,502	43.68%	953,383	65,487,000
April	2025	19,817,903	29.90%	660,597	16,196,281	24.43%	539,876	30,272,816	45.67%	1,009,094	66,287,000
May	2025	22,261,315	29.18%	742,044	18,604,209	24.38%	620,140	35,433,476	46.44%	1,181,116	76,299,000
June	2025	18,610,206	29.29%	620,340	16,546,886	26.04%	551,563	28,388,908	44.67%	946,297	63,546,000

FY 2022	248,761,530	35%	185,552,951	26%	272,577,519	39%
FY 2023	247,360,940	35%	183,512,571	26%	276,746,489	39%
FY 2024	255,977,951	31%	218,668,808	26%	362,878,241	43%
FY 2025	222,844,686	30%	193,453,510	26%	318,371,804	43%

**Table 9.3**  
**Capital Projects Listed by Priority**

<b>Priority</b>	<b>Item</b>	<b>Need</b>	<b>Estimated Cost</b>
Highest	Aeration header replacement Side A/Side B	PC, PO	\$30,000
	Vt P Challenge PePhlo pilot	PO, OM	\$250,000
	Generator for admin building	R	\$52,000
	Digester flare control panel	PC, S	\$305,000
	IT upgrades	RU, R	\$22,000
	Aeration Tank air control	PO, OM	\$5,000
	Alkalinity recovery trials	PO, OM	\$15,000
	Sludge conveyer level sensors	PO, OM	\$15,000
	<b>Total Highest Priority</b>		\$694,000
Medium	Filter building catwalk addition	O, S	\$60,000
	Energy conservation measures	PO, OM	\$30,000
	Process monitoring upgrades	PO, RU	\$48,000
	Cogen chiller	RU	\$55,000
	Headworks improvements		\$40,000
	Dewatering VFD's	PO, R	\$60,000
	Admin building heating system	BM	\$25,000
	Gravity flow/EQ modifications	PO, OM	\$60,000
	Centrifuge rebuild	RU, R	\$50,000
	Sludge dewatering building addition	PO, S	\$100,000
	Sludge dewatering polymer system	PO, R	\$45,000
	New drying beds	PO	\$150,000
	<b>Total Medium Priority</b>		\$723,000
Low	Concrete crack sealing	SI	\$10,000
	Digester block reface	SI, BM	\$125,000
	Flow EQ facility sewage pump #1	RU, R	\$35,000
	Primary clarifier painting	RU, R	\$75,000
	New cold storage building		\$290,000
	<b>Total Low Priority</b>		\$535,000

**Notes:**

1. Priority Criteria
  - a. Permit compliance (PC)
  - b. Improving process operations (PO)
  - c. Required updates (RU)
  - d. Reliability (R)
  - e. Safety (S)
  - f. Structural issues (SI)
  - g. Building maintenance (BM)
  - h. Code compliance (CC)
  - i. Reducing O&M costs (OM)



July 22, 2025

Rep. Casey Toof  
16 Clyde Allen Dr.  
St. Albans, VT 05478

Dear Representative Toof:

Thank you for representing our community in the Vermont General Assembly. Our local clean water infrastructure plays a vital role in protecting public health, preserving our environment, and enhancing quality of life.

Do you know how your wastewater gets cleaned? We invite you to tour our Water Resource Recovery Facility and experience the process firsthand. As a community-owned and operated utility, we believe it's important for legislators to see the critical work our staff performs every day.

With a dedicated team of 8 and a budget of \$2.98 million, our facility operates 24 hours a day. We treat an average of 2.2 million gallons of wastewater daily and can handle up to 3.3 million. This generates about 30 tons of wastewater solids per week—roughly 1.5 truckloads— that must be managed and disposed of. We also operate one of three remaining land application for biosolids programs in the State.

In addition to flows from our Tri-Town system— serving of approximately 30,000 customers, businesses and local industries in Essex Junction, Essex and Williston— we accept 3 million gallons annually of septage from septic tanks and portable toilet waste from neighboring communities. This includes Jericho, Franklin County, Colchester, Shelburne, Williston, Essex, Milton, Cambridge, Underhill, Hinesburg, Richmond, Georgia, Westford as well as occasional others.

We invite you to tour our facility between August 20<sup>th</sup> and August 22<sup>nd</sup> or August 25<sup>th</sup> and August 27<sup>th</sup>, before the legislative session resumes. If those dates do not work for you, we are happy to coordinate another time. We think you will be amazed by our facility!

Sincerely,

Chelsea Mandigo, Water Quality Superintendent  
cmandigo@essexjunction.org  
802-878-6943 x1705

*P.S. We also welcome discussion on flooding, affordable housing, non-flushable wipes, and regional biosolids solutions.*