

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

Monday December 10, 2015
7:30 AM – 9:00 PM

**Wastewater Treatment Facility
Conference Room – Admin Building**

In attendance: ~~George Tyler, Rick McGuire, Dennis Lutz, Aaron Martin, Bruce Hoar, Jeff Carr,~~
Jim Jutras, Lauren Morrisseau

Approve minutes of the November 19, 2014 meeting on motion by B. Hoar, second by J. Jutras passed by consensus. (A Martin abstained as he was not present at prior meeting)

Project Wrap up: The Wastewater facility construction was completed on budget with some carryover of capital projects that were not part of the original project specification. These items are funded out of the WWTF and Village Sanitation capital accounts. Work includes final control work, pump station communication integration and the automation of the Combined Heat and Power Cogeneration. The solar installation is functioning well and the facility has hit some net zero energy days with cost and KW monitoring work continuing.

FYE 2017 Budget was presented and discussed. Key increases and decreases reflect post construction operational costs. The facility should be able to comply with the pending TMDL 0.2 mg/L phosphorus requirement with chemical and biological process optimization. Side streams from sludge processing are creating the biggest challenge to this compliance but are being managed while also being evaluated further. The budget reflects the costs of managing these challenges.

Motion by A. Martin for consensus to accept the budget and present it to the Trustees as proposed in the 11/30/15 DRAFT

Capital Plan: The plan was presented as a work in progress. Prior TriTown decision was made to develop an RFP for an outside agency to perform a comprehensive capital review after construction was completed. The starting point will be the model used by Champlain Water District. This work is planned in FYE 2017.

Per discussion at this meeting, the capital evaluation will include rate impact, funding depreciation, a bonding plan and some consideration for capital contribution made as a percentage of flow and as a percentage of ownership under the TriTown agreement (as amended). Consensus was reached for staff to develop a DRAFT to circulate for comment as the RFP is refined.

Reserve Capacity Tracking: prior meetings discussed the possibility of securing a grant for development of a tracking system for available reserve capacity for all communities. Consensus today was this is not necessary.

Restaurant Grease and High Strength Waste: Essex has passed a high strength ordinance and fee structure. With the Vermont Organics landfill ban, there is increased potential for commercial scale garbage grinders to be added to restaurants, grocery stores, etc. Consistency in a sewer use ordinance for all three communities was discussed. Staff is to DRAFT a plan to move forward with the concept based on the Essex Ordinance. Each community public works representative will receive copies for comment and for consideration.

“Rainy Day” Fund Status Year end reconciliation was presented and discussed. Jutras is to transmit year end status via email to Essex Jct, Essex and Williston boards to request limits to retain in the fund prior to return to the community. A draft of the memo will be circulated to each community for review and comment prior to sending to the Boards.

The Meeting adjourned at 8:55 with discussion to have the next meeting start at 8:00 AM

Respectfully Submitted

James Jutras
Water Quality Superintendent.

DRAFT