

**TOWN OF WOODSTOCK
SELECT BOARD
MAY 19, 2020
6:00 PM
CONFERENCE CALL
MEETING
MINUTES**

Draft minutes to be approved.

Present: Chair Mary Riley, Jill Davies, L.D. Sutherland, John Doten, Keri Cole, William Kerbin, Beth Fish, Jenny Auster, Ray Bourgeois, Wendy Marrinan, Fire Chief David Green, Elijah Lemieux, Jeffrey Kahn, Karim Houry, Jon Spector

I. CALL TO ORDER

- a. Chair Mary Riley called to order the Select Board meeting of May 19, 2020 to order at 6:03pm.

II. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

- a. Resolution – Pandemic Emergency COVID-19

III. OLD BUSINESS

- a. Review Right of Way for GMP

Motion: by Ms. Cole to approve the Green Mountain Power Right of Way permit as presented.

Seconded: by Ms. Davies.

Discussion: Encourage residents on Grassy Lane to encourage utility companies to remove and/or move to new poles. Mr. Doten stated that the lines need to be at least 188 feet off the road.

Vote: 4-0-0, passed. Mr. Sutherland was not present during this vote.

- b. South Woodstock Wastewater Plant Upgrade – Finding of no Significant Impact
 - i. PowerPoint Presentation
 - 1. PowerPoint included in minutes. Hoyle, Tanner & Associates
Presentation given via voice over by Ms. Auster.

IV. NEW BUSINESS

- a. Review Request of School District for Reimbursement of Refund Sent to the Town in Error
 - i. The school district is seeking a reimbursement. They gave the Town a refund in 2018 in error. Mr. Kerbin recommended that that pay this in FY20.

Motion: by Ms. Cole to table the motion until later in the meeting after the financial report.

Seconded: by Ms. Davies.

Discussion: None.

Vote: 5-0-0, passed.

V. PERMITS

a. Overweight Truck Permits

i. See attached sheet

1. All permits reviewed by Mr. Doten.

Motion: by Mr. Sutherland to approve all overweight truck permits as submitted.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

b. Liquor License Application

i. P&P Restaurants LLC – The Prince and the Pauper Restaurant (Outside Consumption Permit)

Motion: by Ms. Cole to approve the liquor license application as submitted by The Prince and the Pauper Restaurant.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

VI. BOARD OF SEWER COMMISSIONERS

a. Adjustment Request from Vermont Flannel Company

i. Vermont Flannel requested more time to go over and prepare information.

Motion: by Ms. Cole to table the adjustment request from Vermont Flannel Company until June 2020.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

VII. OTHER BUSINESS

a. Resolution – Pandemic Emergency COVID-19

i. This is to recommend that all residents and visitors wear face masks when entering stores or in public buildings.

ii. “In accordance with directives from Governor Phil Scott and the CDC, and with the support of Emergency Manager David Green, Woodstock’s Town Selectboard and Village Trustees ask and recommend that all residents and visitors wear a face covering when entering stores and public buildings and carry a mask at all times to maintain safe interactions.”

Motion: by Ms. Cole to adopt the resolution for the wearing of face masks as stated in the Resolution.

Seconded: by Mr. Sutherland.

Discussion: none.

Vote: 5-0-0, passed.

b. Manager’s Report

- i. Mr. Kerbin stated that he believes it is not necessary for the Select Board to have weekly meetings unless something comes up.
 - ii. Tentative meeting for the first Friday of June. This would be June 5, 2020 at 9am.
- c. Financial Report
 - i. Ms. Davies stated that the money owed to the school in the amount of \$75,000 is a lot of money and should not be our priority right now. We should look at our forecast of budget until June 30th to see where we will look like at the end of the fiscal year.
 - ii. Mr. Kerbin will work on this and a meeting will occur when the information is ready.

VIII. CITIZEN COMMENTS

- a. Mr. Bourgeois asked when crosswalks will be painted.
 - i. Mr. Kerbin will talk to Ken Vandenburg about a timeline for this.
- b. Ms. Marrinan is part of the Faulkner Park Working Group. She stated that the Billings Park Committee is appointed by the Select Board. She is inquiring about their budgeting and reporting to the Select Board.
 - i. Ms. Davies stated that the BPC uses public trust fund money. This is reported in the annual report. The Select Board is not responsible for the money spent. Page 54 in the Town Report is the Billings Park fund. They are responsible for Mt. Tom and Mt. Peg.
- c. Mr. Kahn is concerned about the sidewalk near People's United Bank.
 - i. Mr. Kerbin stated he will talk to Mr. Vandenburg about a timeline for that as well. The Woodstock Aqueduct is conducting this work.
- d. Mr. Houry asked about trucks using their engine brakes. This is producing a very loud noise.
 - i. Chair Riley stated that the Town does not have jake brake ordinance. She suggested that he attend a Trustees meeting and talk to Police Chief Robbie Blish about this.
 - ii. Mr. Houry stated that they are very loud and using them to slow down before turning on the bridge near the rec center. He would like to see police stationed on the West side of the village.

IX. APPROVAL OF MINUTES

- a. April 17, 2020 Meeting Minutes
- b. April 21, 2020 Meeting Minutes
- c. May 1, 2020 Joint Meeting Minutes
- d. May 1, 2020 Meeting Minutes
- e. May 8, 2020 Meeting Minutes

Motion: by Ms. Cole to approve all Select Board meeting minutes and the Joint meeting minutes as submitted with revisions by Ms. Davies that were emailed to Nikki Nourse.

Seconded: by Ms. Davies.

Discussion: none.

Vote: 5-0-0, passed.

X. ADJOURNMENT

Motion: by Mr. Sutherland to adjourn the meeting at 7:16pm.

Seconded: by Mr. Doten.

Discussion: none.

Vote: 5-0-0, passed.

Respectfully submitted,
Beth Fish

Mary Riley, Chair

Jill M. Davies

L.D. Sutherland

John Doten

Keri Cole

- 38. Romano Trucking Inc
- 39. WB & RL Martin Inc – Martin's Quarry
- 40. Feeney's Property Maintenance LLC
- 41. Suburban Propane
- 42. Cardinal Logistic Management Corporation
- 43. Jonathan Beebe

Overweight Truck Permits

1. Ross Express LLC
2. Markowski Excavating Inc
3. Feed Commodities International Inc
4. New England Quality Service Inc
5. Chevalier Drilling Co Inc
6. Stearns Septic Service
7. Bethel Mills
8. Structural Wood Corporation
9. Dead River Company
10. Camp Precast Concrete Products Inc
11. J. Hutchins Inc – Landshapes
12. ABLE Waste Management Inc
13. Bourne's Inc & Bourne's Propane – Bourne's Energy
14. Stacey Thompson Properties LP
15. Gourney Brothers Construction Inc
16. NA Manosh Inc
17. Demag Riggers & Crane Srv. Inc
18. Blacktop Inc
19. JP Carrara & Sons Inc
20. Ditech Transportation
21. Connecticut Valley Trucking Inc
22. SD Ireland
23. Huntington Homes Inc
24. Newton/Dubois Construction Inc
25. Pike Industries Inc
26. Borderline Trucking LLC
27. Champlain Construction Co Inc – Bear Dog Enterprises
28. Miller Construction Inc
29. McCullough Crushing Inc
30. Roni Johnson Landscaping
31. Ivan & Marlene Maxwell
32. D&D Excavating
33. ST Pierre Inc
34. Turks Auto Body Inc
35. Mosher Excavating
36. Chase Site Services Inc
37. Charles G Welsh II



WOODSTOCK
VERMONT

Summary of
Alternatives

South Woodstock Wastewater Treatment Facility Upgrade May 19, 2020

Hoyle, Tanner
Associates, Inc.



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Introduction: South Woodstock WWTF

- Facility constructed in 1966 (54 years in operation)
- Permitted to treat an average annual flow of 50,000 gallons per day
- Has not been upgraded since the original construction
- Required redundancy is not provided
- Unable to inspect existing tankage
- Unable to upgrade existing wastewater treatment system while continuing to treat
- Bond vote for \$2.8M to upgrade passed on Town Meeting Day

Hoyle, Tanner
Associates, Inc.



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South Woodstock WWTF Preliminary Engineering Study

- Purpose:
 - Develop preliminary design criteria
 - Identify and evaluate alternatives for upgrading the WWTF
 - Identify recommended alternative for upgrade of the WWTF

Hoyle, Tanner
& Associates, Inc.



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South Woodstock WWTF Design Criteria

- Design flow: Average annual flow of 50,000 gallons per day
- Influent quality: determined by using historical data
- Effluent quality: determined by expected NPDES Discharge Permit

Hoyle, Tanner
& Associates, Inc.



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Wastewater Process Alternatives Considered

Hoyle, Tanner
& Associates, Inc.

1. Amphidrome®: The process utilizes a biologically active filter (BAF), also referred to as a submerged attached growth bioreactor (SAGB) because the media is always submerged in the process flow.
2. Sequencing Batch Reactor (SBR): A sequencing batch reactor provides batch reactor technology with all phases of treatment (fill, react/aeration, settling, decanting) accomplished in a single reactor.
3. Membrane Bioreactor (MBR): An MBR system is the combination of membrane filtration and biological treatment known as membrane bioreactors. In this process, the membrane serves to replace the clarifier in a wastewater treatment system.



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Evaluation of Alternatives

- Ability to meet effluent limitations
- Required footprint
- Ease of operation
- Reliability
- Maturity of technology (number of installations, duration of full-scale operations)
- Quality of after market support
- Capital Cost
- Operations and Maintenance Costs
- Present worth analysis

Hoyle, Tanner
& Associates, Inc.



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Opinions of Probable Capital Cost

| Alternative | Alternative No. 1 Amphidrome® | Alternative No. 2 SBR | Alternative No. 3 MBR |
|---|----------------------------------|--------------------------|--------------------------|
| Influent Sewer | \$9,000 | \$9,000 | \$9,000 |
| Headworks | \$286,000 | \$286,000 | \$286,000 |
| Influent Wet Well | \$50,000 | \$50,000 | \$50,000 |
| Process Specific Costs | \$1,1078,000 | \$692,000 | \$1,193,000 |
| Chemical Feed and Storage ³ | \$20,000 | \$30,000 | \$25,000 |
| Aerobic Sludge Holding | \$171,000 | \$55,000 ⁴ | \$171,000 |
| UV Disinfection and Effluent Flow Measurement | \$50,000 | \$50,000 | \$50,000 |
| Building, Generator and Site | \$599,000 | \$554,000 | \$718,000 |
| Total Capital Cost | \$2,263,000 | \$1,726,000 | \$2,502,000 |

Notes:

1. ENR Construction Cost Index = 11,392, January, 2020.
2. Capital does not include engineering contingency, contractor overhead and profit, contractor mobilization/demobilization, contractor bonds, engineering services, legal and administrative costs.
3. Chemical feed and storage costs included in process manufacturer proposals varied. Similar chemical feed and storage is required for all alternatives with the exception of the Amphidrome system which requires carbon addition in addition to pH adjustment and phosphorus removal coagulant.
4. Cost is for aerated sludge holding tank only. The equipment costs were included in the manufacturer's scope of supply.

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Life Cycle Cost Analysis

- Estimated annual electrical cost of operation based on equipment operating horsepower and operating hours.
- Estimated labor requirements for operation assumed to be equal for all alternatives.
- Sludge hauling to the Main WWTF assumed to be equal for all alternatives.
- Estimated chemical usage.
- Replacement of regular wear parts. This was most significant for the MBR alternative with costs for membrane replacement.

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Life Cycle Cost Analysis

| Alternative | Estimated Capital Cost ¹ | Projected Annual O&M Cost | Total Present Worth ² |
|-------------------|-------------------------------------|---------------------------|----------------------------------|
| No. 1 Amphidrome® | \$3,711,000 | \$84,000 | \$6,277,000 |
| No. 2 SBR | \$2,848,000 | \$85,000 | \$5,444,000 |
| No. 3 MBR | \$3,920,000 | \$124,000 | \$7,707,000 |

Notes:

1. ENR Construction Cost Index = 11,392, January, 2020.
2. The present worth is based on 25-year period with a discount rate of 1.5% and escalation rate of 3.0%.



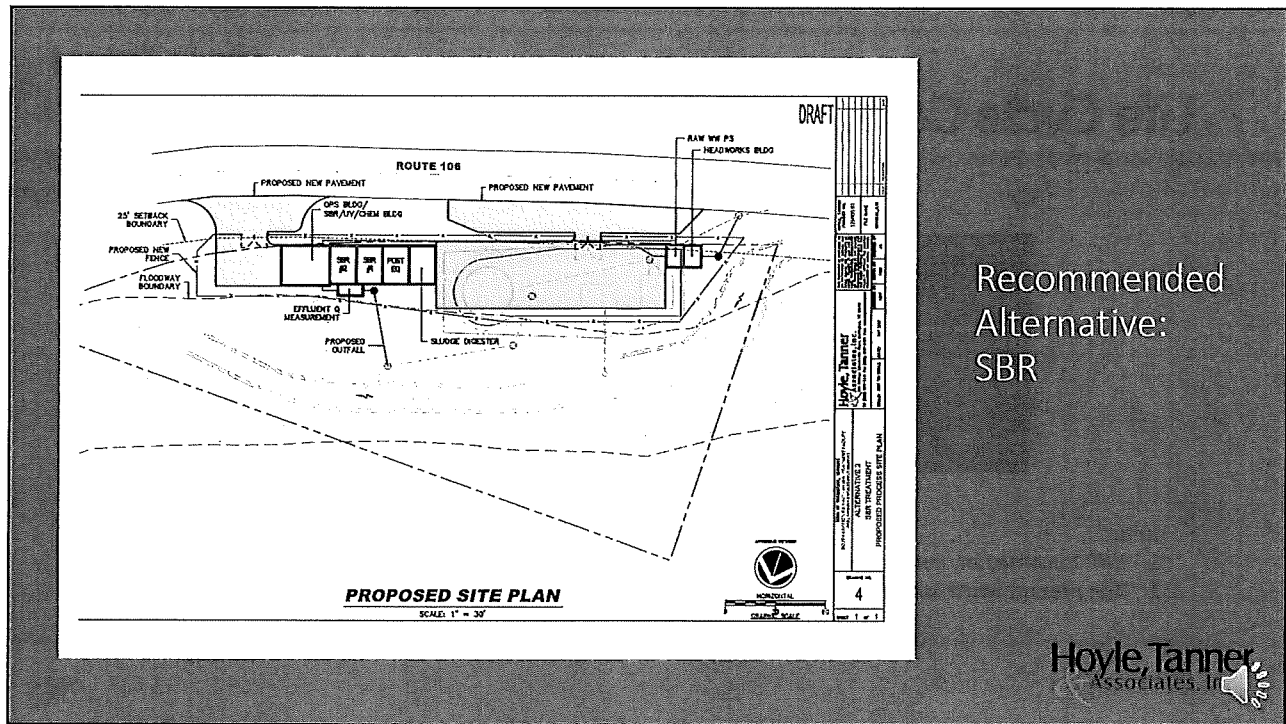
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Comparison of Non-Monetary Factors

| Alternative | Alternative No. 1 Amphidrome® | Alternative No. 2 SBR | Alternative No. 3 MBR |
|---|--|---|--|
| Ability to meet effluent limitations | Yes | Yes | Yes |
| Required footprint | Fits on existing site while maintaining 25-foot set back | Fits on existing site while maintaining 25-foot set back | Fits on existing site while maintaining 25-foot set back |
| Ease of operation | Similar to other alternatives | Similar to other alternatives | Similar to other alternatives |
| Maturity of technology (number of installations, duration of full-scale operations) | Least number of installations; none in Vermont; Fewest installations operating greater than 15 years; Limited number of installations above grade. | Many installations; many installations over 15 years in operation; many installations in Vermont; Many installations above grade. | Many installations; many installations over 15 years in operation; Limited installations in Vermont; Many installations above grade. |
| Quality of after market support | Less developed corporate after market support relative to other alternatives | Very developed corporate after market support | Very developed corporate after market support |



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Questions

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