

MEETING MINUTES

Whitingham Wastewater Improvements Project

SUBJECT: Final Design Kickoff Meeting

DAY/TIME: July 9, 2020 – 10:00 AM

LOCATION: Whitingham Town Offices

PREPARED BY: Weston & Sampson Engineers – Shane Mullen, PE

Attendees:

Wayne Corse	Whitingham Selectboard (attend via phone)
Phil Edelstein	Whitingham Selectboard (attend via gotomeeting)
Scott Reed	Whitingham Selectboard
Gig Zboray	Whitingham Assistant to the Selectboard
Dave DiCantio	Whitingham Chief Wastewater Operators
Jen Herzog	Whitingham Wastewater Operator
Mike Smith	Weston & Sampson
Shane Mullen	Weston & Sampson

Purpose:

- Review project scope & schedule
- Address Town questions/comments
- Jacksonville WWTF site visit
- Whitingham WWTF site visit

Minutes:

A meeting was held at the Whitingham Town Offices (and via teleconference) with key Town officials. After the meeting concluded, Weston & Sampson personnel and Dave DiCantio conducted site visits to the two Wastewater Treatment Facilities (WWTFs), with additional Weston & Sampson personnel present to conduct an architectural review. The following is a summary of the discussions:

1. A brief review of the project scope was provided.
2. The major milestones of the project were discussed next. The first upcoming item is an environmental review hearing held as an agenda item for the July 15 Selectboard meeting. In order to expedite the schedule, a Finding of No Significant Impact (FONSI) is being sought. If there were no outstanding concerns, a Categorical Exclusion could be applied for, however, due to the findings in the Preliminary

Engineering Report (PER), there are some issues that need to be addressed. This hearing is part of the FONSI process; a publicly warned meeting must be held to allow public input on the project's potential environmental impacts. Three items have been identified to date: obtaining a Shoreline Encroachment Permit for the Whitingham WWTF work, receive a response from the State Historic Preservation Officer on the projects, and a study of the floodplain at the Jacksonville WWTF. Wayne Corse had a flood study conducted for his property adjacent to the Jacksonville site, and the data can be used to determine whether the WWTF building is above the 100-year flood elevation or not. Wayne will drop off the hard copy of the report to the Town Office for Gig Zboray to scan and email as a PDF. The full-scale engineering plan will be mailed to Shane Mullen for him to scan and return.

3. Wayne asked if an evaluation of the concrete tanks would be part of this phase of work. He noted that there is potential for hydrogen sulfide corrosion, necessitating additional work. Mike Smith said that a visual inspection of the tanks' headspace will provide an indication if this could be an issue. If needed, a zoom camera could be used; the device is on a pole and can be lowered into the tank and high-resolution photos of the interior can be taken. This can be offered as an additional service, with potential to be covered by the State of Vermont Revolving Loan Fund (SRF) program. This will be investigated further during the site visits.
4. Scott Reed asked about how wastewater will be treated during construction. Shane replied that for Whitingham, wastewater could be trucked over to Jacksonville. For Jacksonville, a dedicated temporary treatment system will need to be installed. These costs were included in the PER's evaluation. The Town will still be responsible for maintaining its permit limits during construction, making a temporary process treatment plan an important feature of the final design.
5. After the environmental hearings, progress meetings will be held at the 30% (early August), 60% (early October), and 90% (mid November) stages of work. The final deliverable, a set of 100% plans and technical specifications, will be submitted by December 31.
6. Next discussed was the Town's plan to hold a bond vote to fund construction of the project. This will be held via Australian ballot on Town Meeting Day (March 2, 2021). All agreed that information should be distributed to the public early and often to inform them the purpose of the work, its necessity, its cost, and the value of this project (e.g. generous state subsidies). Newsletters have been found to be the most effective means of communication. A first set of letters can be issued in the near future. Additional information can be provided in the November sewer bills that are sent out. The annual Town report is one more opportunity. Finally, if possible, Weston & Sampson will hold a public hearing to present the project and address questions from interested members of the public. Weston & Sampson will assist in providing clear, plain English text for the Town's use. Dave asked how the voting for the project will proceed, given that only a portion of the Town's residents are in the sewer district. Gig indicated that all Town citizens will vote, as the Town is the recipient of the bond funds. The increased sewer fees will only be borne by the users of the system.
7. Shane asked Gig about the status of performing a Median Household Income (MHI) survey. This was discussed previously; the Town is currently considered to be above the MHI level, even though the data is not localized to the sewer district. An MHI survey can correct this; a lower MHI will provide more points in the SRF scoring for loans and subsidies. Gig indicated that a contract with RCAP Solutions was in

hand, and the study will be conducted after current work on a sewer ordinance is complete. Gig asked when this should be completed by, Shane indicate that it should be done by sometime in the fall.

8. This portion of the meeting was adjourned at 11:20 AM. Dave, Mike, and Shane drove to the Jacksonville WWTF to meet with James Barron and Alex Francisco, Weston & Sampson architects.
9. At Jacksonville, exterior dimensions were field-checked by tape, tank depths confirmed by sludge judge, and other dimensions of the facility.
10. Mike, Shane and Dave discussed the pH adjustment system. Shane asked Dave for records kept of pH and chemical used to help size the new chemical dosage system. Also discussed was taking a sample of wastewater for a pH titration analysis. This test can be conducted by Endyne, the Town's current laboratory.
11. The fate of sludge generated from the RBC system was discussed. The space below the small pump room is intended to be dry and could be converted. This will help ensure that solids are not re-entrained in the waste stream.
12. The headworks were investigated. The heavy iron covers can be replaced with an aluminum hatch. Additional modifications to the structure discussed included installation of a parshall flume to measure influent flow rate, improved gate actuation devices, addition of grout to minimize solids buildup in the corners, etc. The top portion of the concrete access hatch was noted to be in good condition, hydrogen sulfide corrosion has not adversely impacted the condition of this structure. This was also observed in the primary settling and equalization access hatches.
13. Dave noted that maintenance on the Jacksonville RBC was difficult as the main maintenance points (bearings, gearbox, etc) is elevated and requires work on a ladder. He requested that if the proposed equipment will be of similar height, a catwalk be provided to make maintenance easier.
14. The architects' observations during the site visit consisted of:
 - a. Consider rearranging the office/lab/garage space,
 - b. create expanded closet for mechanical room,
 - c. Existing windows are salvageable, but need new flashing (Jacksonville)
 - d. No sprinkler system present
 - e. No security system present
 - f. New doors and frames needed
 - g. All new electrical
 - h. Consider use of FRP panels in process room for moisture resistance
 - i. Consider expanding closet into process room to provide additional space for mechanical room,
 - j. Roof replacement work previously conducted replaced sheathing as well
 - k. New windows needed for Whitingham
15. After the Jacksonville visit, the Whitingham WWTF was inspected next. Dave stated that the grinder pumps were replaced the other week; he will provide information on those pumps to Shane. As a result, the anticipated design effort for this structure will include replacement of the existing heavy cast iron hatch

with a lighter aluminum hatch, and some type of flow measurement (e.g. pump cycle counter) provided to capture total inflow rates to the WWTF.

The site visit concluded at 2:30 PM.

This summary is meant as an accurate record of the items discussed, and decisions made at the meeting. Recipients of these minutes are asked to review these items and immediately notify Weston & Sampson of any necessary additions or deletions.

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