

**TRI-TOWN JOINT REVIEW COMMITTEE**  
**MEETING MINUTES**  
**February 15, 2024**  
**10:00 AM-11:00 AM**  
**MS Teams**  
**Approved Minutes May 15, 2024**

In attendance: Bruce Hoar, Chelsea Mandigo, Jess Morris, Aaron Martin, Annie Costandi, Regina Mahony, Kendall Chamberlin

- 1. Draft meeting minutes from November 30, 2023, approval**
  - a. Annie made a motion to accept the minutes as drafted, Aaron second. Approved.
- 2. FYE 2023 Reconciliation**
  - a. The rate stabilization fund summarized by municipality was reviewed. Like previous years, no refunds were given to any of the municipalities.
  - b. Kendall asked, Has the City been able to move accounts to high interest accounts? Jess responded not yet, but the reserve fund has a higher interest rate, so balances are being kept there.
- 3. FY 2024 Budget update**
  - a. The December and January budget summaries were reviewed. We are 58% of the way through the budget year. Wastewater is tracking right on course with 57% of budget.
  - b. Jess asked if the Tri-town wanted to be added to the monthly email budget report. The group answered yes.
- 4. FY 2025 Wholesale Rate**
  - a. Jess reviewed the estimated Wholesale Rate determination spreadsheet for FY25 which is 4.194/1,000 gallon treated, representing a 1.2% increase from last year.
  - b. Essex Jct led a discussion regarding the high amount of infiltration and inflow (I&I) to the facility since December 18, 2023, storm. The total effluent flow for the facility in December (88 MG) and January (79 MG) has been 20 Million Gallons above normal monthly average (60 MG).
    - i. Since Dec 2023, Essex Town has had an issue with their Maple St flow meter artificially rising their flow total to the facility. This issue would influence the total flow of effluent leaving the facility.
    - ii. A discussion occurred around how the flow to the WWTF is accounted for as a Tri-town and how a disproportionate amount of I&I is falling on to the Essex Junction percent of flow.
      1. Essex Town and Williston sending flow reports monthly. Essex Junction flow= total effluent flow for month-Essex Town-Williston.
      2. 2023 was a wet year, resulting in a significant increase of I&I in the collection systems. Looking at the data it is artificially raising Essex Junction flows and influencing projected sewer user rates. The upcoming FY25 is increasing 1.3% overall but the sewer rates are projected to increase 11.6%.
      3. Essex Junction asked the group if there would be consideration for adjusting I&I portion of the flow to be more equitable given the wet

year. Williston said no since their flow is accounted for with one metered inlet to the Essex Junction system. Essex Town said they would be open to a conversation since their flow has multiple entry points and not all metered.

- iii. A discussion occurred on how each community investigates I&I in their collection systems, including known problem areas and potential remedies being pursued.

**5. RFP for TV of sewer lines**

- a. Is there was interest in conducting a joint RFP for camera services for a Tri-town I&I investigation? May result in better group pricing. Williston said you do not need someone that is certified pipe inspector and could go with one of the local wastewater hauling companies that has camera equipment which could result in cost savings.

**6. 2023 Phosphorus Optimization Annual report**

- a. The report was reviewed. This is an annual report due to the State as part of the permit for the facility. The facility was as high as 71% of the annual phosphorus load allocation but brought the number back down 54% by end of the year through optimization techniques.

**7. High Strength Waste Surcharge policy**

- a. The group reviewed the policy with the comments/edits from the 11/30/23 meeting incorporated.
- b. A discussion and edits occurred focusing on how to further adjust the language to reflect a policy and not an ordinance. Each community has their own sewer ordinance which we can reference in this policy.
- c. A BOD allocation/municipality has not been set or discussed. The facility is currently under a 10-year evaluation where the BOD treatment capacity will be examined and then the allocation/municipality can be determined and discussed.

**8. Next meeting is 5/15/24.**

- a. Agenda items
  - i. High Strength Waste Policy
  - ii. 10-year evaluation study
  - iii. I&I discussion

**Adjourned:** 10:45 AM

Respectfully submitted.

Chelsea Mandigo, Water Quality Superintendent