

Greensboro Wastewater Advisory Committee Charter

Adopted - June 11, 2025

Wastewater Advisory Committee Charter

1. Establishment & Authority.

The Greensboro Select Board hereby establishes the **Wastewater Advisory Committee** (WAC) to identify, evaluate, and recommend proposals for a town wastewater system. The WAC shall serve in an advisory capacity to the Select Board.

2. Purpose & Scope.

The WAC is charged with:

- a. Identifying and evaluating potential wastewater system proposals, including feasibility studies, funding options, and engineering assessments.
- b. Prioritizing wastewater system connections for existing businesses and residents, with a focus on failing or inadequate septic systems
- c. Maintaining direct dialogue with and supporting the development initiatives of the **Planning Commission** and the **Housing Committee** to ensure wastewater planning aligns with broader town development, zoning, and housing needs.
- d. Engaging with town officials, engineers, regulatory agencies, and community stakeholders to assess infrastructure needs and compliance requirements.
- e. Identifying and pursuing grant opportunities, state and federal funding, and public-private partnerships to support project implementation.
- f. Soliciting public input and keeping the community informed of progress and recommendations.

3. Responsibilities

- a. Coordinating knowledge and materials transfer from prior wastewater committee initiatives, grants, engineers, and consultants to establish an initial baseline database of efforts and results to date.
- b. Keeping clear and current records of all commitments, requests for qualifications (RFQs), requests for proposals (RFPs), studies, analyses, contracts, and expenditures.
- c. Tracking and reporting all sources and uses of any funds including those grant monies received for wastewater-related planning or implementation.

- d. Write requests for qualifications (RFQ) and write requests for proposals (RFP) to solicit contractors.
- e. Retaining responsibility to oversee the construction and completion of any wastewater project approved by the Select Board, ensuring that it remains on schedule, within budget, and in compliance with all regulatory and engineering standards.
- f. Providing written recommendations to the Select Board.

4. Delegated Authority

- a. Soliciting, negotiating, retaining and overseeing engineers, consultants, or other professionals as needed to assist with feasibility studies, technical evaluations, and financial planning relating to the WAC's Purpose and Scope.
- b. Identifying, soliciting, and applying for potential sources of project funding for feasibility studies, engineering assessments, and wastewater system proposals.
- c. Incurring expenses of up to \$1,000 without prior Select Board approval, with all expenditures documented and reported regularly.

Note: Any WAC recommended proposals, contracts, or expenses greater than \$1,000 must be submitted to the Select Board for prior approval.

5. Membership, Appointments & Qualifications

- a. The WAC shall consist of 7 volunteer members, appointed by the Select Board, representing a cross-section of the community.
- b. Members shall serve without compensation.
- c. The WAC members will elect and maintain a Chair and Secretary for their committee.
 - i. The Chair will be responsible for ensuring the effective functioning of the WAC and the adherence to the committee's charter, purpose, scope, and authority.
 - ii. The Secretary will be responsible for ensuring the proper recording and public disclosure of the activities of the committee.
- d. Meeting quorum shall consist of a majority of WAC members.
- e. All committee members shall provide a brief summary of their backgrounds, including any relevant experience in wastewater management, septic systems, water management, engineering, finance, grant writing, project management, community planning, or related fields.
- f. All WAC members will be subject to the Greensboro Conflict of Interest Policy and will disclose any existing, future, or potential conflicts of interest relating to the wastewater initiatives to the WAC Chair and the Select Board.

6. Meetings, Transparency & Reporting

- a. The WAC shall meet regularly, at a frequency determined by the committee, with agendas and other meeting details posted in accordance with Vermont Open Meeting Law (1 V.S.A. §§ 310-314).
- b. All meetings shall be open to the public, and proper notice shall be given per legal requirements.
- c. The Secretary shall notify the Select Board, Planning Commission, and Housing Committee of upcoming meetings, providing each the opportunity to attend the meeting as a non-voting participant. (For the avoidance of doubt, these participants will not be considered ex officio members of the WAC and will not be included for voting, quorum, or other committee purposes.)
- d. Meeting minutes shall be recorded by the Secretary and made publicly available within 30 days.
- e. The WAC shall provide regular financial reports detailing all commitments, expenditures, and grant funds applied for, committed, contracted, or received.
- f. The WAC shall report progress to the Select Board at least quarterly and establish a time frame in which to present final recommendations.

7. Duration & Dissolution

- a. The WAC shall function until its final recommendations are submitted and acted upon by the Select Board.
- b. If a wastewater project is approved, the WAC shall continue and be responsible for overseeing the construction and completion of any approved wastewater project.
- c. The Select Board reserves the right to modify or dissolve the committee as necessary.

Adopted by the Greensboro Select Board on Date: June 11 2025

Signed by the Select Board members:

MacNeil (chair):

Ellen Celnik:

Tim Brennan:

Mike Metcalf:

Judy Carpenter:

