

Greensboro Wastewater Advisory Committee

2/23/26 Meeting Minutes 4:30-5:30pm – draft

Attendees:

WWAC: Jefferson Tolman, Blake Auchincloss, Elissa Mackin, Davis Barnett

Unavailable: Mary Parker, Stew Arnold

From the public: Naomi Ranz-Schleifer

Zoom Recording (town account):

<https://us02web.zoom.us/rec/share/X0liDFFH9bB0SUibbMxFCNRegztNjE8FSRBKnnnUYE06lhkN8HnmMkCiXfaAH9gU.G5-2T0Scym0eJWVv?startTime=1771882315000>

Passcode: VfC%gH1X

Meeting:

Davis Barnett (Chair) initiated the meeting:

- Minutes for the WWAC's meeting on 1/22/25 were approved

Public Comment:

Naomi mentioned she had no comments at this point.

Discuss RFQ (Request for Qualifications) to WW Engineering firms

- Note: Lynnette Claudon (DEC) mentioned this is a requirement because some of our available funding is from the CWSRF (Clean Waters State Revolving Fund). The RFQ would be publicized before the RFP. The RFQ helps us and others qualify potential RFP candidates.
- Discussed the sample and example from the town of Westford's November 2019 RFQ for their Town Center Community Wastewater System.
- We will set a submissions due date of 3/20/26 so that this committee will review submissions and be able to make recommendations at the 3/25/26 Selectboard meeting.

Actions:

- Davis will create a draft RFQ this week and get to the committee for review and revisions.
- Davis will send to Tom Brown at the DEC for his review

- Davis will request a list of recommended websites/posting places for the RFQ and later the RFP to be posted on for public access
- WAC will get the RFQ to the Selectboard for their review on 3/11/26. Ideally getting it to the SB by 3/5/26. Note there is concern that the first SB meeting after Town Meeting is often full of follow-ups from the Town Meeting, and we may not get SB approval at that point.
- The WAC would use the following method of QBS, Qualifications Based Selection:
<https://dec.vermont.gov/water-investment/water-financing/srf/srfstep1/QBS>

Review updated RFP (Request for Proposal) to WW Engineering firms

- Blake has incorporated Jefferson's feedback to include dates for 1) Questions, 2) Answers, 3) Submittal
- Blake will incorporate mention the existence and provide the web link to the 400 page PER report from Hoyle Tanner: [done]
- We will wait to review the RFP with the Selectboard and Lynnette Claudon (DEC), until we have the RFQ approved
- Create Plan to socialize chosen RFP with Selectboard, Lynnette Claudon (DEC & funder) and any others appropriate

Storage & Sharing of Documents for this committee:

- Discussed the need for a document repository to share with the WAC members.
Action: Davis will create a Google Drive for the storage and sharing of documents, and move documents to the drive

Comments: Elissa mentioned we need to get meeting minutes and meeting Zoom recording links posted for public access in a more timely manner.

Action: Davis took note

Defining the current Purpose & Scope of the Greensboro Village Wastewater System:

Properties that may benefit from a village wastewater system:

- Willey's Store
- Miller's Thumb
- Greensboro Garage
- Old Firehouse
- Village residents who may have 'compromised'(failing) systems

- Village residents with outbuildings who may consider converting them to apartments if they had access to WW
- Grange
- Public restrooms at the Caspian Lake beach

The WAC discussed an approach to speaking with members of the above and other village members:

- Hold an information session that all are invited to, and explain our approach to creating system(s) to serve the village. Provide WAC contact details for people to have confidential conversations with the WAC to start to understand what the property owners' interests are.
- We expect that people with compromised systems will contact the WAC
- We don't know who in town would represent the interests of the Grange, and we will need to contact the Selectboard to get a name(s)

Actions: WAC Members: Please let Davis know if you would like to participate in this activity.

Possible WW Sites:

- This information was and will continue to be discussed in 'executive sessions', and separate records will be maintained.

Recruiting New Members to the Wastewater Advisory Committee:

No new names offered. We are still looking for another new member

Follow-ups:

- Ethics program – The following members have completed the Ethics training: Blake, Mary, Jefferson, Elissa, Davis. We don't know if Stew has completed.
- Documentation of the Cheney Road wastewater system: Stew & Blake - **Action:** Template was created and needs to be filled in
- Wolcott WW System Walkthrough: Davis & Blake – need to coordinate when Blake returns to Greensboro – **Action:** Blake, please contact Davis regarding when you will be in Greensboro

Next Monthly WW Meeting: TBD: March 23 or 24 (before the 3/25 SB mtg) so we may review and prioritize/select RFQ respondents ?? @ 4:30pm 2026

Meeting adjourned.