



# One Burke Village Infrastructure Committee Meeting

September 15, 2022

Online via Zoom

Dufresne Group  
481 Summer Street, Suite 8  
Saint Johnsbury, Vermont 05819  
Tel: (802) 748-8605

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On September 13, 2022 at 5:00pm, a meeting was held via Zoom video conference to discuss the Burke Water and Wastewater Study. The following individuals attended:

<u>Individual</u>	<u>Representing</u>
Todd Vendituoli	One Burke
Dan Flannagan	One Burke
Linda Lotti	One Burke
Tom Manges	One Burke
Coralie Curran	Burke property owner
Lynnette Claudon	VT DEC
Emily Hackett	VT DEC
Andrea Day	Dufresne Group

Andrea Day has prepared the following summary of notes taken at the meeting. Please notify her if you have any corrections or additions to these minutes. Tasks to be completed as a result of this meeting are underlined.

- I. Minutes from the August 16, 2022, meeting were approved.
- II. Meeting format discussion
  - a. Todd V. will begin taking over some of the responsibilities of running the monthly meetings with the goal of the One Burke committee becoming less reliant on Andrea to organize meetings. Andrea will still be participating and attending but Todd will be setting up the meetings, preparing the agenda and running the meetings. Todd will be using the Chamber zoom account for meetings and will look into options and coordinate with the Town for better mic/speaker/video options for hybrid meetings.
  - b. In person vs Zoom – after some discussion it was agreed that the next meeting would be hybrid format with the in-person portion being at the Town offices Community Room. Todd V. will coordinate with the Town about use of the room.

### III. Water & Wastewater Study

#### a. East Burke update

- Hartgen to complete site work for additional archaeological investigation 9/22-9/23
- Once field archaeological work is complete, Stone to complete test pits.
  - a. Andrea will reach out to the Town about having the Town dig the pits to allow them to be completed quickly after the archaeological investigation is completed.
- Got permission from Payne's for additional field work as original permission had expired
- Attorney and Appraiser starting on Burke Mountain Appraisal

#### b. West Burke Alternatives

##### i. 60% report comments

- Investigate additional alternatives for wastewater collection (low pressure sewer, effluent only sewer)
- Review water system only alternative more closely as RD could fund if identified as preferred alternative although DWSRF would not since no known water quality issue exists
  - a. The water system only option will still have properties with insufficient space for wastewater. A small wastewater system to serve these properties may be challenging since these properties are not all located in the same area.
  - b. Additional information related to this will be added to the report.

#### c. Next steps

- i. Gather data and develop alternatives for East Burke
- ii. Revisions to West Burke report and 90% report submittal

d. Funding

- i. Meeting with selectboard to provide update on study. Andrea will contact Jim to see about being on the agenda for October 3. The meeting is at 5pm. Todd and Lynnette will plan to attend.
- ii. The ARPA grant & what to expect.
  - The IUP will be finalized next week then a “good news call” will be scheduled to include the selectboard and committee to review the award amount and what to expect.
  - The Town will receive a pre-award notification email.
  - A grant writer will need to be assigned.
  - In the meantime, the committee should be considering how to structure the project.
- iii. Other grant opportunities.
  - ACCD
    - a. Funding availability announcement not made yet, Todd should sign up to get update emails using the following link [subscribe to our newsletter](#)
    - b. There are three grant opportunities through ACCD.
- iv. DEC grant contract extension
  - a. DG and DEC to work out contract extensions and schedule updates.
  - b. Need to consider if any additional services are needed.
  - c. The deliverables and schedule will be reviewed at the next meeting.
- v. Building capacity in the committee
  - RCAP training event
  - Guest speakers at meetings

- Additional educational opportunities to learn about management of a water and/or wastewater system
- Jim Sullivan and a member of the selectboard should attend

**IV. Other items**

- New ANR contact – Emily Hackett will be taking over for Lynnette for the next 6 months

<p><b>Emily Hackett, EI - Environmental Engineer</b></p> <p>Reviews engineering scopes of service, preliminary engineering reports, environmental information documents, and final design plans and specifications for projects funded by the Clean Water State Revolving Fund and performs NEPA environmental review and pollution control design assistance. Technical Project Manager for Village ARPA Grants.</p>	<p><a href="mailto:Emily.Hackett@Vermont.gov">Emily.Hackett@Vermont.gov</a></p>	<p>802-261-0288</p>
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- One Burke Board updates
  - A facilitator to keep work being done by committee organized would be helpful.
  - The board is primarily working on a special tax rate and non-profit setup.
  - Lynnette suggested One Burke could get funding to assist with Ordinances and that work can be built into the engineering contracts. Some villages hire the local Regional Planning Commission (RPC) to assist.
  - The board is still trying to figure out the format for the non-profit to meet their goals and allow for flexibility. Looking for examples. Albany, West Windsor and Peacham may be examples to start from to develop draft bylaws for an attorney to review.
  - Lynnette suggested that ACCD may be able to point them to some assistance for the non-profit setup and

recommended contacting Chris Cochran or Josh Hanford.

- Josh Hanford  
Commissioner, Department of Housing and  
Community Development  
802-828-3080  
[josh.hanford@vermont.gov](mailto:josh.hanford@vermont.gov)
- Chris Cochran  
Director Community Planning and Revitalization  
802-595-5410  
[chris.cochran@vermont.gov](mailto:chris.cochran@vermont.gov)
- One Burke met with the Burke Planning Commission (PC) to discuss the local tax option. The PC is mostly focused on identifying and supporting affordable housing. They support the idea of a local tax but are not planning to pursue it in their efforts.
- Estimates of the local tax revenue can be made by using data available from the State on taxes paid by businesses. Depending on these estimates, it can be determined whether a local tax option is worthwhile.
- Short-term rentals
  - Lynnette noted that some villages are concerned with the impacts short-term rental use will have on septic systems.
  - Kirby is looking at options for conditional use permitting of short-term rentals.
  - Burke is looking at options for permitting of short-term rentals with possibly a different fee structure if the property is owner occupied or not.
  - Second home and short-term rental uses should be considered when looking at rate structure for a water or wastewater system.

## V. Next meeting

- a. October 18, 2022 at 5pm hybrid format