

West Burke Village Wastewater Committee

Meeting minutes

March 12, 2026

Online via Zoom and in person at the Burke Community Center

On March 10, 2026, at 5:00pm, a meeting was held in person at the Burke Community Center and via Zoom video conference to discuss the West Burke Wastewater Project. The following individuals attended:

<u>Individual</u>	<u>Representing</u>
Mike Harris	Town of Burke
Kevin Mack	W. Burke Village WW Committee
Dan Flanagan	W. Burke Village WW Committee
Todd Vendituoli	W. Burke Village WW Committee
Tom Manges	W. Burke Village WW Committee
Cathie Wheeler	W. Burke Village WW Committee
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 within 7 days.

I. General

- a. The January 13, 2026 meeting minutes were approved.

II. Water & Wastewater Study

- a. West Burke
 - Easements
 - Post office/Henderson easement
 - 104 VT-5A – easement pending – Attorney preparing documents
 - Construction easements – Letters to owners sent requesting response by 2/20
 - a. 7 permanent easements
 - b. 1 temporary construction easement

- Mike will follow up with Pete Koopman, John Mello, and the Post Office. He is having trouble following up with West Burke properties. Andrea will try and find alternate contact info for West Burke properties.
- Schedule
 - 90% Submittal comments received February 23rd from the State
 - QA/QC completed
 - Final plan and specification edits being made based on QA/QC and 90% comments. 100% submittal expected in next 2 weeks.
 - Spring bidding
 - Construction to be complete by late 2027
- Permitting
 - Environmental Review complete
 - Plans submitted to VTrans for 1111 permit for updated review. Permit application to be submitted once easement coordination is completed
 - Wetlands permit – corresponded with State, site visit will be needed in the spring. Preparing permit documents. Will need to try and coordinate permit timing to avoid bidding delay.
- Steps prior to bidding
 - Finalize last two easements
 - Construction easements
 - Wetlands Permitting
 - VTrans permit
 - Wastewater permit
 - Town adopt Sewer Ordinance – Town Attorney finalizing document
 - a. Will discuss further at the April meeting; but a 30-day warning is required before adoption

- b. The plan is to adopt it at the May meeting (held on the first Monday; Andrea will attend)
 - c. It will be effective 90 days after adoption
 - d. Rates: about \$500/SFR and about \$250/small user
- Town Garage
 - June 1st completion date for exterior building
 - Gosselins plans to mobilize the second week of April for well drilling
 - VT Mechanical Monday
 - Construction sign needs to be picked up at NVDA and installed prior to well drilling
 - Summer occupancy
 - Extend gravel 24 feet on north side of building. Stormwater permit (by others) to be updated

III. Next meeting

- a. May 12, 2026 at 5pm