

1 **Town of Richmond**  
2 **Meeting of Water and Sewer Commission**  
3 **Minutes of May 6, 2024**  
4

5 **Members Present:** Bard Hill, David Sander, Erin Farr, Jay Furr, Morgan Wolaver

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7 **Members Absent:** None

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9 **Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town  
10 Manager; Steve Cote, Water Resources; Connie Bona, Finance Director

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12 **Others Present:** The meeting was recorded for MMCTV, Erin Wagg

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14 **MMCTV Video:** [https://youtu.be/9r51Jgj1Z1g?si=kv9yNpv\\_ZVnJWp4R](https://youtu.be/9r51Jgj1Z1g?si=kv9yNpv_ZVnJWp4R)

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16 **Call to Order: 5:30 pm**

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18 **Welcome:** Wolaver

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20 **Public Comment:** None

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22 **Additions or Deletions to the Agenda:** None

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24 **Approval of Minutes, Warrants and Purchase Orders**

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26 **Minutes:**

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28 *Hill moved to approve the Minutes of 4/15/24 meeting as presented. Sander seconded.*  
29 *Roll Call Vote: Furr, Hill, Sander in favor. Farr, Wolaver abstains. Motion approved.*

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31 **Warrants:**

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33 *Sander moved to approve the 5/6/24 Warrants as presented. Hill seconded.*  
34 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

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36 **Purchase Orders:** None

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38 **Items for Presentation or Discussion with those present**

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40 **Reminder of applications for Water and Sewer Commissioners and of Annual**  
41 **Meeting scheduled for May 21, 2024**

42 Timestamp: 0:03

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44 People who participated in discussion: Wolaver, Arneson, Furr, Farr

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46 Wolaver and Arneson reviewed that the Annual Meeting will be held on Tuesday, May  
47 21, 2024 at 6pm and the letters of interest to serve on the Water and Sewer Commission  
48 are due by May 31, 2024

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**Review of DRAFT FY25 Budget**

Timestamp: 0:05

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4b01\\_FY25\\_Water\\_Wastewater\\_budget\\_Draft\\_5-6-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4b01_FY25_Water_Wastewater_budget_Draft_5-6-24.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4b02\\_FY25\\_Water\\_Wastewater\\_budget\\_Draft\\_5-6-24.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4b02_FY25_Water_Wastewater_budget_Draft_5-6-24.xlsx)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4b03\\_FY24\\_Water\\_and\\_Wastewater\\_Rates\\_DRAFT\\_5-6-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4b03_FY24_Water_and_Wastewater_Rates_DRAFT_5-6-24.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4b04\\_FY24\\_Water\\_and\\_Wastewater\\_Rates\\_DRAFT\\_5-6-24.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4b04_FY24_Water_and_Wastewater_Rates_DRAFT_5-6-24.xlsx)

People who participated in discussion: Wolaver, Arneson, Hill, Furr, Farr, Cote, Sander

Arneson stated that since the last meeting, they added the fee to the Water Meter Monitoring System, splitting 50-50% between the Water and Wastewater. Arneson reviewed that the Reserve Funds Wastewater Capital was misstated for FY24 that should have been FY23. Arneson stated that he updated the rate chart. Arneson reviewed the percentage of Septage Receipts revenues, budgeted \$550,000 for FY24 and \$500,000 for FY25. Cote stated that he couldn't take the full amount of stuff last week because he got a bad load in the plant. Cote reviewed that because the municipal end is so small, it took less than 20,000 gallons to hit the plant so hard.

Arneson reviewed the Residential and Commercial Fixed Rate, Metered/Usage Rate, School Fixed Rate, School Metered Usage Rate Changes from FY19 to FY25. Hill reviewed the rates are based on the sector's usage. Hill reviewed the history of the fire protection and fire water capacity for the entire Town. Cote confirmed that the tank being the size it is, will take substantial fire and he asked Fire to notify him so he can switch on the pump in a fire emergency.

**Review of Third Quarter FY24 financials**

Timestamp: 0:35

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4c01\\_QTR\\_3\\_FY24\\_Budget\\_Status\\_Sewer\\_Septage.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c01_QTR_3_FY24_Budget_Status_Sewer_Septage.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4c02\\_QTR\\_3\\_FY24\\_Budget\\_Status\\_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c02_QTR_3_FY24_Budget_Status_Water.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4c03\\_QTR\\_3\\_FY24\\_Water\\_Sewer\\_Septage\\_Financial.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c03_QTR_3_FY24_Water_Sewer_Septage_Financial.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4c04\\_Debt\\_Schedules.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c04_Debt_Schedules.xlsx)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4c05\\_QTR\\_3\\_FY24\\_Trial\\_Balance\\_Sewer\\_Septage.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c05_QTR_3_FY24_Trial_Balance_Sewer_Septage.pdf)

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100 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2024/05/4c06\\_QTR\\_3\\_FY24\\_Trial\\_Balance\\_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4c06_QTR_3_FY24_Trial_Balance_Water.pdf)

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People who participated in discussion: Wolaver, Arneson, Furr, Sander

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Arneson stated that the Wastewater Septage revenue is a bit behind the budget. Arneson stated that there continues to be vacancy savings overall by being short staffed. Arneson confirmed that the Capital Reserve spending is up.

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**Consideration of approval of final allocation for 112 East Main St.**

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Timestamp: 0:45

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[https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2024/05/4d1\\_Re\\_App\\_Final\\_Allocation\\_112\\_East\\_Main\\_St.\\_5-1-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4d1_Re_App_Final_Allocation_112_East_Main_St._5-1-24.pdf)

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[https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2024/05/4d2\\_Preliminary\\_Allocation\\_112\\_East\\_Main\\_St.\\_10-2-23\\_-\\_forms.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4d2_Preliminary_Allocation_112_East_Main_St._10-2-23_-_forms.pdf)

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People who participated in discussion: Wolaver, Arneson, Furr, Hill

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Arneson reviewed that it is not yet subdivided so they have two structures on one lot.

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Arneson reviewed that their plan is to eventually be subdivided and he's written a letter for approval of allocation to each structure.

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*Furr moved to approve final allocations for 112 East Main Street for 360 gallons per day of water at \$1.89 per gallon and 210 gallons per day of sewer at \$4.41 per gallon for a total fee of \$1,606.50. Hill seconded.*

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*Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

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128

**Update on septage billing**

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Timestamp: 0:47

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[https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2024/05/4e\\_Septage\\_Gallons\\_Recieved\\_2\\_.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4e_Septage_Gallons_Recieved_2_.pdf)

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People who participated in discussion: Wolaver, Cote, Arneson, Farr, Furr, Hill

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Cote reviewed that they have always rounded their load size to the nearest 500 gallons and some haulers became quite upset. Cote stated that they will go on face value for whatever the driver says it is, they will charge for that. Arneson presented the August 2023 Measured Gallons and Reported Gallons for a total of 118,000 gallons Reported and 120,500 gallons Billed. Farr asked if people will be honest. Cote stated that he told everybody that he will spot check. Cote stated that if they see one company going over on three strikes then they are not going to take anymore. Wolaver suggested charging them more if that is the case. Cote stated that it is possible for a driver to know how much they put on their truck. Cote summarized that a 1000-gallon septic tank, it's 1100 to 1200 gallons from the hauler.

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**Consideration of approval of a vendor for a new a new alarm system for the water system**

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148 Timestamp: 0:57  
149 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4f1\\_5842\\_Richmond\\_Tank\\_and\\_well.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4f1_5842_Richmond_Tank_and_well.pdf)

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152 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/05/4f2\\_PO\\_4955.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4f2_PO_4955.pdf)

154  
155 People who participated in discussion: Wolaver, Cote, Furr, Farr

156  
157 Cote summarized that he feels really good about bringing them on to get involved with  
158 our system and controls and cybersecurity for the whole system. Cote confirmed that it  
159 will separate the Water and the Sewer system, and they can build on this system to give  
160 more control.

161  
162 *Farr moved approve PO# 4955 in the amount of \$15,629.72 to Champlin Associates for a*  
163 *new water system monitoring system. Sander seconded.*

164 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

165  
166 **Update on repairs to the clarifier**

167 Timestamp: 1:01

168  
169 People who participated in discussion: Wolaver, Cote, Furr, Sander

170  
171 Cote summarized that they installed the new drive chain as the bearings were gone. Cote  
172 stated that between 1972 & 1983 it was routinely grease but he saw no records after  
173 1983. Cote suggested two ways to move forward by either repairing what they have with  
174 a new shaft or there is a company that makes a replacement. Cote confirmed that they  
175 have a couple of different estimates going forward.

176  
177 **Superintendent's Report**

178 Timestamp: 1:07

179  
180 People who participated in discussion: Wolaver, Cote, Hill, Sander, Furr, Farr, Hill

181  
182 Cote stated that a piece of steel grading spring was holding something up in impeller of  
183 the influent pump. Cote summarized that going forward with water meter installation,  
184 they are also doing a visual inspection for proper pump and stormwater connections.  
185 Cote confirmed that the plant is very sick right now and they are spending a lot of time  
186 making sure every load that comes in is not putting them behind again.  
187 Cote summarized that there is a tremendous amount of oxygen being consumed so that  
188 they can't get enough into the plant. Cote stated that the blower's intake comes from two  
189 separate flows and it was originally constructed to consume air from outside of the plant  
190 but there were complaints about noise in the park. Cote reviewed that instead of putting a  
191 muffler on, they ran an air intake through the plant in the garage, put a filter bass in there,  
192 and then dropped the intake into the septage receiving tanks underground. Cote stated  
193 that the engineers didn't ever do this. Cote stated that in the garage for the air intake, he  
194 opened that up to suck air out of the garage area versus sucking out of the tank. Hill  
195 summarized that the highest concentration of oxygen would be exterior air not near an  
196 exhaust or tank.

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198 **Update on water tank inspection**

199 Timestamp: 1:16

200

201 People who participated in discussion: Wolaver, Cote, Sander, Furr, Arneson

202

203 Cote reviewed that Tyler looked at the information and he feels that there were some  
204 minor cracks and when the tank was constructed that some of the tie rods ends were not  
205 knocked off. Cote stated that there are companies that can plug the tank from the inside,  
206 but he does not know if it is a manufacturing defect or a design defect. Arneson  
207 confirmed that he reached out to VLCT and to the Town attorneys.

208

209 **Update on status of Tilden Ave. Bridge St. and Cochran Rd. waterline replacement  
210 project**

211 Timestamp: 1:19

212

213 People who participated in discussion: Wolaver, Arneson, Hill

214

215 Arneson stated that the application is being reviewed by the State and it will go out to bid  
216 this fall with construction next spring. Hill summarized that they now have a list of the  
217 private connection lines that need to be replaced as a heads up to all those property  
218 owners.

219

220 **Update on Staffing**

221 Timestamp: 1:20

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223 People who participated in discussion: Wolaver, Arneson, Furr, Farr

224

225 Arneson congratulated Steven on his Class 3 Water Operator license. Arnsen confirmed  
226 that they are actively seeking to hire for a fourth position in the budget. Cote reviewed  
227 that Brad was dealing with blood clot in his kidney that moved to his leg so he is out for  
228 the foreseeable future, but they are trying to get him internet accessibility and a laptop.  
229 Cote confirmed that he can go in and switch everything that he's doing.

230

231 **Discuss Items for Next Agenda:**

232 \*Tank Inspection

233 \*Water Numbers

234 \*Annual Meeting

235 \*Staffing Update

236

237 **Adjournment**

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239 *Furr moved to adjourn. Farr seconded.*

240 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

241

242 Meeting adjourned at: 6:58 PM

243

244 **Chat file from Zoom:**

245 00:39:44 connie Bona: I have my volume all the way and having trouble hearing  
246 you guys

247 00:40:22 Duncan Wardwell: I am fading in and out too

248 00:41:23 Duncan Wardwell: I cannot hear audience mike

249 00:42:41 Duncan Wardwell: It is a bit muffled but the CLOSED CAPTION at  
250 least works

251 00:43:38 Duncan Wardwell: I can hear everyone but it is way less than previous

252 00:44:42 Duncan Wardwell: SPEAK loud and clear and take turns

253

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