

1 **Town of Richmond**
2 **Meeting of Water and Sewer Commission**
3 **Minutes of July 1, 2024**
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5 **Members Present:** Erin Farr, Jay Furr, Lisa Miller, Morgan Wolaver

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7 **Members Absent:** Bard Hill

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

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

13
14 **MMCTV Video:** <https://youtu.be/etfiNI6adm4?si=epATtDf0a0m1JzfV>

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16 **Call to Order: 6:01 pm**

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18 **Welcome:** Wolaver

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20 **Public Comment:**

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22 Wagg suggested a meter installation video for MMCTV. Wolaver observed the “Do Not
23 Flush Wipes” message in the Consumer Confidence Report.

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25 **Additions or Deletions to the Agenda:**

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27 Wolaver suggested moving Item e) between b) and c).

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

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31 **Minutes:**

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33 *Furr moved to approve the presented amendments to the Minutes of 6/17/24. Farr*
34 *seconded.*

35 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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37 **Purchase Orders:**

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39 *Furr moved to approve PO# 4737 to CSWD for Wastewater/Biosolids for not to exceed*
40 *\$150,000. Farr seconded.*

41 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

42
43 *Furr moved to approve PO# 4777 to Various Chemical Suppliers for Polymers-Biosolids*
44 *Chemical for not to exceed \$70,000. Miller seconded.*

45 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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47 *Furr moved to approve PO# 4776 to Simon Operation Services for Contract Operator for*
48 *not to exceed \$41,340.00. Farr seconded.*

49 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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*Furr moved to approve PO# 4738 to Various Chemical Suppliers for Wastewater Chemicals for not to exceed \$17,000.00. Miller seconded.
Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

Warrants:

*Furr moved to approve the 7/1/24 Warrants as presented. Miller seconded.
Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

Items for Presentation or Discussion with those present

Welcome new Commissioner and reorganization of the Commission

Timestamp: 0:20

*Furr moved to appoint Morgan Wolaver as Chair of the Water and Sewer Commission.
Miller seconded.*

Roll Call Vote: Farr, Furr, Miller in favor. Wolaver abstains. Motion approved.

Furr moved to appoint Erin Farr as Vice Chair of the Water and Sewer Commission.

Roll Call Vote: Furr, Miller, Wolaver in favor. Farr abstains. Motion approved.

Review Code of Ethics Policy

Timestamp: 0:23

[https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4b Code of Ethics FINAL 08-21-23.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4b_Code_of_Ethics_FINAL_08-21-23.pdf)

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

Arneson presented that the Code of Ethics is something employees and volunteers should be signing off on once per year and it should be reviewed in a public meeting of each commission or committee of the year. Arneson summarized that the purpose of the policy is to ensure that the business to the Town of Richmond will be conducted in such a way that no signatory will gain a personal or financial advantage from their work and to preserve the public trust. Arneson reviewed that it illustrates conflicts of interest, gifts, and favors ex parte communication, incompatibility of offices, how to disclose a conflict of interest, how to recuse yourself. Arneson confirmed that as of January 1, 2025, they will be changing to the State policy and have additional training and a new code to review.

Consideration of approval of a policy pertaining to the pay plan for hourly employees monitoring the supervisory control and data acquisition (SCADA) system on nights and weekends

Timestamp: 0:28

[https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4e Policy for hourly employee monitoring SCADA DRAFT.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4e_Policy_for_hourly_employee_monitoring_SCADA_DRAFT.pdf)

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

99 Cote reviewed the policy and how to compensate for looking at it for a certain number of
100 times during the day and to be on call. Cote reviewed that SCADA is mostly for the
101 wastewater treatment plant and there are times where someone must come in. Cote
102 reviewed the different alarms associated with the 20-year upgrade.

103

104 *Farr moved to approve the policy pertaining to the pay plan for hourly employees*
105 *monitoring the supervisory control and data acquisition (SCADA) system. Furr*
106 *seconded.*

107 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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109 **Consideration recommending to the Selectboard the of approval of an amendment**
110 **to Clean Water State Revolving Fund loan related to the Wastewater Treatment**
111 **Facility 20 year study**

112 Timestamp: 0:41

113 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4c1_Richmond_WWTF_-_Step_1_Loan_Amend.pdf)
114 [6/4c1_Richmond_WWTF_-_Step_1_Loan_Amend.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4c1_Richmond_WWTF_-_Step_1_Loan_Amend.pdf)

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116 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4c2_DEC_CERTIFICATION_Richmond_WWTF_-_Fully_Executed.pdf)
117 [6/4c2_DEC_CERTIFICATION_Richmond_WWTF_-_Fully_Executed.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4c2_DEC_CERTIFICATION_Richmond_WWTF_-_Fully_Executed.pdf)

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119 People who participated in discussion: Wolaver, Arneson, Cote, Farr, Miller

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121 Arneson reviewed 20-year study and the amount borrowed on the CWSRF program.

122 Arneson summarized that the next phase is working on funding assistance, rewriting the
123 sewer use ordinance review/recommendations and creating some public outreach to get a
124 bond vote. Arneson stated that the ability to pay it back in five years over many years is
125 helpful.

126

127 *Farr moved to recommend that the Selectboard approve the amendment to Clean Water*
128 *State Revolving Fund loan related to the Wastewater Treatment Facility 20 year study by*
129 *adding \$76,700 to the loan to pay for funding assistance, public outreach, and Sewer Use*
130 *Ordinance Review and Recommendations. Miller seconded.*

131 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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133 **Consideration of purchasing a pickup truck from the Richmond Fire Department**

134 Timestamp: 0:44

135 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4d_Fire_station_Truck_KBB.pdf)
136 [6/4d_Fire_station_Truck_KBB.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/06/4d_Fire_station_Truck_KBB.pdf)

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138 People who participated in discussion: Wolaver, Arneson, Cote, Furr, Miller

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140 Cote reviewed that the current truck will not pass inspection again and the Town has
141 owned and maintained the Fire pickup truck.

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143 *Furr moved to approve the purchase of the 2009 Chevrolet Silverado 3500 HD Regular*
144 *Cab truck from the Richmond Fire Department in the amount of \$20,000, to be paid for*
145 *with \$10,000 from the Water Capital Reserve and \$10,000 from the Wastewater Capital*
146 *Reserve. Miller seconded*

147 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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150 **Follow up on inspection of cracking in water tank**

151 Timestamp: 0:50

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153 People who participated in discussion: Wolaver, Arneson, Cote

154

155 Arneson reviewed the attorney looked at the documents on the building and they have a
156 few other structural engineers to follow up. Cote confirmed that a tank cleaning
157 company would also do the epoxy fill of cracks inside.

158

159 **Superintendent's Report**

160 Timestamp: 0:54

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162 People who participated in discussion: Wolaver, Arneson,

163

164 Cote summarized that they have had a tremendous amount of influx of grease and are
165 getting after the septage haulers. Cote stated that the Phosphorus Removal for the month
166 of June was a little high.

167

168 **Discussion of dewatering location: TABLED**

169

170 **Discuss Items for Next Agenda:**

171 *Discussion of dewatering location

172 *Update on meter installation

173 *Update on water tank

174

175 **Adjournment**

176

177 *Furr moved to adjourn. Farr seconded.*

178 *Roll Call Vote: Farr, Furr, Miller, Wolaver in favor. Motion approved.*

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180 Meeting adjourned at: 6:57 pm

181

182 **Chat file from Zoom:**

183 00:23:43 Duncan Wardwell: I can usually minimize it or close the window with

184 bottom toolbar

185

186