

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

5 **Members Present:** Erin Farr, Bard Hill, Jay Furr, Lisa Miller, Morgan Wolaver  
6

7 **Members Absent:** None  
8

9 **Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town  
10 Manager; Linda Parent, Town Clerk; Steve Cote, Water Resources; Linn Caroleo,  
11 Administrative Assistant.  
12

13 **Others Present:** The meeting was recorded for MMCTV, Erin Wagg  
14

15 **MMCTV Video:** <https://youtu.be/3M1gRTdyPhI?si=M0ErAMx-7x5HDEjw>  
16

17 **Call to Order: 6:00 pm**  
18

19 **Welcome:** Wolaver  
20

21 **Public Comment:** None  
22

23 **Additions or Deletions to the Agenda:** None  
24  
25

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

27 Timestamp: 0:01  
28

29 **Minutes:**  
30

31 People who participated in discussion: Wolaver, Arneson, Furr, Miller, Hill  
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33 Minor changes had been suggested by Wolaver. Another change was suggested by Furr  
34 on line 149 to change minerals to metals.  
35

36 *Furr moved to approve the Minutes as presented on 08/19/2024. Miller seconded.*

37 *Roll Call Vote: Hill, Farr, Furr, Miller, Wolaver in favor. Motion approved.*  
38

39 **Purchase Orders:**  
40

41 *Furr moved to approve Purchase Order number 5054 to Hoyle Tanner for work related*  
42 *to the 20-year wastewater study in the amount of \$81,500.00. Miller seconded.*

43 *Roll Call Vote: Farr, Furr, Hill, Miller, Wolaver in favor. Motion approved.*  
44

45 *Hill moved to approve Purchase Order number 5057 to Zenner USA Inc for the purchase*  
46 *of water meters in the amount of \$117,250.93. Furr seconded.*

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

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51 *Hill moved to approve the Warrants as presented. Furr seconded.*

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

53

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

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56 **Review of flood recovery expenses**

57 Timestamp: 0:09

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

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61 Arneson stated, we provided the total estimate of \$65,000 for wastewater and \$200 for  
62 water, for expenses related to the most recent flood. We are still waiting for the final bill  
63 from Phil Laramie for his work on the pump station. We did not include an estimate to  
64 repair the metal hangers under the bridge. So, if he estimates that at about \$50,000 the  
65 total estimate for wastewater goes to \$115,000 that still has a projected yearend balance  
66 of unrestricted funds of \$152,000 which is above the \$132,000 which is 15% of the FY  
67 25 wastewater budget. We're remaining within that acceptable margin of error of 15% of  
68 the budget.

69 Cote added that has gotten a written estimate from Dan Pratt, the electrician for  
70 around \$4,800 on what it would cost to raise the control panel to a level of about eight  
71 feet. That estimate included running completely new wires, not splicing anything, and  
72 elevating the control panel to a point where it should not flood.

73 Miller asked the location of the new control panel to which Cote replied that it would be  
74 right where it is, but just taller to include all the structure and a staircase.

75 Arneson continued that Hoyt Tanner did submit a pre-application to the hazard mitigation  
76 grant program for elevation of the control panel, elevation of the manhole over there, and  
77 protecting the pipe. If that gets approved, all that work could be funded at 75% cost, 25%  
78 shared by the town.

79 Farr asked what had been decided regarding the fallen trees. Arneson said he followed up  
80 with VLCT and Gary (Bressor) on that. He also emailed the VLCT attorneys, and they  
81 said, since it originated on town property, the town should be responsible for cleaning  
82 those up. PACIF won't cover it because the fallen tree did not cause damage. Almost 10  
83 trees fell or were cracked in the most recent flooding and the current estimate for that  
84 clean-up is \$5,000. Gary is willing to pay 25% and the Town will pay 75%. Cote  
85 explained that there is a tree leaning over the control panel and needs to be removed.

86 Wolaver wanted to know what the process is if we exceed what's in our unrestricted  
87 funds by 15%. Arneson explained that we are then going into the red. We do have  
88 reserves, but hopefully depending on the expense, we save the reserves for reserve related  
89 projects. Short term loans are one way to avoid going into the reserves.

90

91 **Discussion of repair of sewer line under Bridge St. bridge**

92 Timestamp: 0:18

93

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

95

96 Cote elucidated in the last flood; all the hangers got bent again. They need to be redone.  
97 Ideally, we need to get it pitched back on the hangers and insulated. Kirsten from Hoyle  
98 Tanner doesn't believe that we could get a design and construction completed for moving

99 that line by winter. Arneson continued that we really need to get this done by winter,  
100 because the insulation is pretty torn up. Although it would be cost effective to do it all at  
101 once, we're just not going to have the time to do it.

102  
103

104 **Discussion of requests by property owners for additional water meters**

105 Timestamp: 0:21

106

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

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109 Cote reiterated that he came to the Commission looking for guidance on how to manage  
110 the issue that several people in Town want to change the number of water meters they  
111 have in their property, because there are multiple businesses or multiple dwellings at one  
112 curb stop. Right now, the owner of the building may have one business in it, they're  
113 looking to have two meters, one for another business that they are not the owner of. You  
114 would have two accounts with one curb stop, and if the second business or renter didn't  
115 pay, you have no way of terminating their water service for non-payment. Furr asked if  
116 these new meters allow the property owner to cut a tenant off? Cote replied that yes,  
117 normally, the way they are installed, you have a shut off before them, so if you have a  
118 triplex, you have the line from the town with a meter and coming out of that meter would  
119 be a T and divided it into three more shut offs and three more meters for the building.  
120 Other towns use the one curb stop – one meter rule. He said he is willing to give the old  
121 meters that are now being replaced by the new Zinner meters to building owners who  
122 want more meters, but they must install them. Miller asked how many meters are  
123 functioning? Cote explained that about 50 used water-meters that have been replaced are  
124 still useable. Wolaver added that a policy needs to be made around this. Arneson  
125 explained that if the owner has a current meter, or more than one, those will be installed.  
126 Cote said, moving forward, if someone wants additional meters, then he will say one curb  
127 stop, one meter, period. He can give them one of the used meters.

128

129 **Update on Northern Border Regional Commission grant, for sewer expansion into  
130 the Gateway, notice to proceed.**

131 Timestamp: 0:39

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133 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/08/4d_Emails_regarding_NBRC.pdf)  
134 [8/4d\\_Emails\\_regarding\\_NBRC.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/08/4d_Emails_regarding_NBRC.pdf)

135

136 People who participated in discussion: Wolaver, Arneson, Cote, Farr

137

138 Arneson described that he would like the Commission to agree to give the grant up,  
139 because the State could use the money to other projects. It would free us up in the future  
140 to apply for future grants, and there is no ding on the Town. Cote injected that there are  
141 things that need to be taken care of, one of them is the easement for the waterline, which  
142 is already in place. We need to get that turned over to the Town.

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144

145

146 **Superintendent's Report**

147 Timestamp: 0:43

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149 People who participated in discussion: Wolaver, Hill, Cote

150

151 Cote said that 100 water meters have been installed. The Zinner rep will be here all next  
152 week to set up the website. After the website is set up some customers may need help  
153 setting up their mobile accounts and how to use Wi-Fi.

154 He continued that he has all the parts needed to completely rebuild the pump station.

155 They are waiting for Phil Laramie to free up some time, to come and put the parts back  
156 into the pump station, which will make it better than it was before the flood. Presently the  
157 check valves that were leaking are 13 inches, the standard check valve you get now is  
158 only 11 and a half inches, so we decided to just order new ones. The old 13” check valves  
159 can be ordered for \$3,200 a piece, whereas the 11.5” check valves cost \$875.

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161

### 162 **Update on inspection of cracks in water tank**

163 Timestamp: 0:48

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165 People who participated in discussion: Arneson

166

167 Arneson expressed that we've found an engineer and are working on finalizing an  
168 agreement with them. This is through our attorneys and PACIF. PACIF is going to pick  
169 up the bill for the engineer. They're going to come in, do a review of the tanks, and  
170 establish what the current condition is, and review existing documents from construction  
171 and engineering, and provide recommendations for the ceiling cracks. They want to better  
172 understand what we have on site, what the current condition is, before they dive in to  
173 determine if this was a construction error, an engineering error or something else?

174

175

### 176 **Update on progress of hiring a fourth staff member**

177 Timestamp: 0:50

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179 People who participated in discussion: Wolaver, Cote

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181 Cote said he is working on a hire letter with Linda, and he believes there will be a new  
182 employee this week.

183

### 184 **Discuss Items for Next Agenda:**

185 Policy draft for the water meters per curb stop

186 Update on removal of trees

187 Pump station rebuild update

188

### 189 **Adjournment**

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191 *Hill moved to adjourn. Furr seconded.*

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

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194 Meeting adjourned at: 6:52 pm

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196 **Chat file from Zoom:** None  
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