

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

5 **Members Present:** Lisa Miller, Jay Furr, Erin Farr  
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7 **Members Absent:** Bard Hill, Morgan Wolaver  
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9 **Staff Present:** Superintendent Steve Cote; Josh Arneson, Town Manager; Duncan  
10 Wardwell, Assistant to the Town Manager; Town Clerk Linda Parent; Admin Assistant  
11 Linn Caroleo (logged in as “Zoom User”).  
12

13 **Others Present:** The meeting was recorded for MMCTV Erin Wagg and Angelike  
14 Contis, Gary Bressor, Heidi Bormann.  
15

16 **MMCTV Video:** <https://youtu.be/0LWQIGgA4QA?si=vZUGUyKuXPnYVfUo>  
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18 **Call to Order: 6:00 pm**  
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20 **Welcome:** Farr  
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22 **Public Comment:** None  
23  
24

25 **Additions or Deletions to the Agenda:** None  
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27

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

29 Timestamp: 0:00  
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31 **Minutes:**  
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33 People who participated in discussion: Farr  
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35 *Miller moved to approve the Minutes as written on 10/21/2024. Furr seconded.*

36 *Roll Call Vote: Furr, Miller, Farr in favor. Motion approved.*  
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38 **Purchase Orders:**  
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40 None.  
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42 **Warrants:**  
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44 *Furr moved to approve the Warrants as presented. Miller seconded.*

45 *Roll Call Vote: Furr, Miller, Farr in favor. Motion approved.*  
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**Items for Presentation or Discussion with those present**

**Consideration of approval of final water and sewer allocation for 83 Huntington Rd.**

Timestamp: 0:02

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/1/4a\\_Final\\_Allocation\\_Requests\\_for\\_83\\_Huntington\\_Rd..pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/1/4a_Final_Allocation_Requests_for_83_Huntington_Rd..pdf)

People who participated in discussion: Farr, Arneson, Cote

Arneson stated that this was for the final allocation for 1,620 gallons of water per day and 1,455 gallons of sewer per day, for a total of \$9,478.35, which he already has checks for in his office to be deposited once this is approved. Cote said this has been sitting on his desk for a long time and needs to be taken care of.

*Furr moved to approve the following final water and sewer allocations for 83 Huntington Rd. 1,620 gallons per day for water, bringing the total water allocation to 3,532 gallons per day and 1,455 gallons per day for sewer, bringing the total sewer allocation to 2,975 gallons per day. Miller seconded.*

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

**Consideration of approval of a policy, and the amendment of a current policy, which would limit each structure to only one Town water meter**

Timestamp: 0:04

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/1/4b1\\_Policy\\_Controlling\\_The\\_Number\\_Of\\_Water\\_Meters\\_Per\\_Structure\\_FINAL\\_DR\\_AFT\\_11-1-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/1/4b1_Policy_Controlling_The_Number_Of_Water_Meters_Per_Structure_FINAL_DR_AFT_11-1-24.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/1/4b2\\_Public\\_Private\\_System\\_Policy\\_v2\\_DRAFT\\_10-29-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/1/4b2_Public_Private_System_Policy_v2_DRAFT_10-29-24.pdf)

People who participated in discussion: Farr, Arneson, Cote, Bressor, Furr

Cote explained that this happened recently where there was one curb stop to two buildings and in the two buildings there were three businesses each, which then were affected because there was a leak and the water had to be shut off at the curb. Bressor asked for clarification about the wording in the policy due to him wanting to build a duplex, to which Cote explained that moving forward it's important to have one curb stop per service line or per building. It's possible for an owner to have more meters put in past the curb stop to control the water going to each unit in a specific building. Furr wondered what happens if you have a duplex and you sell one side, how does that work? Cote said that most people have one Town meter, and then add other meters beyond the Town meter and the owner must collect the payments for each meter from renters or businesses.

96 Farr added that some owners/renters include the cost of water in the rental price for the  
97 property. Arneson explained that installing meters when a new construction is being built  
98 is best practice even if that means leaving the meter unused until it's needed. Commercial  
99 rates and residential rates for water and sewer are different because commercial  
100 properties use more water typically. Arneson continued that the following line was added  
101 to the Policy, Controlling the Number of Water Meters Per Structure: "When a structure  
102 has both commercial and residential fixed costs the metered/usage rates shall be billed at  
103 the commercial metered/usage rate."

104 It was determined that this needs more discussion.

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### 107 **Review of monthly water data for October 2024**

108 Timestamp: 0:27

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110 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/1/4c\\_Monthly\\_Water\\_Report\\_October\\_2024.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/1/4c_Monthly_Water_Report_October_2024.pdf)

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112 People who participated in discussion: Farr, Arneson, Cote

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114 Cote explained the cellular based system that we approved and are going to have  
115 installed, was initiated by the company Champlin. They planned to come and insert their  
116 installation claiming they would not be hooking into our system. When Steve got to the  
117 plant the meter was blank and Champlin said their tech had been working on it when the  
118 meter stopped working. He continued that this is a problem, because water values have to  
119 be reported to the State daily, but since he had the total numbers for produced raw water,  
120 he could use those numbers. He said, starting on 1-Nov we are using raw water numbers.  
121 The part that is needed to fix this issue will not be in until 17-Nov. The State has been  
122 notified. Fluoride and chlorine is added based off fixed and metered rates that are pre-set.  
123 The State wants to know how much water we put into the system daily. Cote has  
124 informed Champlin that they will pay for the broken meter, because it broke when they  
125 were doing their work.

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### 127 **Update on installation of water meters**

128 Timestamp: 0:34

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130 People who participated in discussion: Farr, Cote

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132 Cote stated 135 of the total 350 meters have been installed. Brad is installing more new  
133 meters daily, but the process was slowed because Cote has been sick.

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### 136 **Update on FY25 Q1 water bills**

137 Timestamp: 0:36

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139 People who participated in discussion: Farr, Arneson

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141 Arneson elaborated that water bills will change with the new Zenner system, and these  
142 can be confusing to understand initially. Water amounts from before the water meter  
143 installations will be listed as negative. Usage is total gallons used with the old meter and  
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145 then the new meter. The previous is subtracted from the current, so it ends up being a  
146 subtraction of a negative value. About 100 bills had been mailed out before Connie and  
147 Linda caught it. Cote continued that going forward if you have a Zenner meter, Bona will  
148 upload the billing numbers quickly. The new billing system will save hours of work.

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### 151 **Update on repair of sewer line under Bridge St. bridge**

152 Timestamp: 0:43

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154 People who participated in discussion: Farr, Cote

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156 Cote relayed that All Seasons Excavating have completed the work on the hangers, they  
157 have been repaired and the insulation has been patched. Some of the insulation has dried  
158 and looks unsightly, but it is at least in place before winter.

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### 160 **Superintendent's Report**

161 Timestamp: 0:46

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163 People who participated in discussion: Farr, Cote

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165 Cote reported that a new shaft has been built and the clarifier will be ready to go once the  
166 shaft is installed again. They are finishing the cleaning of the aeration tank with the goal  
167 of having it operational by winter. All Seasons has removed 24 tons of silt and sludge.  
168 Nitrogen levels in wastewater effluent were high in the last sample, 25 times higher than  
169 previous numbers. This is a sample that is taken once every three months. Cote is looking  
170 into plausible causes for the elevated nitrogen levels and will update the Commission on  
171 his findings. There are no State parameters set for nitrogen levels in wastewater therefore  
172 there is no violation. When the aeration tanks were changed the nitro fixing bacteria are  
173 very, very susceptible to change. Cooler weather slows it down. Moving forward he will  
174 test for nitrogen once a month and monitor it himself. Everything else at the plant is  
175 running well. Phosphorus removal is rock solid. Cote has a meeting on the 14<sup>th</sup> of  
176 November to finalize the plans for the influent pump with Hoyle Tanner. After it is  
177 finalized it goes out to bid for purchase and installation of the pump. The PLC control for  
178 septage is brain dead. Staff cannot receive septage at this point unless it is done manually  
179 and then becomes a staff intensive process. Pratt Electric is rebuilding the software for a  
180 replacement PLC. This was last upgraded in 2003 and this PLC logic is no longer  
181 available. It requires one person to take control of the septage unit manually. Presently, it  
182 doesn't recognize when a unit is connected.

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

186 Meter policy

187 PLC

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### 189 **Adjournment**

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191 *Furr moved to adjourn. Miller seconded.*

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

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194 **Meeting adjourned at: 6:56 pm**

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196 **Chat file from Zoom: None**

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