

1 **Town of Richmond**  
2 **Special Meeting of Water and Sewer Commission**  
3 **Minutes of February 18, 2025**  
4

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

7 **Members Absent:** Jay Furr  
8

9 **Staff Present:** Superintendent Steve Cote; Town Manager Josh Arneson, Assistant to the  
10 Town Manager Duncan Wardwell, Finance Director Connie Bona.  
11

12 **Others Present:** The meeting was recorded for MMCTV Erin Wagg.  
13

14 **MMCTV Video:** MMCTV Erin Wagg  
15

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

18 **Welcome:** Farr  
19

20 **Public Comment:** None  
21

22 **Additions or Deletions to the Agenda:** None  
23

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

25 Timestamp: 0:01  
26

27 **Minutes:**  
28

29 People who participated in discussion: Farr  
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31 *Miller moved to approve the Minutes as written on 02/03/2024. Hill seconded.*

32 *Roll Call Vote: Hill, Miller, Farr in favor. Motion approved.*  
33

34 *Miller moved to approve the Minutes as written on 02/10/2024. Hill seconded.*

35 *Roll Call Vote: Hill, Miller, Farr in favor. Motion approved.*  
36

37 **Purchase Orders:** None  
38  
39

40 **Warrants:**  
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42 *Hill moved to approve the Warrants as presented. Miller seconded.*

43 *Roll Call Vote: Hill, Miller, Farr in favor. Motion approved.*  
44  
45  
46  
47

48 **Discussion of the FY24 Q4 quarterly financial reports**

49 Timestamp: 0:02

50

51 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a01\\_Summary\\_of\\_FY24\\_Q4\\_Budget\\_to\\_Actual\\_for\\_Water\\_and\\_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a01_Summary_of_FY24_Q4_Budget_to_Actual_for_Water_and_Sewer.pdf)

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54 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a02\\_FY24\\_QTR\\_4\\_Budget\\_Status\\_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a02_FY24_QTR_4_Budget_Status_Water.pdf)

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57 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a03\\_FY24\\_QTR\\_4\\_Budget\\_Status\\_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a03_FY24_QTR_4_Budget_Status_Sewer.pdf)

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60 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a04\\_FY24\\_QTR\\_4\\_Water\\_Sewer\\_Septage\\_Financial.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a04_FY24_QTR_4_Water_Sewer_Septage_Financial.pdf)

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63 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a05\\_FY23\\_Audit\\_Excerpt.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a05_FY23_Audit_Excerpt.pdf)

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66 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/02/4a06\\_FY24\\_Audit\\_Excerpt.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4a06_FY24_Audit_Excerpt.pdf)

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70 People who participated in discussion: Arneson, Cote, Bona, Hill, Farr

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72 Arneson explained that some unanswered questions about the financial audit that was  
73 completed remain, in addition to explaining the negative \$297,000 that was discussed at  
74 the last meeting. Bona had explained last week that there were some expenses that were  
75 not yet included as well as some cash, she created an excel spreadsheet to help give a  
76 better explanation to the budget audit. Arneson explained some of the income and  
77 expenses that were not included last week. Cote asked about an expense to VMERS,  
78 which Bona answered that this was related to net inflows and outflow coming directly  
79 from VMERS, it's not money that has been physically spent. Hill and Farr wondered if  
80 footnotes would make this easier to understand. Arneson addressed the \$297,000 deficit  
81 by stating that it came from \$48,000 unbudgeted water meter installations, \$159,000  
82 emergency repair of the press, \$123,000 spent on the 20-year study which will be mostly  
83 reimbursed and nearly \$20,000 for various cleaning, all this came out of the Wastewater  
84 Capital Reserve. Hill wondered if yet unpaid water bills could be counted as revenue, to  
85 which Bona said they essentially are. Farr asked if the new water meters will allow users  
86 to autopay their water bill. Arneson suggested having another meeting regarding the  
87 budget on March 10, 2025 at 6 p.m.

88

89

90 **Update on installation of water meters**

91 Timestamp: 0:39

92

93 People who participated in discussion: Farr, Cote

94

95 Cote believes they will be nearly finished with water meter installations by the end of  
96 March. They have installed close to 260 meters. Some are in crawlspaces they cannot

97 access until spring. For some of the larger meters he has had to hire plumbers to do the  
98 work, such as for Richmond Terrace, because those meters are larger and more  
99 complicated. Miller asked if they have the appropriate number of meters to finish the  
100 install and Cote replied some meters are 1" which will need to be special ordered since  
101 most of the meters are 3/4".  
102

### 103 **Review of water data for January 2025**

104 Timestamp: 0:46

105

106 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4d_Monthly_Water_Report_January_2025.pdf)  
107 [2/4d\\_Monthly\\_Water\\_Report\\_January\\_2025.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/02/4d_Monthly_Water_Report_January_2025.pdf)

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109

110 People who participated in discussion: Farr, Cote, Hill

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112 On the 15<sup>th</sup> of January they installed a cellular based water system that Cote or any of the  
113 other guys have access to through an app. They will be able to adjust pH and chlorine or  
114 fluoride levels with the app, he can view what is going on at the plant at any time. He  
115 believes they will implement specific times to pump to save power at off-hours. The  
116 chlorine is still too high, and he is unhappy with the current supplier because the drum  
117 barrel concentration isn't consistent. Hill asked where Burlington gets their chlorine and  
118 Cote said from St Albans. He continued that the fluoride numbers needed to be bumped  
119 up a little.

120

121

### 122 **Superintendents Report**

123 Timestamp: 0:55

124

125 People who participated in discussion: Cote

126

127 Plant is running well and the new water system is allowing him to pump at off hours.

128 He is excited to allow customers to go onto the water meter app and look at their own  
129 usage. A one-time fee must be paid before the app will be in use for customers.

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131

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

133 Move logo discussion to next meeting

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### 136 **Adjournment**

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138 *Miller moved to adjourn. Hill seconded.*

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

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141 **Meeting adjourned at: 6:59 pm**

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144 **Chat file from Zoom:**

145 00:45:09 morganwolaver: This is Morgan. I'm OK with March 10th.