

1 **Town of Richmond**  
2 **Meeting of Water and Sewer Commission**  
3 **Minutes of April 21, 2025**  
4

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

6  
7 **Members Absent:** None

8  
9 **Staff Present:** Superintendent Steve Cote; Town Manager Josh Arneson, Assistant to the  
10 Town Manager Duncan Wardwell, Admin Assistant Linn Caroleo.

11  
12 **Others Present:** The meeting was recorded for MMCTV Erin Wagg, Jon Olin, and  
13 Kirstin DiPietro-Worden from Hoyle Tanner.

14  
15 **MMCTV Video:** MMCTV Erin Wagg  
16 <https://youtu.be/6cnz8B089vU?si=qTJDa1i9OWrhHw2i>

17  
18 **Call to Order:** 5:33 pm

19  
20 **Welcome:** Sander

21  
22 **Public Comment:** None

23  
24 **Additions or Deletions to the Agenda:**

25  
26 **Approval of Minutes, Warrants and Purchase Orders**  
27 Timestamp: 0:01

28  
29 **Minutes:**

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31 *Furr moved to approve the Minutes as written on 04/07/2024. Hill seconded.*

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

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34  
35 **Purchase Orders:**

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37 *Furr moved to approve Purchase Order 5286 to M&T Wilmington Trust for the*  
38 *Wastewater portion of the Millet St. loan in the amount of \$14,092.53. Hill seconded.*

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

40  
41 *Furr moved to approve Purchase Order 5287 to Union Bank for the water tank gap loan*  
42 *in the amount of \$26,445.18. Hill seconded.*

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

44  
45  
46 **Warrants:**

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

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

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52 **Update from Hoyle Tanner on next steps for 20-year study**

53 Timestamp: 0:06

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55 People who participated in discussion: Hill, Arneson, Olin, DiPietro, Cote, Farr, Sander

56

57 Olin went over the Wastewater project summary and spoke about grants that have been  
58 applied for previously (which were not awarded), and recent grants that have been  
59 applied for to help pay for this project which is now estimated to cost \$4.5 million. Olin  
60 discussed the proposed schedule moving forward, including design phase and  
61 construction phase. Hill wanted to know why this upgrade is needed. DiPietro said that  
62 septage is a good income source and the plant needs to be upgraded to receive more  
63 septage. Cote added that without the septage we cannot process our sludge. He said over  
64 the past 2 months the septage receiving has been incredibly low, he would like to get  
65 those numbers up. Hill wanted to know what the minimum repairs would be to keep the  
66 plant going. Farr wondered if there is a cheaper option if we don't get a governmental  
67 grant instead of the entire \$4.5 million, like a \$2 million option. Cote said this upgrade  
68 would allow us to take in commercial septage, which would be revenue for the Town.  
69 Hill cautioned, but at what expense. Cote pointed out that the press, the conveyer system  
70 and the polymer needs to be upgraded at a minimum. Arneson pointed out that it would  
71 be better to have quotes as the job moves along instead of this one very large cost. Olin  
72 said he can produce a more accurate reflection of what this is going to cost, but it's tricky  
73 to set up a list of septage rates. He is aware that this will come up as a Bond vote, in  
74 terms of cost and then must include a payback strategy. Cote wanted to know why the  
75 current total quote is \$19.5 million, as opposed to \$17 million formerly. DiPietro said she  
76 has added 10-11% due to potential future tariffs, 30% has been added to the bottom line  
77 because this will not go out to bid for another 2 years and prices for supplies and labor  
78 will increase in that time. Farr wondered if other small Towns were doing a similar  
79 upgrade and how are they presenting it to the public. She continued that perhaps asking  
80 the public for input prior to a bond vote is a good idea. Cote added he thinks commercial  
81 users should be added to a pre-vote meeting because they often have concerns. Olin  
82 thinks informing the public should happen during the public outreach planned for the fall.  
83 The 20-year study that Hoyle Tanner is conducting is required (every 20 years). Olin  
84 ended by saying that it has been decided to buy the influent pump outright because there  
85 is money for that currently and it needs to be replaced imminently.

86

87

88 **Consideration of setting a date for the Water and Sewer Commission Annual**

89 **Customer Meeting**

90 Timestamp: 0:52

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92 People who participated in discussion: Arneson

93

94 Arneson suggested having this meeting prior to July.

95

96 *Farr moved to hold the Water and Sewer Commission Annual Customer Meeting on*  
97 *Tuesday, June 3, 2025, at 6pm. Hill seconded.*

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

99

100

101 **Review of Draft FY26 Budget and Rates**

102 Timestamp: 0:53

103

104 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/04/4c1\\_FY26\\_Water\\_Wastewater\\_budget\\_Draft\\_for\\_04-21-25\\_mtg.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4c1_FY26_Water_Wastewater_budget_Draft_for_04-21-25_mtg.pdf)

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107 [https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater\\_Sewer\\_Commission%2FMeetings%2F2025%2F04%2F4c2\\_FY26\\_Water\\_Wastewater\\_budget\\_Draft\\_for\\_04-21-25\\_mtg.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater_Sewer_Commission%2FMeetings%2F2025%2F04%2F4c2_FY26_Water_Wastewater_budget_Draft_for_04-21-25_mtg.xlsx&wdOrigin=BROWSELINK)

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112 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/04/4c3\\_FY26\\_Water\\_and\\_Wastewater\\_DRAFT\\_Rates\\_4-18-25.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4c3_FY26_Water_and_Wastewater_DRAFT_Rates_4-18-25.pdf)

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115 [https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater\\_Sewer\\_Commission%2FMeetings%2F2025%2F04%2F4c4\\_FY26\\_Water\\_and\\_Wastewater\\_DRAFT\\_Rates\\_4-18-25.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater_Sewer_Commission%2FMeetings%2F2025%2F04%2F4c4_FY26_Water_and_Wastewater_DRAFT_Rates_4-18-25.xlsx&wdOrigin=BROWSELINK)

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121 People who participated in discussion: Arneson, Cote

122

123 Arneson added a rate sheet based off usage rates of commercial, government, schools,  
124 and citizens to the budget. Cote pointed out that the Zenner meters will automatically  
125 upload numbers, and this will change and be easier to calculate moving forward. Cote  
126 continued that he has found several leaky toilets due to the new system, which ultimately  
127 will save water. But as a whole water usage and rates have gone up over the past three  
128 years.

129

130

131 **Update on Tilden Ave. Bridge St. and Cochran Rd. waterline project**

132 Timestamp: 0:22

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134 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/04/4d1\\_Timeline\\_and\\_Current\\_Status\\_of\\_Waterline\\_Project.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4d1_Timeline_and_Current_Status_of_Waterline_Project.pdf)

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137 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/04/4d2\\_email\\_from\\_Tyler\\_with\\_easement\\_list.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4d2_email_from_Tyler_with_easement_list.pdf)

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141 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/04/4d3\\_006-27\\_Richmond\\_Tilden-Bridge-Cochran\\_Water\\_Imp\\_PLANS\\_2022-12-14REV1.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4d3_006-27_Richmond_Tilden-Bridge-Cochran_Water_Imp_PLANS_2022-12-14REV1.pdf)

144

145

146 People who participated in the discussion: Arneson, Cote, Hill, Farr

147

148 Arneson explained this project is very stalled and is not moving forward and we do not  
149 have approval for this to go out to bid yet. Cote is frustrated at the slowness of this  
150 project. Hill asked about the site plans and the curb stops and their distance from the  
151 road. Cote said all the curb stops will be new once this project is completed. Farr  
152 wondered if the two projects could be separated, which Cote said no, this is one large  
153 project.

154

155

### 156 **Review of 2024 Consumer Confidence Report**

157 Timestamp: 1:16

158

159 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4e_CCR_2024.pdf)

160 [4/4e\\_CCR\\_2024.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/04/4e_CCR_2024.pdf)

161

162 People who participated in the discussion: Cote, Farr, Arneson

163

164 Cote said this is a study that is done each year. Farr asked about the chart and how to  
165 decipher lead or copper values on the chart, she was unsure how to read the chart. Cote  
166 said the pipes in Richmond are well below the limits for lead. He too finds the chart hard  
167 to understand and read. Arneson said he wants more information about the limits of  
168 contaminants.

169

170

### 171 **Update on Water Meter installation**

172 Timestamp: 1:00

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174 People who participated in the discussion: Cote

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176 Cote explained there are only 7 water meters left to install.

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178

### 179 **Superintendents Report**

180 Timestamp: 1:21

181

182 People who participated in discussion: Cote

183

184 The pump station control panel is now 5 feet above ground. Cote has a UV meter now.  
185 All bulbs have been changed to LED bulbs. They are in the process of cleaning aeration  
186 tank.

187

188

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

190 Budget rates

191 Tilden Ave

192 Septage numbers

193 The next meeting should also start at 5:30 pm

194

195

196 **Adjournment**

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198 *Farr moved to adjourn. Hill seconded.*

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

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201 **Meeting adjourned at: 6:54 pm**

202

203

204 **Chat file from Zoom:** None

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