

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
November 16, 2015 MINUTES**

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Members Present: Bard Hill, Chair; David Sander, Vice Chair; Lincoln Bressor; Bruce Bailey; Robert Fischer

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering; Chris Fischer; Sheila Bailey; Cara LaBounty; Bruce LaBounty; Erin Wagg; and Ruth Miller was present from MMCTV to tape the meeting.

Mr. Hill called the meeting to order at 6:00 pm.

**Welcome and Public Comment**

Mr. Hill asked if there was any public comment, but there was none.

**Water Storage Tank Update**

Alan Huizenga of GME reported that the roof was mostly poured, except for the "hatch" area. The piping was being installed beneath the road this week, and construction continues. The project was going well but was about one week behind schedule. This would mean that most of the landscaping was going to be installed in the Spring, and not before Winter. The coating on the exterior will also be done in the Spring.

Mr. Chamberlin talked about relocating a 16" valve, and it would require a change order for maybe \$2,400. This would make it easier to fill the new tank for testing. The change order wasn't presented to the board, but would be handled administratively and there was plenty of money left in the project's contingency.

**East Main Street**

The Manager said that he and Mr. Chamberlin had a meeting scheduled with Green Mountain Engineering for final detail edits on the design.

**West Main Street**

The Manager reported that the income survey was still progressing, but Mr. Clark needed another 10 surveys for the study results to be significant.

Cara LaBounty said that she needed to confirm with Mr. Clark how many had been returned and from whom. If she was to make progress on getting the last few surveys, then she needed to know who had returned them, and who hadn't. There was a discussion on this, and Mr. Clark's response. The Manager was directed to get in touch with Mr. Clark to clarify this issue.

**Wastewater Industrial Billing Policy**

The Manager explained that this was a draft policy based on the illustration from Mr. Chamberlin, on how to calculate BOD loading, flow and reserve capacity for industrial users. Mr. Chamberlin said that this policy was mostly accurate, but needed a few changes in the BOD section. Mr. Chamberlin

1 reviewed the formula and the procedures for billing, and the relevance of the reserve load capacity  
2 fee.

3  
4 The board discussed this, and asked for a few changes and that this be brought back to the next  
5 meeting for approval.

6  
7 FY2017 Budget – First draft

8  
9 The Manager presented the first draft of the FY2017 Water and Wastewater budget.

10  
11 Mr. Chamberlin said the operating budget was relatively flat and septage was consistent but rates  
12 needed to go up by 5% to continue to fund reserves. Not only did reserves need to increase, but we'll  
13 soon have the tank loan to repay and East Main after that. If we waited until those bills came due,  
14 we'd have much higher rate increase demands but if we apply a slow increase, there won't be as  
15 much shock.

16  
17 Mr. Hill wanted to see how this would impact the users, for the next meeting.

18  
19 Bruce LaBounty asked what we were funding reserves for, if we're getting negative interest on loans.

20  
21 Mr. Chamberlin said that there were always things to replace and repair. Having reserves allows the  
22 town to replace aged-out equipment and fix emergency repairs, and in fact, new federal guidelines  
23 want to see systems fund reserves for financial stability.

24  
25 Mr. Hill asked for reserve balances for the next meeting.

26  
27 The board and the audience then had a discussion about higher water pressures with the new tank,  
28 and the condition of the East Main Street water line. There was concern that if this line was due for  
29 multiple failures, should the town do something proactive to minimize the risk, such as lowering water  
30 pressure, partial-fill of the tank, etc.

31  
32 Mr. Huizenga said that lowering the tank level wasn't an option, since the bottom of the tank was still  
33 higher than the top of the old tank, raising pressures from elevation and not just volume. He said he  
34 would look into a "pressure reducing vault" for East Main, but suggested that installation of this would  
35 be expensive and not likely to be feasible given the new project going on next year to replace that  
36 line.

37  
38 Superintendent's Report

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40 Mr. Chamberlin said he was aware of the salary studies being done for Highway and Police, and  
41 wanted to make sure that Water Resources personnel are included also. He said that Hinesburg is  
42 hiring operators at over \$20 per hour.

43  
44 He said that Chittenden Solid Waste District's septage disposal issue wasn't an immediate concern.  
45 He had spoken to Richmond's CSWD representative and they said it was likely 10-years away, and  
46 they were still getting information on it and Mr. Chamberlin's concerns were important to note.

47  
48 Mr. Chamberlin talked about the Saks' sewer connection, and said that the ordinance was clear and  
49 needed to be enforced. The Manager said that he had talked with their attorney and they were  
50 concerned about the \$15,000 cost they were quoted, and wanted to wait until the Spring to connect.  
51 Mr. Hill asked if they could disable the bathroom? What else could be done?

52  
53 Mr. Chamberlin again called for enforcement of the ordinance, and they have had plenty of notice,  
54 since last May, to connect.

55

1 Mr. Bressor agreed with Mr. Chamberlin, and we needed to get this taken care of.

2  
3 Mr. Hill asked if we should start finding them, from August 20<sup>th</sup> (the initial date required to connect).  
4 Mr. Bressor agreed and said it was a terrible precedent to set if we were to not proceed with  
5 enforcement. There was additional discussion, but the consensus of the board was to move forward  
6 with correspondence that initiated fines, or the owners could disable that system.

7  
8 Approval of Minutes

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10 Mr. Sander offered a motion to approve the minutes of October 19, 2015 and was seconded by Mr.  
11 Bailey. The motion carried 4-0-1 with Mr. Fischer abstaining.

12  
13 Mr. Sander offered a motion to approve the minutes of November 2, 2015, and was seconded by Mr.  
14 Bailey. The motion carried 4-0-1 with Mr. Bressor abstaining.

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16 The warrants were reviewed and approved.

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18 Next Agenda

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20 Mr. Hill said we'd again talk about the three projects, but spend more time on the budget and  
21 industrial rate policy and the Saks sewer issue.

22  
23 Adjourn

24  
25 Mr. Bressor offered a motion to adjourn at 7:03 pm and was seconded by Mr. Sander. So voted.