

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

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

6
7 **Members Absent:** None

8
9 **Staff Present:** Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town
10 Manager

11
12 **Others Present:** The meeting was recorded for MMCTV

13
14 **MMCTV Video:** https://youtu.be/wrsF1pZLzAM?si=3_whQ1nnCm_PNYJY

15
16 **Call to Order: 6:01 pm**

17
18 **Welcome:** Wolaver

19
20 **Public Comment:**

21
22 Furr: Remember to set your clock forward this weekend.

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

25
26 Wolaver: I'd like to move the Financial Reporting to the end which means moving up
27 Water Data and Service Line Inventory. We need to make a public comment about why
28 we don't have sewer meters.

29
30 Arneson: Why don't we add an item to next agenda to review a draft response and once
31 it's finalized, put it on the website.

32
33 **Approval of Minutes, Warrants and Purchase Orders**

34
35 **Minutes:**

36
37 *Hill moved to approve the Minutes of 2/20/24 meeting as presented. Sander seconded.*
38 *Roll Call Vote: Hill, Sander, Wolaver in favor. Farr and Furr abstained. Motion*
39 *approved.*

40
41 **Purchase Orders:** None

42
43 **Warrants:**

44
45 *Furr moved to approve the 3/4/24 Warrants as presented. Sander seconded.*
46 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

47
48 **Items for Presentation or Discussion with those present**

50 **Review of list of water and wastewater items to be repaired or replaced**
51 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4a_Water_and_Wastewater_Items_to_be_Repaired_or_Replaced_2-29-24.pdf)
52 [3/4a_Water_and_Wastewater_Items_to_be_Repaired_or_Replaced_2-29-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4a_Water_and_Wastewater_Items_to_be_Repaired_or_Replaced_2-29-24.pdf)

53
54 Arneson: We've moved quite a few items to the completed list. Thinking about where
55 we were about a year ago, I commend Steve and his crew for really working through a lot
56 of these problems.

57
58 Cote: We now have a water pH meter that reads continuously at the water house.
59 We were looking into a different control system for the water side of the plant that gives
60 a lot more real-time data that you can look at your phone and see the probe for the pH
61 and real-time fluoride and chlorine numbers.

62
63 The water main break at the plant has been rectified, we installed a brand-new service
64 line from the main to the plant. We also installed a new curb stop as the only way to shut
65 the water off to the wastewater plant was all the way back by Stockwell's house, which is
66 the last house on the road. It's now five feet from the corner of the generator.

67
68 **Review of February 2024 water data**
69 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4c_Monthly_Water_Report_for_February_2024.pdf)
70 [3/4c_Monthly_Water_Report_for_February_2024.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4c_Monthly_Water_Report_for_February_2024.pdf)

71
72 Cote: Our numbers are pretty much rock solid now that we've got a new fluoride
73 container and the new pump. We produced 750,000 gallons more this month than we
74 produced in the previous month and that's the leak.

75
76 **Update on water service line inventory**

77
78 Cote: The MSK engineers have received everything for every individual's service line in
79 the Town. A service line to a house is one part Town owned and the other part is owned
80 by the customer. We have around 85% copper, a couple of galvanized, and a few HDP
81 and PVC lines that were installed. There were a lot of blanks on the Town owned end,
82 from the main to the curb stop. The customer end is pretty much done, there was just
83 some questions on the Town end and 90% of what I see is the copper that the Town has
84 installed. The number of houses that they actually entered is very low. When we replace
85 our water meters, there are 95 out of 300 that we need to look around and see what we
86 come up with for stormwater. We will do the same thing every time we go into a house,
87 for whatever reason.

88
89 Arneson: We can add that to the duties of meter installer.

90
91 Cote: We are going to start assessing every curb stop and take a physical picture of
92 where it is in the yard to the house and to verify that the curb stop is not bent.

93
94 **Discussion of meeting to review first draft of the FY25 budget**

95
96 Arneson: Steve and Connie and I can put together a draft of that budget, complete with
97 projections so I'm suggesting that we meet on a regular March 18 meeting, but at 5pm to
98 give us an hour to review the budget before we get into our regular scheduled meeting.

99 It's usually the meeting after the second meeting in May that we actually finalize the
100 budget so we will have about three or four meetings prior to the annual meeting talking
101 about the budget.

102

103 **Review of FY24 Q2 financial reports**

104 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b1_QTR_2_FY24_Budget_Status_Water.pdf)
105 [3/4b1_QTR_2_FY24_Budget_Status_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b1_QTR_2_FY24_Budget_Status_Water.pdf)

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107 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b2_QTR_2_FY24_Budget_Status_Sewer.pdf)
108 [3/4b2_QTR_2_FY24_Budget_Status_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b2_QTR_2_FY24_Budget_Status_Sewer.pdf)

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110 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b3_FY24_QTR_2_Water_Sewer_Septage_Financials.pdf)
111 [3/4b3_FY24_QTR_2_Water_Sewer_Septage_Financials.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b3_FY24_QTR_2_Water_Sewer_Septage_Financials.pdf)

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113 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b4_Debt_Schedule.xlsx)
114 [3/4b4_Debt_Schedule.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b4_Debt_Schedule.xlsx)

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116 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b5_QTR_2_FY24_Trial_Balance_Water.pdf)
117 [3/4b5_QTR_2_FY24_Trial_Balance_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b5_QTR_2_FY24_Trial_Balance_Water.pdf)

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119 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b6_QTR_2_FY24_Trial_Balance_Sewer.pdf)
120 [3/4b6_QTR_2_FY24_Trial_Balance_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/03/4b6_QTR_2_FY24_Trial_Balance_Sewer.pdf)

121

122 Cote: Our septage receiving numbers for January and February are very low, it was just a
123 little over 200,000 gallons. Our capacity for the month of February was 50,000 gallons
124 every day and 19,000 was the top day for February. There are different haulers that I text
125 every morning that we have 50,000 gallons. P&P Septic was averaging like 10 calls a
126 day last February but we had days this February where they only got 3 calls.

127

128 Arneson: For salaries, everything hits water initially and then every quarter we transfer
129 over to wastewater. The administrative cost is a one time a year cost that the Town
130 basically bills to Water Wastewater time towards the end of the fiscal year. I looked at
131 water and noticed salaries are down, the computer line is up a bit, the legal line is up, the
132 water inventory expense line is up, but that will be reimbursed. We pay the insurance
133 premiums quarterly for the Town.

134

135 On the sewer side, the receiving is a bit low, the salaries are lower due to being down one
136 staff member, the cost of the contracted operator is up, which makes up for about half of
137 what we saved from staff. The computer supplies are up along with facility repair,
138 supplies, and Wastewater Capital Reserve mostly based on failed parts and repair costs.
139 Once Brad passes his test that will save some money in Permits/Certs/License.

140

141 The Wastewater Capital line at end of FY 23 was \$495,000 with a projected year-end
142 balance of \$412,000.

143

144 Hill: There were customers saying don't save so much money, give us rate relief right
145 before we hit the wall and Steve came in and said we got a lot of stuff to spend a lot of
146 money on.

147

148 Arneson: This is for that 20-Year to offset bonds and loans.

149

150 Cote: The Biosolids Chemical is less than half as now we buy in bigger bulk.

151

152 **Discuss Items for Next Agenda:**

153 *Fundraising T-shirts & Mugs

154 *To-Do List

155 *Budget

156 *Sewer Meter Comments

157 *Tilden St update

158 *Water Tank diver update

159

160 **Adjournment**

161

162 *Hill moved to adjourn. Furr seconded.*

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

164

165 Meeting adjourned at: 6:58 pm

166

167 **Chat file from Zoom:** None

168