

**RICHMOND WATER AND SEWER
COMMISSION MEETING
July 6, 2015 MINUTES**

Members Present: Bard Hill, Chair; David Sander (arrived 5:42); Lincoln Bressor; Bruce Bailey; Robert Fischer

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Peter Pochop, Green Mountain Engineering; Alan Huizenga, Green Mountain Engineering; Lynn Hurlburt; Nancy Davis; Chris Fischer; Sheila Bailey; Maureen Kangley; and Ruth Miller was present from MMCTV to tape the meeting.

Mr. Hill called the meeting to order at 5:30 pm.

Welcome and Public Comment

Mr. Hill asked if there was any public comment.

Lynn Hurlburt talked about the proposed West Main extension. She was from the mobile home park and said they couldn't afford to pay more for this water and sewer. Mr. Hill agreed, and said that the park owner would need to pay for this extension and he was bound by laws that wouldn't allow him to place the full cost of the extension directly on his tenants. Mr. Hill added that the need for the federal grants was there to lessen the cost burden of the project further. There was some additional discussion. Mr. Hill said that this item should be moved to the top of the agenda and continue the discussion.

West Main Utility Extension

Mr. Hill suggested we have a meeting at the mobile home park to speak directly to the residents there about the West Main project and the income survey. He said we needed to focus on what the residents would be expected to pay, and what the owner had to contribute.

Nancy Davis, a park resident, asked if they would get a separate water bill, because now some water and sewer is included in their lot rent. Mr. Hill said the park would have only one single meter and the bill would go to the park owner. There would be no separate billing from the town to the residents, the owner would continue to include water and sewer in the lot rent bill.

There was some additional discussion, and Mr. Hill explained why it was important to have a meeting at the mobile home park about this project.

Income Survey

Mr. Hill continued and explained the importance of the income survey, and how it would lower the costs of the project and impact both the owner and the residents less. Mr. Hill asked what the response rate was.

Peter Pochop of Green Mountain Engineering said that the survey contractor, Tom Clark, reported we had about a 20% return and we needed about 72% to qualify. There was some discussion about communication. Some in the park felt the introductory letter was too vague and there wasn't enough

1 information out there. It was mentioned that some in the park were claiming that this project would
2 raise their rents by \$400 per month, which was financially impossible.

3
4 Maureen Kangley said that the village residents completed an income survey also for the water
5 storage tank project, and it was all anonymous. The Manager added that no officials of the town
6 would see the results, they were kept confidential by the contracted income surveyor.

7
8 There was some discussion about who might help spread the word about what the town needs and
9 what the real impacts might be if this project moves forward. There was talk about the association
10 there, as well as some people residents might know.

11
12 Mr. Hill said that we needed to do a direct mail of the Frequently Asked Questions, a leaflet in doors
13 and hold a meeting there during the week when people would be around. The information needed to
14 include the meeting dates, which were decided to be July 23rd with a rain date of July 27th, at 7:00 pm.

15
16 Mr. Fischer asked what the status of negotiations were. The Manager replied that they were on hold
17 for now. Mr. Hill said that the income survey is key here and that it needed to be completed to show
18 what our options were.

19 20 Water Storage Tank Update

21
22 Mr. Pochop reported first that his last day at Green Mountain Engineering was July 14th and he had
23 accepted a job with the Agency of Transportation. He thanked everyone for the opportunity to work
24 with Richmond. There were thank you's all round to Mr. Pochop for his many years of working with
25 the town and all of the projects he was involved with.

26
27 Mr. Pochop then reported that SD Ireland had begun clearing work on the water tank sit today. He
28 said that SD Ireland was working very well with the engineers and were very professional. The site
29 will be excavated, and shoring walls installed in two to three weeks.

30 31 Water Schematics and Pressure Discussion

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33 Peter Pochop provided a schematic of the water pressures at different places in the village. Most
34 places were at 80 psi now and the new project would increase pressures by about 17 psi. The
35 plumbing code required pressure reducing valves and pressure tanks for pressures above 80 psi.
36 There was a discussion about elevation and pipe sizing, and how to communicate concerns to the
37 system users.

38
39 The board decided that an insert into the water bills was necessary to explain this issue and the
40 possible need for pressure reducers in homes.

41 42 East Main Water Line Update

43
44 Mr. Pochop explained that the plans for this have been completed since 2012, however, they were
45 combined with the surface work of curbs and sidewalks. For this project, if the bond was approved,
46 the water lines and sewer work would be separated for bidding.

47
48 The Manager reminded everyone that the official public information session was tomorrow night at
49 7pm in Town Center. The Manager also passed around a draft presentation, which would be shown
50 tomorrow night.

51 52 Wastewater Loading and Capacity Allocation Ordinance

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1 The Manager explained that this ordinance had been prepared for first reading. Mr. Chamberlin went
2 through parts of the ordinance. Mr. Hill said for the public hearing, we'd need a "highlights"
3 presentation to show what this meant to our customers.
4

5 There was a discussion on section 4B. Mr. Chamberlin noted that industrial now needed to be
6 changed to 17%, since the State was on record with our allocation of 100 pounds of BOD treatment
7 to the brewery. There was additional discussion and it was suggested that we needed to define
8 "Loading" in our definitions section, to be clear about flow capacity versus treatment capacity.
9

10 Mr. Bressor asked about the reversion of allocation section in 4D1. He asked if both treatment and
11 flow capacity assigned would revert back to the system unless used in a certain amount of time, and
12 Mr. Chamberlin said that was what was intended. There was significant discussion. The Manager
13 suggested that this be limited to industrial and perhaps commercial customers, over a certain limit.
14 This wasn't necessary for residential customers since they could not tie up significant allocations the
15 way that industrial users could. This was originally intended for the brewery – we allowed a certain
16 amount of flow to be allocated without cost, to be monitored and verified over time and if unused, the
17 un-purchased portion would be returned.
18

19 There was some additional discussion, and it was agreed that the ordinance required additional
20 revision prior to first reading.
21

22 Sterling House Culvert

23
24 The Manager recapped the failed culvert issue from the water line break in early June. He explained
25 that he had researched this and found no evidence that the town ever owned this culvert or was
26 supposed to own it, and this was a private drive. Therefore, the responsibility of the culvert was
27 private, by the people that shared the ownership of the driveway. Mr. Hill asked if this was an
28 "orphaned" culvert, and suggested we communicate with the owners and explain our expectations
29 that this will be repaired to town spec.
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31 Lance McKee account revision request

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33 The Manager explained that he received a request from the owner of Papa McKee's pizza shop for
34 an adjustment or refund for the third quarter bill. He claimed he was running water as requested by
35 the system to prevent freeze-ups but the financial limit had failed since he typically has a busier
36 second quarter and a slow third quarter. So, capping bills at the second quarter meant that he had to
37 pay the cost of extra water, where others did not. He had provided prior bills to show his second and
38 third quarter flows and this past third quarter was twice the normal flow – indicating the trickling of
39 water. This was corroborated by Mr. Chamberlin. The request was for about \$400 in flow charges.
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41 There was some discussion by the board, and they confirmed that the request to trickle should not
42 have penalized this account and they requested that a repayment be prepared for action the next
43 meeting.
44

45 Next Agenda

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47 Mr. Hill noted we should have reports on the year-end financial reports, updates on the three large
48 projects: West Main, East Main and the Water Storage Tank, amended reserve allocation ordinance
49 and the culvert issue.
50

51 Adjourn

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53 Mr. Bailey offered a motion to adjourn at 7:00 pm and was seconded by Mr. Sander. So voted.