

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
January 4, 2016 MINUTES**

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

Members Absent: Robert Fischer

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering; Brad Washburn, Green Mountain Engineering; Sheila Bailey; 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, but there was none.

**Water Storage Tank Update**

Alan Huizenga of GME reported that the tank was being filled with water now, but there were limits on how fast it could be filled. Inspections were required for leaks, and a final bacterial test would be required prior to it being connected to the system, which was now expected to be by January 31<sup>st</sup>. The complexity of the concrete work was causing additional time on this project, but that had been completed. Substantial completion was expected soon.

**East Main Street**

Brad Washburn of GME reported that the permit to construct was submitted, and the 98% plans were submitted to the town for review. He had provided the Manager with an updated cost estimate for both the water lines and the curbs and sidewalks under a separate project. The project plans would then be finalized and a bid set prepared, then issued.

Mr. Chamberlin suggested that if the loan for the water lines was favorable, then possibly we should add Lemroy Court or Pleasant Street on to it. There was some discussion on the merits of this, the time involved for design and permitting, and available room. It was agreed that these were good suggestions but it was not clear how to include them.

Mr. Bailey wanted to make sure that the curbs and sidewalks were a separate project, and not included in the loan for the water lines. There was some surface restoration required, but he wanted to make sure the burden wasn't forced on the users.

There was some discussion on this. The Manager explained that the General Fund could pay for part of the debt service if this was the case, but it was a decision of the boards involved.

**West Main Street**

The Manager explained that the survey was still pending, but with the list he and Cara LaBounty would be going door to door to get the final surveys. The board indicated they wanted this completed.

**FY2017 Budget and Capital Plan**

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2 Mr. Chamberlin reviewed his suggested amendments to the budget, and items for capital  
3 replacement. He wanted to develop a three-year funding plan for prioritized items. Mr. Chamberlin  
4 included a 5% increase in user revenue to generate funding for these capital goals.  
5

6 Mr. Hill requested what an average user would see in such an increase. Mr. Chamberlin said it would  
7 be around \$60.00.  
8

9 The commissioners discussed the budget with Mr. Chamberlin. Mr. Hill asked if the board would  
10 carry this forward for printing in the annual report, but adoption would be at the annual customer  
11 meeting.  
12

13 Mr. Bressor offered a motion to approve the budget for publication and was seconded by Mr. Bailey  
14 and the motion carried 4-0.  
15

### 16 Superintendent's Report

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18 Mr. Chamberlin explained that he was working on a small change to the East Main project, so include  
19 a final section of pipe on West Main that was not replaced several years ago due to its being under  
20 the sidewalk. He also said that once the new tank was online, the two homes on Jericho Road that  
21 had booster pumps would need to disconnect them.  
22

23 The wastewater treatment facility was reclassified recently from a Grade 2 to a Grade 4, meaning the  
24 primary operator (being Mr. Chamberlin) needed a Class 4 operator's license and the backup  
25 operator (Trudy Jones) had to have a class 2 license, which she did. Mr. Chamberlin noted he had a  
26 Class 5 license.  
27

28 Mr. Bressor asked if the Browns Court agreement was final, and the Manager said yes, with Mr. Hill's  
29 review and approval, it was signed and ready for countersignature. Mr. Hill wanted an update on the  
30 progress in February.  
31

### 32 Approval of Warrants

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34 Mr. Bressor had a question on the SD Ireland payment. The Manager explained that the amount  
35 from December was found to be incorrect, so this was a re-issuance in the correct amount, which was  
36 less than previous. The warrant was reviewed and approved.  
37

### 38 Next Agenda

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40 Mr. Hill said we'd again talk about the three projects, and the budget.  
41

### 42 Adjourn

43

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