

**RICHMOND WATER AND SEWER
COMMISSION MEETING
October 17, 2016 MINUTES**

Members Present: Bard Hill, Chair; David Sander; Bob Reap

Members Absent: Lincoln Bressor; Fran Huntoon

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering; Maureen Kangley; Katie Loessel; Luke Cady; Marie Thomas; Connie Bona, Finance Assistant; 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 comment from the public, but there was none.

East Main Street Update

Alan Huizenga of Green Mountain Engineering explained that a temporary shut down was in effect, since the water main had been installed and they were waiting start-up for Pleasant Street. The retaining wall materials were being delivered, and the final change orders would be prepared tomorrow.

Mr. Hill asked about the vegetation on the water storage tank site. Mr. Huizenga said that the initial plan was for this to not be mowed, and it was a steep slope. There were some trees but it would take time for them to mature but it was meant to be a low-maintenance landscape.

West Main Street

The Manager explained that he had revised the commitment letters, and provided an example. These letters showed the initial estimate for operations and maintenance, and then also three examples of debt service based on possible USDA grant outcomes. These were based on what Green Mountain Engineering had originally provided in their preliminary engineering report from 2015.

Mr. Hill asked if people might be confused about some of these numbers, and suggested inviting the property owners to a meeting to discuss this. The other board members agreed, and scheduled a meeting for October 25th at 6:30 for this purpose and that this should be included in the letters that went out.

The issue of the negotiations with the mobile home park was discussed, and Mr. Hill said we should meet with their representative soon. Mr. Hill noted he would miss some meetings for personal reasons and it was agreed that Mr. Sander would be added to the negotiating committee.

The Manager brought up the final piece that USDA was looking for – the Archeology survey. Mr. Huizenga said it was quoted at \$15,000. The Manager asked if we should move forward now, or wait until after we get letters back.

Mr. Sander said he wasn't comfortable authorizing this until we get some understanding of what people want to do. There was discussion on this.

1 Ultimately, Mr. Sander offered a motion to approve the archaeology contract through Green Mountain
2 Engineering at a cost not to exceed \$15,000, provided that the response from Phase 1 & 2 properties
3 warranted continuing. Mr. Reap seconded the motion and the motion carried 3-0.
4

5 FY2018 Budget Draft Review

6
7 Mr. Chamberlin discussed his first draft budget, which required some additional work on the numbers
8 but represented what he felt was needed in the coming year. Revenues required an additional
9 \$12,000 and expenses reflected this.
10

11 The board requested reserve fund balances for the next meeting. The board also discussed fire
12 protection requirements from the General Fund and how that would be determined, if different from
13 what is in there now. There was some discussion on this with members of the audience. The board
14 asked what late Chief Levesque said he supported on the size of the water storage tank.
15

16 Superintendent Report

17
18 Mr. Chamberlin reported that they completed repairs on the aeration tank, septage intake was good,
19 and Brad Snow had resigned and he was looking for a part-time employee.
20

21 Warrants

22
23 The warrants were reviewed and approved.
24

25 Next Agenda: East Main; Pleasant Street; West Main; budget.
26

27 Adjourn

28
29 Mr. Sander offered a motion to adjourn at 6:58 pm and was seconded by Mr. Reap. So voted.
30