



# TOWN OF RICHMOND

RICHMOND TOWN CENTER

203 Bridge Street, P.O. Box 285

Richmond, Vermont 05477



## MEMORANDUM

**Date:** February 12, 2020

**To:** Don Morin, Kendall Chamberlin, Tyler Billingsley, Bob Reap, Ed Fitzpatrick,

**From:** Josh Arneson, Town Manager

**RE:** Summary of meeting on sewer extension for 91 Willis Farm Rd.

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This memo is to serve as an outline of the meeting that was held on February 12, 2020 regarding the sewer extension to 91 Willis Farm Rd. Once all parties agree that this is a fair summary of what is agreed to between the Reaps and the Richmond Water Resources Department (RWRD), the Town will work with the town attorney to have a formal agreement drawn up.

The Reaps' desire is to construct a private sewer system to their property at 91 Willis Farm Rd.

The private sewer system must abide by all RWRD rules including the "Policy for Providing Water and Wastewater Service to Future Public or Private Land Development Projects or Properties". All users of the private system, now and in the future, must become part of the RWRD Water and Sewer District before service will be granted

The private sewer system will require an extension of the Water and Sewer District to include 91 Willis Farm Rd. All users of the private system must follow all RWRD rules, policies, and ordinances. Should this ever change, they will need to become part of the RWRD Water and Sewer district before service could be granted.

The project will require a private sewer force main to run over the Willis Sledding Hill Property, which is owned by the Richmond Land Trust. The Richmond Land Trust has stated they are not interested in having The Willis Sledding Hill property included in the district expansion.

All of the private sewer system, and any future additions, shall be built in accordance with Federal, State and RWRD guidelines (whichever is more stringent). The Reaps shall

provide to RWRD a signed statement by an engineer licensed in the State of Vermont that the private sewer system was designed, installed, and tested per current regulations. As built plans shall be submitted to RWRD for record.

The private sewer system must connect directly into an RWRD main line or manhole and cannot connect to another private line.

RWRD will not be responsible for any costs (now and or in the future) of any kind with the system, including maintenance, capital improvement or repairs.

Unless a separate agreement is entered into in the future, this will be a private system and RWRD bears no responsibility for this private sewer system.

This private system may add users. If the private system does add users the cost to join the private system will be agreed upon by the Reaps and the new users. RWRD will not be part of these negotiations. RWRD will also impose costs and conditions on future users. In addition to the private costs and requirements, future users of the private sewer system must join the RWRD Water and Sewer District, will need a State Waste Water Permit, will need to purchase an allocation from RWRD, and will pay sewer charges to RWRD.

When and if future users are considering joining this private system, they shall be given a copy of this agreement to ensure that they are joining this private system with full knowledge, and clearly understand, that this system is private. All responsibly and liability associated with this system is borne by the members of this system and NOT the RWRD.

Customers of this private sewer system will not have water billing/water service with RWRD at this time. Customers will only be billed for the sewer portion (fixed and metered) of the bill. Customers receiving sewer treatment from the RWRD will agree to the installation, operation, and maintenance of department water meters by RWRD on any such customer's private water lines for the purpose of determining sewer volume charges. Water meters shall be provided through by RWRD but will be paid for by the customer. The customers shall be responsible for installing the meters as per details provided by RWRD. The RWRD will be in charge of billing each connected user based on type of use, (residential, business, etc.). Such customers will further agree that any such water meters will be shut off per RWRD billing policy for non-payment of any sewer charges due, thereby denying the customers access to water until such time as all sewer charges due are paid in full.

RWRD staff and/or the Town Engineer will work with the Reaps to design the metering vault on the sewer force main to insure accessibility and future maintenance ease. RWRD will pay for the sewer meter that will be housed in the meter vault. This meter will serve as a check to the individual meters in that it will allow RWRD to detect any infiltration of the system.

If excess infiltration or non-metered water increases the flow readings on the sewer force main beyond a TBD percentage the private sewer system must eliminate the excess within TBD time frame or all billing for the private system will be off the RWRD flow meter on the sewer force main going forward. The sewer flow meter will be calibrated yearly at RWRD expense. The agreement shall allow RWRD personnel access to all private system properties in the Water and Sewer District to inspect (after installation and periodically) and read all meters monitoring the private system as needed per rules/ordinances in effect. All other RWRD W/S district rules apply to these customers as applicable.

The private system shall submit a set of rules or so-called bylaws by which the private system is to operate to the RWRD for their use and record.