

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
December 7, 2015 MINUTES**

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

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Brad Washburn, Green Mountain Engineering; Chris Fischer; 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. He noted that this was Pearl Harbor Day, and asked for people to take a moment to remember this event.

**Water Storage Tank Update**

Brad Washburn of GME reported that for the past week, the contractor has been laying the pipe across the road, removing supports from the roof, which is mostly complete, and also preparing for other items. Mr. Washburn said that there was no interior coating, but the exterior would have the epoxy on it. A full progress meeting would be held on December 9<sup>th</sup> at 8:00 AM.

**East Main Street**

Brad Washburn of GME brought the plans for East Main for review, and a 90% review copy of the work would be brought to the Town Manager soon. He had met with the Manager and Mr. Chamberlin and reviewed the final details. The plan is ready to be submitted for approval for a permit to construct, which was a prerequisite to bidding the project.

Mr. Hill brought up the pressure vault issue from last time. Alan Huizenga of GME had provided an email analysis of what it would take to install such a vault, as a preemptive action against excess pressures causing problems on East Main Street. The cost was over \$30,000 but the amount of room required at the best location was unavailable. Mr. Huizenga had discussed this an other issues in his email, but after discussion the Water Commission agreed with his conclusion that it was impractical and cost prohibitive.

**West Main Street**

The Manager reported that he had traded phone messages with Tom Clark regarding the survey. Mr. Clark was 10 surveys away from what he needed but was waiting to hear from James Plouffe of USDA to see if he could estimate a high income for those last 10, allowing him to complete the study without having the surveys in hand.

Mr. Hill spoke about the confidence level of the study and asked what the methodology was. He asked that Tom Clark come to the next meeting to talk about these issues, and what we can do to wrap this up.

1 Leak History

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3 Mr. Chamberlin provided a history to the board of line materials, repairs, and needs for the water  
4 system. Mr. Chamberlin said that even though we are investing in new lines, the line repair budget  
5 needed to be kept in tact, since there were quite a few areas of older materials that are unpredictable.  
6 There was a discussion on the list, and the board requested a priority list for line maintenance and  
7 repairs, and cost estimates.  
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9 Industrial Billing Policy

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11 Mr. Chamberlin explained the modifications to the document from the last meeting, which clarified the  
12 BOD explanation and calculations. Mr. Chamberlin also spent time talking about the reserve loading,  
13 which charged according to use which could vary from month to month. The flow charge and billing  
14 schedule were fairly easily explained, and these were all for wastewater only. The water side of  
15 industrial bills would be billed as any other commercial account. The board discussed the new policy,  
16 and asked that this be included in future rate calculations as previously discussed.  
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18 Mr. Bressor offered a motion to approve the Industrial Rate and was seconded by Mr. Sander, and  
19 the motion carried 5-0.  
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22 FY2017 Budget – First draft

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24 The Manager presented the second draft of the FY2017 Water and Wastewater budget.  
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26 Mr. Chamberlin wanted to concentrate on reserve funding, and made the case for several additional  
27 reserves, or funding more completely existing reserves. Mr. Chamberlin believed that a small annual  
28 rate increase should be built in, because for too many years the Water Commission has held off until  
29 significant increases are made and there is a public outcry. The additional revenue generated by  
30 these annual rate increases should go into additional reserve funding, which historically has been  
31 utilized annually for repairs and replacements, and the reserves are not really well funded. He said  
32 this created a crisis for the department.  
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34 The Manager said that the Wastewater capital reserve had \$25,772 (includes \$10,000 from prior year  
35 budget) and the Water capital reserve had \$138,062 (this is evidently comingled both water reserves  
36 and the CPA hasn't split them out yet; includes \$55,000 and \$10,000 from prior year budget). It  
37 should be noted that our water tank funding plan calls for \$140,000 of reserve funding usage for the  
38 project, which includes current year planned contributions of \$48,000. This will leave us with an  
39 effective water capital reserve balance of \$46,000 on 7/1/2016.  
40

41 There was additional discussion on the need for reserves. Mr. Fischer said that septage receipts last  
42 year were well over estimated, and asked why we weren't estimating higher this year. Mr.  
43 Chamberlin explained his feeling about the nature of septage – sometimes it is high, but there are  
44 never any guarantees.  
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46 The board agreed to take this issue up again at the next meeting.  
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48 Approval of Warrants

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50 The warrant was reviewed and approved.  
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52 Next Agenda

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54 Mr. Hill said we'd again talk about the three projects, but spend more time on the budget and the  
55 Saks sewer issue.

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**Adjourn**

Mr. Sander offered a motion to adjourn at 6:55 pm and was seconded by Mr. Bressor. So voted.

DRAFT