

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
MARCH 21, 2016 MINUTES**

Members Present: Bard Hill, Chair; David Sander, Vice Chair; Lincoln Bressor; Bruce Bailey; Robert Fischer; Paul Bohne, Interim Town Manager

Others Present: Kendall Chamberlin, Water Resources; Alan Huizenga, Green Mountain Engineering (GME); and Marie Thomas 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 public comment, but there was none. Mr. Hill then reviewed the agenda.

**Water Storage Tank Update**

Mr. Huizenga explained that construction on the project is currently shut down but set to begin on May 2nd and to be completed by June 2<sup>nd</sup>. However, given the improving weather, construction may begin earlier. He reported that there have had some issues with erosion following particularly heavy storms but each time, temporary erosion measures were put in place. A fairly aggressive program of seeding is required. Mr. Fischer asked about the leak. Mr. Hill explained that given the volume of the tank that the quantity of water lost to the leak was modest. Mr. Huizenga added that the concrete mixture should be sealing the leak over the course of the winter and that they are still required to conduct a leakage test in the spring, as well as expose all the leaks that were documented last fall. He added that if any additional leaks are located, they do have a repair method that should solve any problems. Mr. Bailey asked if GME planned to keep the access road open to the tank. Kendall Chamberlin explained that the access road will be kept open and redone in the spring, including a parking area and steps leading up.

**East Main Street**

Alan explained that GME is currently trying to secure the required permitting and that they have been contacting the Water Supply Division on a daily basis. He explained that they need to have their permitting done by Wednesday in order to keep their advertising date in the Burlington Free Press for March 28th. He said that if they miss the Wednesday deadline that then they'll have to wait another week to advertise. They are looking at advertising bids on March 28th with a pre-bid hearing on April 12<sup>th</sup> and a bid opening on May 5<sup>th</sup>. The construction should begin a week or two after that. However, if the advertising deadline is missed, then they'll have to bump it ahead by a week. Mr. Bressor asked if the Commission would be meeting between the time that the bids are put out and construction starts to choose between the different bids. Mr. Huizenga said that they will be meeting on May 5th and that it will take about a week for them to put together any recommendations. Mr. Bressor asked if the Commission would have to hold an extra meeting and Mr. Hill said that the Commission has meetings scheduled for May 2nd and May 16<sup>th</sup>. Mr. Huizenga suggested that the Commission not make any changes to the meeting schedule until they've got the permitting and the bids. But Mr. Hill added that the Commission may have to juggle the May meetings. Mr. Huizenga said he would keep the Commission up-to-date on the scheduling. Mr. Hill asked Mr. Chamberlin and Mr. Bohne to keep tabs on possible changes that will need to be made to the schedule.

1 Mr. Bressor asked about the permit/bid process for the Streetscape Project and Mr. Huizenga  
2 explained that the process could begin at any time but that they would suggest that the Commission  
3 wait until next spring, after completing the water line project this summer and fall. Mr. Huizenga  
4 continued that they have submitted a draft engineering agreement for the design phase to the  
5 Selectboard. Originally back in 2012 the Streetscape and water line projects were one project but that  
6 a lot of changes have been required due to changes coming from Stormwater and VTrans. Therefore  
7 Green Mountain Engineering will need to sit with people from Stormwater and VTrans and then refine  
8 their drawings. Mr. Bressor asked Mr. Huizenga if they had received any comments from the  
9 Commission concerning a house on the north side of East Main Street where roof drains were being  
10 channeled into the sewer because there was nowhere else to put it. Mr. Huizenga replied that he had  
11 passed that information on to the designer. Mr. Bohne asked if this project would involve removing  
12 concrete from the street. Mr. Huizenga replied that VTrans would be handling that and that they have  
13 to time their work schedules with VTrans so that VTrans doesn't negatively impact the work that  
14 Green Mountain Engineering had just completed. He also explained that there will be a little bit of  
15 work inside the travel way but that mostly the work would be outside the travel way.

### 16 **West Main Street**

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19 Mr. Hill explained that the major item for the West Main project is the status of the income survey as  
20 submitted and he asked if the town has heard anything from Tom Clark. Mr. Chamberlin said that  
21 they hadn't heard anything specific from Mr. Clark but that the application must be accepted before  
22 they'll even consider it. Mr. Huizenga added that Rural Development has stated that they are not  
23 going to comment on anything until the town does a formal application for funding. He explained that  
24 the Rural Development application process has changed but that they completed a training in  
25 January. He said that GME has begun the application process and received notification today saying  
26 that they were in the system and could proceed to fill out all the required information. He further  
27 explained that the Commission should produce a motion stating that the town wants to apply for the  
28 funding through Rural Development. Mr. Chamberlin explained that the online application is in Carol  
29 Mader's name as the administrator so that she can go back into the system as needed. Mr. Hill said  
30 he was hoping they could find out if the income survey was acceptable as submitted but he said that  
31 it appears they will have to wait longer. Mr. Hill added that a question is likely to come up that this is a  
32 non-binding loan application, meaning that we're asking for it but that we don't accept it until we're  
33 ready to accept it. Mr. Huizenga explained that GME did drinking water and clean water State  
34 Revolving Loan applications to keep the town on those priority lists if the Rural Development funding  
35 doesn't fall into place. Mr. Chamberlin and Mr. Huizenga added that VTrans issued a permit for a  
36 slight extension on the end of West Main Street from Baker Street down to the end and that they  
37 need to finalize how they'll finance it. Mr. Hill said that if we have the permit then we should be  
38 soliciting bids and he asked what the cost estimate was. Mr. Chamberlin and Mr. Huizenga said it  
39 should be less than \$100,000. Mr. Bressor asked if any engineering had been done and Chamberlin  
40 said yes, there had been. So Hill asked if this project was therefore almost shovel-ready. Chamberlin  
41 said yes although he'd like to review the budget and if possible move it ahead before July 1<sup>st</sup> Hill  
42 asked if the Commission could discuss these questions at the next meeting and Chamberlin said yes,  
43 they would. Mr. Fischer asked if the town would be funding this project with in-house funds and Mr.  
44 Chamberlin said yes, and that since we'd had such a mild winter, there were now extra funds so that  
45 they could move the project up. Mr. Chamberlin said he'd bring in the capitol plan to explain the  
46 distribution of the funds. Mr. Hill asked if Mr. Chamberlin could let the Commission know if he'd be  
47 ready to discuss this issue at the next meeting or the following meeting.

### 48 **Rural Development Loan Application: Resolution by Board to apply**

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50 Mr. Sander made a motion to change the item on the agenda to 'Rural Development Loan  
51 Application: Motion by Board to Apply' and was seconded by Mr. Fischer. The motion carried 5-0. Mr.  
52 Hill made the motion to approve a Rural Development loan application pursuant to the possible  
53 extension of water and sewer into West Main which would then include our ability to understand the  
54 advantageousness of financing pursuant to the income survey which they will review at the time of  
55 reviewing the loan application' and was seconded by Mr. Sander. The motion carried 4-1.

1 Mr. Sander added that this application would be made with Carol Mader as the administrator. Mr.  
2 Bohne asked about the time sensitivity of the resolution for the application. Mr Huizenga said that  
3 GME just got permission today to go online and start putting things together, and that they were  
4 hoping to turn everything around within a week.

#### 5 6 **Water Supply Asset Management Grant – 20% Match**

7 Mr. Chamberlin explained that Water Supply came out with a grant March 14<sup>th</sup> that is due in a month,  
8 offering a 20% grant up to \$25,000, including a matching \$5,000 to set up an asset management  
9 program. He said that Connie Doherty told him that the auditors have suggested that the town should  
10 become involved in asset management but that they need to know how far they can pursue with the  
11 match. The \$5,000 value forming the matching grant could also come in the form of administrative  
12 hours. Mr. Hill said that such a move seemed timely and cost effective given the town's efforts  
13 towards asset management. Mr. Huizenga said that asset management plan would include a capitol  
14 improvement plan and the town has already done mapping of a lot of the town's infrastructure with  
15 GME. The grant would involve all items that the town owns that are not on the list yet, including  
16 replacement costs for all those items. In addition, the state claims that towns with asset management  
17 plans in place rank higher for other funding. Mr. Huizenga asked if there was a software package the  
18 town could easily use since you can't use the funding to buy the software. He suggested that the town  
19 can use Access since Access could easily tie in with GIS. Mr. Chamberlin and Connie Doherty would  
20 prepare and submit the application. Mr. Huizenga said that they might come up with an engineering  
21 budget for inventory and replacement costs.

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23 Mr. Hill and Mr. Chamberlin said that this discussion was informational and that the discussion would  
24 proceed into the next meeting as well, when a motion could be made to proceed with the grant  
25 proposal. Mr. Huizenga said that the minimal grant to apply for was \$10,000 and the maximum was  
26 \$20,000. Mr. Bohne said that since the grant would not just be water and sewer that other  
27 departments could also be included. But Mr. Chamberlin said that they would have to discuss this  
28 issue with the state but that it would be a specifically water management grant. Mr. Hill said that  
29 therefore it would need to also be a Selectboard agenda item. Mr. Bressor asked if the Commission  
30 could get an estimate as to how much of the match would be work versus money. Mr. Huizenga said  
31 that such an estimate would need to be developed. Mr. Hill said that this matter should be discussed  
32 again at the next meeting.

#### 33 34 **Superintendent's Report**

35 Mr. Chamberlin showed the Commission a piece of pipe found under Route 2. He explained that  
36 there were two leaks both going into the sanitary sewer, one at the Parker residence and the other at  
37 the apartment building at the end of the line. They found the line about 15 feet beneath the surface  
38 and he believed it was from the 1970s. He said that they used PVC pipe to repair the leak. They also  
39 repaired the 4-inch line in an area that was to be easement work scheduled as part of the East Main  
40 Street line project. Therefore the town will not need that easement anymore. He also said that the  
41 other two easements on East Main have been signed and notarized. The 4-inch was the old line that  
42 came down from where the interstate was so they capped that at the T and eliminated it. When they  
43 turned the 4-inch line back on, there was a leak going to the fire station so they shut them off at the  
44 curb stop and then ran temporary water down to the fire station. The fire station will be on temporary  
45 water until the East Main project comes through. Mr. Chamberlin said that he believes the leak was  
46 caused by an increase in pressure. Chamberlin discussed the threat of lead in the water coming not  
47 from the pipes but from the solder. So even though the system tests as safe, there are locations with  
48 the old lead solder that run the risk of having a lead problem.

#### 49 50 **Last Minute Items**

51 Mr. Hill discussed the resignation of Mr. Fischer and Mr. Bailey. Mr. Bailey said that he was willing to  
52 serve until May or until a replacement is found and Mr. Fischer said he would write a letter. Mr. Hill  
53 said that the Commission will need to add recruitment of customers to the agenda. He also said that  
54 the Commission should post an add on Front Porch Forum, advertising the meeting and the need for  
55 new members. Mr. Hill and Sanger thanked Mr. Fischer and Mr. Bailey for their service.

1 **Approval of Warrants**

2 Mr. Sanger asked about a fee for \$1101.04 for meters to E.J. Prescott. Mr. Chamberlin said that the  
3 fees were for routine water meter replacement. Mr. Sanger asked about the repairs on the pickup  
4 truck, asking how much of an issue is repairing as opposed to replacing the vehicle. Mr. Chamberlin  
5 said the truck has 29,000 miles on it and Mr. Sanger asked about the rust, asking if the Commission  
6 be concerned about the aging of the truck. Mr. Chamberlin said that truck dated to 2003. The  
7 Commission said that they were concerned if the repairs are 10% of the truck's value. Mr. Chamberlin  
8 said he didn't think he could justify spending \$30,000 on a new truck when the truck they own only  
9 has 29,000 miles on it.

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11 Mr. Hill discussed items for the next agenda and Mr. Bohne said he would connect with Mr. Sanger to  
12 arrange the agenda. In particular Mr. Hill said that the Commission needs to discuss finding  
13 replacements. Bailey said that he would like to see some more feedback on the income survey which  
14 would fit under the discussion of the West Main Project.

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16 No minutes were available for approval but the Commission agreed to look at them at the next  
17 meeting.

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19 Mr. Bressor made the motion to adjourn and Hill seconded. The motion passed 5-0.

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21 Respectfully submitted by Niels Rinehart, Zoning Administrator.