

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
December 4, 2017 MINUTES**

Members Present: Fran Huntoon; Bard Hill; Lincoln Bressor; David Sander

Members Absent: Bob Reap

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Linda Parent, Town Clerk; and Ruth Miller was present from MMCTV to tape the meeting.

Ms. Huntoon called the meeting to order at 6:00 PM.

**Welcome and Public Comment**

Ms. Huntoon asked for any public comment, but there was none.

**FY2019 Budget Review**

Finance Director Connie Bona reviewed the proposed water and wastewater budgets, and discussed how to split the reserve funds. Since this was the first year the water department would report separate funds, the establishment of a baseline cash allocation for each was important. There was a discussion of short term and long term reserve targets, and how they were accounted for in the water and wastewater budgets.

Mr. Hill wanted to be careful that annual reserve targets are adequately considered. If reserves are too high, the system users would recognize that as being over taxed. The board agreed that the reserves should be divided as outlined by Ms. Bona.

The Manager explained that spending was typical with no large surprises, except that some reserves were up slightly and on the revenue side, septage receipts were projected to be down on the wastewater side, and on the water side, the Fire Protection line was up by \$12,841. This was to be received from the General Fund budget under the control of the Selectboard, to be approved by the voters. The Manager also noted that the Selectboard may set a policy where employees contribute 5% of the healthcare premiums.

Mr. Hill discussed the fire protection line, and said that this is increasing, but the town recently funded the Gap Loan for the water tank and should be responsible for some portion of that.

Mr. Chamberlin spoke about the proposed health care contribution and asked if it was fair to give a raise in salary but then ask for it back in healthcare premiums.

The commissioners discussed these issues and the salary increases in each fund. The Manager explained that the Selectboard would now need to determine their final budget. While the water and wastewater budgets were not voted up on at Town Meeting, the water commission typically published a budget for the annual report.

1 Superintendent's Report

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3 Mr. Chamberlin reported that Buttermilk's water line had been pressure tested and passed. Their  
4 sewer line was still under review, although the stub off of Bridge Street at Jolina Court was installed.

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6 The sanitary survey would happen the next week, and Green Mountain Engineering was working on  
7 the Bridge Street water line work, including the bridge crossing.

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9 West Main Extension update

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11 The Manager updated the commissioners on the November 17<sup>th</sup> prebid meeting and site visit. A  
12 number of questions had been asked, which the Manager presented. One request was to move the due  
13 date to January 5<sup>th</sup>, which the board discussed and agreed to. The other issue was whether or not the  
14 project needed a vote to extend the service area. The statutes seemed to indicated that a vote was  
15 needed but by who was the further question. Since the voters of the town already approved the bond  
16 vote for this purpose, it could be argued that a vote to extend the service area had already been taken.  
17 The real issue was whether the town could legally compel property owners to connect. Mr. Hill said  
18 he wasn't sure we needed another vote, but didn't want to use the vote as a blunt instrument.  
19 Convincing people to connect voluntarily was the key to this project. Mr. Bressor agreed, he did not  
20 want to force someone to hook on.

21  
22 The Manager suggested holding a special forum at the end of January to invite the property owners  
23 and residents of the Gateway to discuss the receipt of bids, and the board agreed. There was some  
24 additional discussion, but the issue would be taken up at the next meeting.

25  
26 Approval of Warrants

27  
28 The warrant was approved.

29  
30 Items for discussion at the next meeting, start at 6:00:

31 Superintendent's Report  
32 Budget & Capital Plan  
33 West Main Street Update

34  
35 Adjourn

36  
37 Mr. Hill offered a motion to adjourn at 6:58 pm and was seconded by Mr. Sander. So voted.