

**RICHMOND WATER AND SEWER  
COMMISSION MEETING  
February 6, 2017 MINUTES**

Members Present: Bard Hill, Chair; David Sander, Vice Chair; Lincoln Bressor; Fran Huntoon; Bob Reap

Members Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; Maureen Kangley; 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.

**West Main Street Review**

Mr. Hill reviewed the project status, and noted that while the interest rates from the federal government were very good, without substantial grants the project was in danger of not being able to get support from users, particularly the mobile home park. He also mentioned that we had different funding options, with USDA funds, state revolving loan funds or other infrastructure funding that may be available in the future.

Mr. Hill also reported on the joint meeting with the Water Commission, Planning Commission and Public Safety Building Committee from last week. He said that the meeting was productive and thoughts were shared between the three boards. He added that he had modified his rate sheet for the expansion area and that was a topic of discussion.

The Manager explained that the land requirements for the combined building they were looking at were around 2.5 to 3 acres and the only available land of that size in proximity to the Richmond village was the Reap property, and the public should be aware of that. The Reap parcel was also called Phase 1 of the water and wastewater extension that has been the subject of the USDA funding for the past 2 years. The building that was being considered would benefit from having public utilities available.

There was a discussion on this proposal, centering on utility costs and necessity. Mr. Bressor mentioned that additional customer flows would limit septage capacity, and we would expect some amount of reduced septage treatment, thus losing some revenue that would only be partially offset by customer revenue. The discussion also focused on the board's commitment to not subsidize the mobile home park through rate modification. This made it more difficult to negotiate, since the only way to reduce costs would be on some inflow of cash to the project to reduce debt service.

Mr. Hill explained that the main purpose of the expansion project was to reduce cost impacts on users by spreading them across more users (through reduced rates). This would be an ongoing discussion for the board.

Lemroy Court and Small projects

1 The Manager explained that he had met with Kendall Chamberlin and Connie Bona and determined  
2 that with the last change order, they were over budget on the East Main/Pleasant/Lemroy Court  
3 project. After speaking with Brad Washburn of GME, it was apparent that the deleted costs were not  
4 included in the Change Order tally, so they actually had \$94,000 left in the budget. He was  
5 recommending we proceed with the additional costs on Lemroy Court to complete the project under  
6 the current state loan (at -3% interest) which would be around \$98,000 total.  
7

8 Beyond this project, we have other more important projects that should be mentioned. First, we have  
9 the new building on Jolina Court that will start construction later this year. They want water and  
10 sewer service, which we have pre-determined to come from the lines on Bridge Street at Jolina Court.  
11 It will cost us some money to get the lines installed and to the edge of the ROW. Whether we go  
12 beyond the ROW will be a decision for the board. While we have no firm estimates, it could cost  
13 between \$50,000 and \$75,000 to do this.  
14

15 Second, we have the short section of water line beneath Bridge Street at the top of the block. This  
16 line is not in critical condition, however, the storm sewer directly above it is, and we intend to replace  
17 this storm line. It would be prudent to replace the water at that time as well, to avoid duplicate costs  
18 and disruptions 10 years from now. The good news is that we've put in for a State revolving loan  
19 fund project to hopefully get a reduced interest loan. The project amount is listed as \$215,000 which  
20 covers engineering and construction. By the way, this loan will require a bond vote. If approved, we  
21 keep our reserves intact while we complete the project. Our current water reserve lists \$138,062 as  
22 the balance. While we have additional funds budgeted for the reserve this year, they won't be  
23 available until the end of the year.  
24

25 The board discussed these projects, and agreed that the Lemroy Court project should be completed.  
26 Mr. Chamberlin added that the well still needed cleaning, at \$30,000. The board requested additional  
27 information, and discussion, on upcoming projects.  
28

#### 29 Delinquent Accounts

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31 The Manager explained that Connie Bona had put together a spreadsheet showing delinquent  
32 balances. While progress had been made, there were a handful of accounts which had relatively  
33 large balances. The Manager noted that these were less than 1% of all accounts, and two accounts  
34 were vacancies.  
35

36 The board discussed options, including liens if over a certain balance. The Manager reminded  
37 everyone that the system was working most of the time and we shouldn't scrap the way we handle  
38 delinquent accounts, but focus on the few that are large and unable to pay. The board wished to  
39 revisit this issue on February 21<sup>st</sup>.  
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#### 41 Superintendent's Report

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43 Mr. Chamberlin discussed reserve fund balances, setpage receipts were steady for this time of year,  
44 water sales to Bolton Valley continued as they tracked down water system issues, and parking at the  
45 treatment plant gate – which was a Selectboard issue.  
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47 Mr. Chamberlin also brought up utility bills that were received between meetings, since he had one  
48 that was late. The board agreed to approve Green Mountain Power bills that was not on the warrant.  
49 Mr. Sander offered a motion to approve the billing from Green Mountain Power in the amounts of  
50 \$130.51; \$2,803.57; \$97.34; \$742.75. Mr. Bressor seconded the motion, and the motion carried 5-0.  
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#### 52 Approval of Warrants

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54 The warrant was reviewed and approved.  
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1 Mr. Hill requested an update on the solar contract for electricity for the next meeting, and a quarterly  
2 budget update for the March 6<sup>th</sup> meeting.

3 **Adjourn**

4  
5 Mr. Sander offered a motion to adjourn at 7:05 pm and was seconded by Ms. Huntoon. So voted.

DRAFT