



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Kendall Chamberlin provided his comments on this memo on March 19, 2020. His comments are in bold.

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.

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”.

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. **All Users of the private system, now and in the future, must become part of the RWRD W/S district before service will be granted.**

The project will require a private sewer line 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. **Should this decision by the Richmond Land Trust or future owner ever change, they will need to become part of the RWRD W/S district before service could be granted.**

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 and installed correctly per blueprints and meets all current regulations **before final connection. Such as-built blue prints will be required and shall be ~~should~~ be continually updated and current with future extensions to confirm the entire system was properly constructed to Richmond public specifications should there ever be a need or desire to turn it over to RWRD. RWRD and the Town of Richmond will, at that time, also require records that the properly built private system has been maintained and operated consistently.**

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 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. **There should be a formal HOA agreement in affect and on record with the town for system responsibilities to do so.** If the private system does add users the cost to join the private system will be agreed upon by the Reaps and **any/all of the** new users. RWRD will not be part of these negotiations **for creation of the HOA or for additional private users to join the Reap's private system.**

RWRD will also impose costs and conditions on all additional future users of the private system. In addition to the private costs and requirements for each future connected property to join the Reap's system, such future users of the private sewer

system **must join the RWRD W/S district**, will need a State Waste Water Permit **and will need to apply for and 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 responsibility 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 **individual water/sewer billing/water/sewer service with RWRD at this time. As members of the private system,** ~~There shall be one bill for the system from the master meter vault. This bill will include all fixed residential, fixed commercial, flow usage, loading and special charges in the system. The W/S Commission will set these charges. 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. Meters will be paid for by the customer and must be purchased from RWRD. 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 the Town Engineer will work with the Reaps to design the metering **and main shut off** vault for the system 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.~~ **Consistent with RWRD policy, the Reaps will purchase and install the required force main shut-off valve and wastewater flow meter to be used for billing the private system. They will agree to grant permanent access to the structure from the public right of way as required. Furthermore, any individual industrial use in the private system will agree, now and in the future, to abide by all the access, use and metering rules in the Industrial Billing Policy as currently apply to industries in the RWRD district. Such rules shall include any permanent access needed to access any separate metering needed for any industries for any purpose.**

~~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 W/S district to inspect (after installation and periodically) and read all meters monitoring the private system as needed per rules/ordinances in effect. All RWRD W/S district rules apply to these customers as applicable.~~

