

1 **Town of Richmond**  
2 **Meeting of Water and Sewer Commission**  
3 **Minutes of February 20, 2024**  
4

5 **Members Present:** Bard Hill, David Sander, Morgan Wolaver  
6

7 **Members Absent:** Erin Farr, Jay Furr  
8

9 **Staff Present:** Duncan Wardwell, Assistant to the Town Manager; Steve Cote, Water  
10 Resources  
11

12 **Others Present:** The meeting was recorded for MMCTV  
13

14 **MMCTV Video:** <https://youtu.be/5I9vUYhimsU?si=MDhSkPzUw5WCaNvR>  
15

16 **Call to Order: 6:00 pm**  
17

18 **Welcome:** Wolaver  
19

20 **Public Comment:** None  
21

22 **Additions or Deletions to the Agenda:** None  
23

24 **Approval of Minutes, Warrants and Purchase Orders**  
25

26 **Minutes:**  
27

28 *Sander moved to approve the Minutes of 2/5/24 meeting as presented. Hill seconded.*

29 *Roll Call Vote: Hill, Sander, Wolaver in favor. Motion approved.*  
30

31 **Warrants:**  
32

33 *Sander moved to approve the 2/20/24 Warrants as presented. Hill seconded.*

34 *Roll Call Vote: Hill, Sander, Wolaver in favor. Motion approved.*  
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36 **Purchase Orders:**  
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38 *Sander moved to approve PO# 4817 to M&T Bank/Wilmington Trust for Phosphorous*  
39 *Study Loan in the amount not to exceed \$22,220.18. Hill seconded.*

40 *Roll Call Vote: Hill, Sander, Wolaver in favor. Motion approved.*  
41

42 **Items for Presentation or Discussion with those present**  
43

44 **Announcement of promotion of Water and Wastewater staff member to Assistant**  
45 **Water and Wastewater Superintendent**  
46

47 Cote: We had a couple of candidates apply and interview. Brad Snow expressed interest  
48 and he has been doing the job, so we interviewed him. Brad has really stepped up as he

49 takes initiative with all of the State paperwork, and he has cleaned up all the messes from  
50 what we inherited.

51

52 Hill: He has a Class 3 water license, which is what he needs to run a water system but  
53 he's moving from Grade 1 to Grade 5 for wastewater.

54

55 Cote: He knows the system here in Richmond and has 10 years of experience with it.

56

57 **Review of list of water and wastewater items to be repaired or replaced, including**  
58 **status of new fluoride pump**

59

60 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4b_Water_and_Wastewater_Items_to_be_Repaired_or_Replaced_2-1-24.pdf)  
61 [2/4b Water and Wastewater Items to be Repaired or Replaced 2-1-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4b_Water_and_Wastewater_Items_to_be_Repaired_or_Replaced_2-1-24.pdf)

62

63 Cote: We're working on little things as they come up. This week, we've had some  
64 discussion with a control company to upgrade the water common alarm. We have asked  
65 one company to give us a quote of separating out the water system and coming up with a  
66 mission system which is going to a cellular based system versus two-way radios. It  
67 would give us the ability to see everything that's happening at the water house and at the  
68 tank and in the future could build in a chlorine and fluoride monitor that you could check  
69 on your phone. We can currently tell the tank level at the water house but there is this  
70 ghost alarm between the pump station, which is wastewater, and the water house so you  
71 don't know what that alarm is for unless you physically go there. I am not happy with  
72 Simplerroute's answer for security and this system has a way better security system set up.

73

74 We're still cleaning lots of stuff and today we found the blueprints for the 1931 water  
75 system. We would like to get a copy made and actually put it up on the wall.

76

77 The fluoride pump has been installed and it's working wonderfully but still waiting for a  
78 new tank from the State. One of the issues was a large amount of inert salts so we  
79 cleaned/washed it out, got a new bag of fluoride, started from scratch and went right to  
80 the right numbers.

81

82 The two channels were supposed to come in February. The flocculator and PLC is not  
83 coming until May.

84

85 **Review of January water data**

86

87 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4d_Monthly_Water_Report_for_January_2024.pdf)  
88 [2/4d Monthly Water Report for January 2024.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4d_Monthly_Water_Report_for_January_2024.pdf)

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90 Cote: We didn't get the pump in until like the first week of January. I ordered the tank  
91 on a Friday, and it was here on a Monday. It came right back up once we put in the new  
92 fluoride. February's numbers will be much higher and rock solid. The two chlorine ones,  
93 it wasn't checked right. We do double check if we get a low day. That's a sign that we  
94 may have a leak, or we've got a contamination problem starting so that's why we do  
95 check them. For chlorine, you use a 55-gallon container of straight 15% sodium chloride  
96 and set the pump as these LMI pumps know exactly how much each dose is and you just  
97 do the calculations. There was the practice of being scared of overdosing.

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**Review of FY24 Q2 financial reports - TABLED**

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c1\\_QTR\\_2\\_FY24\\_Budget\\_Status\\_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c1_QTR_2_FY24_Budget_Status_Water.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c2\\_QTR\\_2\\_FY24\\_Budget\\_Status\\_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c2_QTR_2_FY24_Budget_Status_Sewer.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c3\\_FY24\\_QTR\\_2\\_Water\\_Sewer\\_Septage\\_Financials.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c3_FY24_QTR_2_Water_Sewer_Septage_Financials.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c4\\_Debt\\_Schedule.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c4_Debt_Schedule.xlsx)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c5\\_QTR\\_2\\_FY24\\_Trial\\_Balance\\_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c5_QTR_2_FY24_Trial_Balance_Water.pdf)

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4c6\\_QTR\\_2\\_FY24\\_Trial\\_Balance\\_Sewer.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4c6_QTR_2_FY24_Trial_Balance_Sewer.pdf)

**Update on loan for 20 Year Wastewater Treatment Facility Study**

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4e\\_RF1-362-1.0\\_Richmond\\_WWTF\\_Loan\\_Agreement\\_Signed\\_by\\_VBB.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4e_RF1-362-1.0_Richmond_WWTF_Loan_Agreement_Signed_by_VBB.pdf)

Wolaver: We do know that the loan has been approved for 50% subsidy of the study.

Hill: The study is good but when it comes to construction where the real money is, how interested is the State?

Cote: I would like to attack some of the stuff on the upgrade by just doing the projects on our own. I think we can do it cheaper than what I see on their 20-year. There was an upgrade for the sodium aluminate containment center that was in the \$40,000 range and the most we would spend was \$10,000.

Hill: Several years ago, with the Highway Department, the trade-off was an additional position, which meant less contracting, and it has paid off. It's probably a conversation to have with Josh about what staffing would it take versus the more costly contractors.

**Next steps for the Gateway expansion project**

[https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2024/02/4f\\_CHMS\\_Water\\_Line\\_Extension\\_FINAL\\_SIGNED.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/02/4f_CHMS_Water_Line_Extension_FINAL_SIGNED.pdf)

Wolaver: Were there were actually leaks the sewer line?.

146 Cote: I'm 98% sure that the valves were shut and there was very little less than 1 PSI of  
147 pressure that accumulated which tells me that the valves are shut.

148

149 Hill: If we're going to move forward then we want the easement that would cover future  
150 sewage as well. This pressure test is a question mark, I suspect the school is not  
151 particularly interested in paying for it. The Reaps are not interested. Maybe the school  
152 was interested in doing it for their own purposes. Would we want to take it over for just  
153 the school sewer line to serve school?

154

155 Wolaver: Who do we meet with at the school to eliminate the easement issue.

156

157 Hill: It's working with Josh to set up a meeting with the school and it's probably  
158 sometime after Town Meeting.

159

160 **Review of next steps for FY25 budget process, Annual Water and Sewer Meeting,**  
161 **and Commissioner Terms**

162

163 Hill: Typically, the Annual Meeting is held on the third Tuesday in May at which point  
164 we should be dealing with budget and rates.

165

166 Cote: I am really not happy with the way the line items are for the budgeting, it's very  
167 vague. I've got to get with Connie and see if there's the ability to change it.

168

169 Hill: One option is to set up a 1.5-hour meeting of just budget and see how far we get  
170 and if we have to schedule another special budget meeting.

171

172 Wolaver: We need Josh, Connie, and Steve. I would shoot for a special meeting like on  
173 March 11<sup>th</sup>.

174

175 Cote: We asked Hoyle Tanner to try to calculate a more accurate cost to process septage.

176

177 **Update on water service line inventory and on water meters**

178

179 Cote: They have everything they've asked for. I believe we have completed all of the  
180 connections that are in the houses. We're still working on the connections from the Town  
181 to the curb stop. We've found all the blueprints and final designs so they should be  
182 wrapping up here pretty soon. I believe the water meters are ordered and Josh put out an  
183 RFP for the installation. We would like to do five of the new installations to know how  
184 to install one from scratch to finish.

185

186 Hill: Another future agenda item is the water service line inventory, including the parts  
187 because I don't know how they know what my service line is.

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189 **Discuss Items for Next Agenda:**

190 \*FY25 Budget

191 \*Repairs list

192 \*Water service line inventory

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196 **Adjournment**

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198 *Sander moved to adjourn. Hill seconded.*

199 *Roll Call Vote: Hill, Sander, Wolaver in favor. Motion approved.*

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201 Meeting adjourned at: 6:58 pm

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203 **Chat file from Zoom:** None

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