

1 **Town of Richmond**
2 **Water and Sewer Commissioner Annual Customer Meeting**
3 **Minutes of May 21, 2024**
4

5 **Members Present:** Bard Hill, David Sander, Erin Farr, Jay Furr, Morgan Wolaver
6

7 **Members Absent:** None
8

9 **Staff Present:** Josh Arneson, Town Manager; Steve Cote, Water Resources
10

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

13 **MMCTV Video:** https://youtu.be/Fx-8dGn_Qhg?si=iuNUPHuqbbOPPL_f
14

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

17 **Welcome:** Wolaver
18

19 **Public Comment:**
20

21 Furr recognized the Water & Sewer plant employees' awards mentioned at last night's
22 Water & Sewer Meeting.
23

24 **Additions or Deletions to the Agenda:** None
25

26 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/1_2024_customers_meeting_draft_as_of_5-15-24.pdf)
27 [5/1_2024_customers_meeting_draft_as_of_5-15-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/1_2024_customers_meeting_draft_as_of_5-15-24.pdf)
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30 [5/1_2024_customers_meeting_draft_as_of_5-21-24.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/1_2024_customers_meeting_draft_as_of_5-21-24.pdf)
31

32 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/2_FY25_Water_Wastewater_budget_Final_Draft.pdf)
33 [5/2_FY25_Water_Wastewater_budget_Final_Draft.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/2_FY25_Water_Wastewater_budget_Final_Draft.pdf)
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35 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/2_FY25_Water_Wastewater_budget_Final_Draft_v2_.pdf)
36 [5/2_FY25_Water_Wastewater_budget_Final_Draft_v2_.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/2_FY25_Water_Wastewater_budget_Final_Draft_v2_.pdf)
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38 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/3_FY25_Water_Wastewater_budget_Final_Draft.xlsx)
39 [5/3_FY25_Water_Wastewater_budget_Final_Draft.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/3_FY25_Water_Wastewater_budget_Final_Draft.xlsx)
40

41 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/3_FY25_Water_Wastewater_budget_Final_Draft_v2_.xlsx)
42 [5/3_FY25_Water_Wastewater_budget_Final_Draft_v2_.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/3_FY25_Water_Wastewater_budget_Final_Draft_v2_.xlsx)
43

44 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4_FY24_Water_and_Wastewater_Rates_Final_Draft.pdf)
45 [5/4_FY24_Water_and_Wastewater_Rates_Final_Draft.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4_FY24_Water_and_Wastewater_Rates_Final_Draft.pdf)
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48 [5/4_FY24_Water_and_Wastewater_Rates_Final_Draft_v2_.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/4_FY24_Water_and_Wastewater_Rates_Final_Draft_v2_.pdf)
49

50 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/5_FY24_Water_and_Wastewater_Rates_Final_Draft.xlsx

51

52
53 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/5_FY24_Water_and_Wastewater_Rates_Final_Draft_v2.xlsx

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Presentation Slideshow:

58 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2024/05/2024_Customers_Meeting_05-21-24.pdf

59

60

Discussion of Accomplishments of Past Year

61

Timestamp: 0:03

62

63

Arenson presented the accomplishments of the past year:

64

Participated in the Vermont Rural Water Association Apprenticeship Program

65

Purchased and installed replacement parts for dewatering press

66

Purchased new water meters

67

Completed 20-year Wastewater Treatment Facility Study

68

Prepared for and responded to two floods

69

Purchased new monitoring system for water system

70

Repaired backwash pump

71

Cleaned solids out of all holding tanks with the exception of aeration Tank 2 which will be cleaned in spring/summer 2024

72

Received the following awards from Green Mountain Water Environment Association:

73

*Michael J. Garofano Water Operator of the Year Award: Steve Cote

74

*Bob Wood Young Professionals Award: Brad Snow

75

*Facility Excellence Award for Water: Richmond Water Resources

76

*Facility Excellence Award for Wastewater: Richmond Water Resources

77

78

Discussion of FY25 Budget & Rates

79

Timestamp: 0:08

80

Operational spending increasing by \$20,408 for Water; and \$24,526 in Wastewater Revenue

81

The Fund Balance / Unrestricted Funds are not utilized in the budget, but some capital

82

costs come from unrestricted funds and reserves.

83

Decrease in use of Septage revenue from \$550,000 in FY24 to \$500,000 in FY25

84

85

Increase in Interest Revenue:

86

From \$6,000 to \$11,100 in Water

87

From \$14,000 to \$25,900 in Wastewater

88

89

Notable increases in Water and Wastewater included increase in health insurance due change in staffing resulting in change in healthcare programs selected

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91

Notable increases in Water include increased contribution to Water Capital Reserve from \$0 to \$10,000

92

93

94

95

98 Notable increases in Wastewater include a a line for Contracted Operators to pay for
99 licensed Wastewater Operator at \$41,340
100
101 Notable decreases in Wastewater include reduced Biosolids Chemicals from \$98,100 to
102 \$70,000 and Biosolids Disposal from \$160,000 to \$150,000
103
104 Water Unrestricted Funds:
105 End of FY23 Balance: \$183,780
106 Uses in FY24 Total \$87,840
107 Water Meter Purchase: \$57,840
108 Water System Alarm System: \$15,000
109 Borden St. Shut Off: \$15,000
110 Projected end of FY24 Balance of \$95,940
111 Recommended to keep at least 15% of the next budget in unrestricted funds.
112 Projected balance is 24% of FY25 Budget.
113
114 Wastewater Unrestricted Funds:
115 End of FY23 Balance: \$366,236
116 Uses in FY24 Total \$128,566
117 December flood recover: \$55,725
118 Water Meter Purchase: \$57,840
119 Clean aeration tanks: \$15,000
120 Projected end of FY24 Balance of \$237,671
121 Recommended to keep at least 15% of the next budget in unrestricted funds.
122 Projected balance is 27% of FY25 Budget.
123
124 Arneson summarized the Water rates:
125 Residential Fixed Rate is \$107.37 and Metered is \$11.41, both decreases from FY24
126
127 Commercial & Government Fixed Rate is \$690.84 and Metered is \$10.60, with a Fixed
128 Rate increase and Metered decrease from FY24
129
130 School Fixed Rate of \$5,661.85 and Metered \$16.86, with a Fixed Rate increase and
131 Metered decrease
132
133 Arneson summarized the water rates:
134 Residential Fixed Rate is \$167.78 and Usage is \$17.90, both increases from FY24
135
136 Commercial & Government Fixed Rate is \$414.17 and Usage is \$16.62, both increases
137 from FY24
138
139 School Fixed Rate of \$4,293.66 and Usage \$12.79, both increases from FY24
140
141 Cote confirmed that they sell water out of their hydrant at the plant at \$15/1000 gallons.
142 Hill suggested putting that topic on a future agenda item. Cote confirmed that it doesn't
143 pay for him or Brad to fill somebody up as most places charge a \$25 flat rate.
144
145 **Discussion of Upcoming Projects and Capital Projects**
146 Timestamp: 0:42

147
148 Arneson presented
149
150 Near-Term Projects:
151 Next steps in 20 Year Wastewater Treatment Facility upgrade
152 Installation of water meters
153 Installation of new influent pump
154 Clean grit from aeration Tank #2
155 Tilden Ave., Bridge St., Cochran Rd. Waterline Replacement estimated at \$1,808,000
156
157 Projects Under Discussion:
158 The Gateway Sewer and Water Expansion projects continues to be discussed by the
159 Water and Sewer Commission.
160
161 Financial Impacts:
162 Capital Projects Impacts to the Water & Sewer Budget from capital projects
163 2006 Treatment Plant Upgrades totaling \$3,740,000
164 –Repayment of \$348,378 after subsidy.
165 – \$22,220 per year. Final payment in 2026
166
167 2010 Sewer Lining & Manholes totaling \$445,999
168 – Repayment of \$222,999 after loan subsidy at 2% interest.
169 – \$14,093 per year. Final payment in 2032
170
171 2011 Jericho Road totaling \$941,200
172 – Repayment at variable rate, decreasing over time
173 – \$62,041 budgeted for FY25 between water and wastewater. Final payment in 2032
174
175 2018 RFL – 101 planning totaling \$120,810 at 0% interest.
176 – \$12,081 per year. Final payment in 2027
177
178 2016 East Main Street totaling \$1,275,000
179 – Repayment at approximately \$25,140 per year, after subsidy. Final payment in 2047
180
181 2020 Bridge St. waterline replacement project, (upper Bridge St. and bridge crossing)
182 totaling \$789,228
183 – 50% subsidy on the bond
184 – Payments are \$9,865 per year. Final payment in 2060
185
186 2022 Bridge St. waterline replacement project (middle section) totaling 400,000
187 – 75% subsidy on the bond
188 – Payments are \$2,500 per year. Final payment in 2062
189
190 2014/15 Water Storage Tank & Chlorine Project
191 – \$1,575,000 bond at -0.7% interest in the Drinking Water State Revolving Fund
192 (DWSRF); \$37,705 per year. This was a negative interest loan but has been restructured
193 to reduce the principal and subsequent payments to achieve the same reduced payback.
194 Final Payment in 2048.

195 – \$181,000 GAP loan to cover the portion not eligible for the DWSRF program. \$26,350
196 per year. Final payment in 2025.

197

198 **Consideration of approval of FY25 Budget & Rates**

199 Timestamp: 1:00

200

201 *Hill moved to approve the FY25 Water and Wastewater Budget and Rates. Sander*
202 *seconded.*

203 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

204

205 **Discussion of appointments for the Water and Sewer Commission**

206 Timestamp: 1:01

207

208 Arneson presented the Open Seats on the Water and Sewer Commission:

209

210 Two one-year terms on the Water and Sewer Commission are reserved for customers of
211 the Water and Sewer System

212

213 These seats are appointed by the Selectboard

214

215 Letters of interest are due to the Town Manager by June 1, 2024

216

217 Water Quality & Etc. - We have some of the best drinking water in the state. The
218 Richmond Water Resources Department is proud to serve our town and they do a fine job
219 keeping the system running efficiently and communicating with the public. Thank you,
220 Steve, Brad, Mike, and Nate. Remember, Water Commission meetings are held every 1st
221 and 3rd Monday at 6:00 pm.

222

223 *Sander moved to adjourn. Hill seconded.*

224 *Roll Call Vote: Farr, Furr, Hill, Sander, Wolaver in favor. Motion approved.*

225

226 **Adjournment:** 7:07 pm

227

228 **Chat file from Zoom:** None

229

230