

1 **Town of Richmond**
2 **Special Meeting of Water and Sewer Commission**
3 **Minutes of February 10, 2025**
4

5 **Members Present:** Jay Furr, Erin Farr, Bard Hill, Morgan Wolaver, Lisa Miller
6

7 **Members Absent:** None
8

9 **Staff Present:** Superintendent Steve Cote; Assistant to the Town Manager Duncan
10 Wardwell, Finance Director Connie Bona.
11

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

14 **MMCTV Video:** MMCTV Erin Wagg
15 <https://youtu.be/Pe--cZbuXtc?si=SYFvf9HAaMLYkM1m>
16

17 **Call to Order:** 6:00 pm
18

19 **Welcome:** Wolaver
20

21 **Public Comment:** None
22

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

25 **Review of updated Water Resources Department Logo**
26 Timestamp: 0:01
27

28 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4c_Richmond_Water_Revised_Logos.pdf)
29 [1/4c Richmond Water Revised Logos.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4c_Richmond_Water_Revised_Logos.pdf)
30
31

32 People who participated in discussion: Wolaver, Cote, Furr, Bona, Farr
33

34 Cote stated that his niece has changed the two logos that were favored and asked which
35 one people preferred. Bona and Farr said they like the first logo; it looks better on a truck.
36 Furr suggested putting the logo out for viewing on Front Porch Forum. Wolaver feels the
37 logos should be introduced to the public at Town Meeting. Cote stated that the employees
38 of the Water and Sewer Department do not have business cards, and they would like to
39 use the new logo for that and to make hats and shirts.
40

41
42 **Review of First and Second Quarter FY25 Financials**
43 Timestamp: 0:08
44

45 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d01_FY24_QTR_4_Budget_Status_Water.pdf)
46 [1/4d01_FY24_QTR_4_Budget_Status_Water.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d01_FY24_QTR_4_Budget_Status_Water.pdf)
47

48 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d02_FY24_QTR_4_Budget_Status_Sewer.pdf

49

50
51 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d03_FY24_QTR_4_Water_Sewer_Septage_Financial.pdf

52

53
54 https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater_Sewer_Commission%2FMeetings%2F2025%2F01%2F4d04_FY24_QTR_4_Debt_Schedule.xlsx&wdOrigin=BROWSELINK

55

56
57
58 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d05_FY25_QTR_1_Budget_Status_Water.pdf

59

60
61 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d06_FY25_QTR_1_Budget_Status_Sewer.pdf

62

63
64 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d07_FY25_QTR_1_Water_Sewer_Septage_Financials.pdf

65

66
67 https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater_Sewer_Commission%2FMeetings%2F2025%2F01%2F4d08_FY25_QTR_1_Debt_Schedule.xlsx&wdOrigin=BROWSELINK

68

69
70
71 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d09_FY25_QTR_2_Budget_Status_Water.pdf

72

73
74 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d10_FY25_QTR_2_Budget_Status_Sewer.pdf

75

76
77 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/01/4d11_FY25_QTR_2_Water_Sewer_Septage_Financials.pdf

78

79
80 https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.richmondvt.gov%2Ffileadmin%2Ffiles%2FWater_Sewer_Commission%2FMeetings%2F2025%2F01%2F4d12_FY25_QTR_2_Debt_Schedule.xlsx&wdOrigin=BROWSELINK

81

82

83
84
85 People who participated in discussion: Wolaver, Cote, Farr, Furr, Hill, Miller, Bona

86

87 Bona went through an overview of the FY24 budget status report and explained that
88 Wastewater totals has a negative number, which is due to the 20-year study that is being
89 done by Hoyle. Additionally, some equipment and maintenance went over budget in
90 FY24. Farr asked for some clarification on the 2024 Jericho Road flooding expenses
91 being included in this report, which Bona stated was an error on her part, it should have
92 been from the 2023 flood. Hill stated that he is uncomfortable with having a large
93 negative number on the budget status report, and he thinks taxpayers may also react to
94 that. Furr wondered if the comments in the margin should be removed, which Bona
95 pushed back on. Miller wondered if a narrative to go along with a budget report may be
96 helpful. Wolaver thinks the limitations of this report is related to the software. Cote

97 explained that the installation of the new water meters does cause some cost to his
98 department, the cost of the meters includes training and software. Hill, Farr and Wolaver
99 wondered if there was a simpler way to present this data to the public, explaining the
100 numbers more clearly. Bona said she is hesitant to move this report to Excel and possibly
101 be accused of manipulating the numbers.

102

103 Q1 for FY25 does not include some payments that were made recently. Farr thinks the
104 flood expenses should be included in the budget status report, to which Bona explained
105 that the flood was not budgeted for. Hill pondered why revenue and expenses are not
106 included. Wolaver wanted to know if there is other software available to make budget
107 reporting clearer. Bona said that other software is extremely expensive. Hill emphasized
108 that when revenues and expenses are not included, he cannot surmise as a member of the
109 commission if this is on track.

110

111

112 **Update on installation of water meters**

113 Timestamp: 0:53

114

115 People who participated in discussion: Cote

116

117 240 meters have now been installed. The Zenner portal payment is budgeted for, a one-
118 time fee of \$3400 for the year, but it's not been paid for yet, so customers do not have
119 access to the app.

120

121

122 **Superintendent's Report**

123 Timestamp: 0:55

124

125 People who participated in discussion: Cote

126

127 The mission system for water health has been installed. Cote thinks they will go to off-
128 peak, so that they only pump during off-peak hours to save some money. The system
129 allows Cote to look at and know what's going on at the Waterhouse at all times. He says
130 it collects a tremendous amount of data that he has never had access to before.

131 The dewatering screw that is worn out and plugs up still needs to be replaced.

132

133 **Adjourn**

134

135 *Furr moved to adjourn. Hill seconded.*

136 *Roll Call Vote: Hill, Furr, Miller, Sander in favor. Motion approved.*

137

138

139 **Meeting adjourned at: 6:57 pm**

140

141 **Chat file from Zoom: None**

142