

1 **Town of Richmond**  
2 **Special Meeting of Water and Sewer Commission**  
3 **Minutes of March 17, 2025**  
4

5 **Members Present:** Bard Hill, Jay Furr, Morgan Wolaver  
6

7 **Members Absent:** Erin Farr  
8

9 **Staff Present:** Town Manager Josh Arneson, Assistant to Town Manager Duncan  
10 Wardwell, Town Clerk Linda Parent, Superintendent Steve Cote.  
11

12 **Others Present:** The meeting was recorded for MMCTV Erin Wagg  
13 <https://youtu.be/ah8D1Y-MCbU?si=Ez5wiNBBpXIQrdd8>  
14

15 **MMCTV Video:** MMCTV Erin Wagg  
16

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

19 **Welcome:** Wolaver  
20

21 **Public Comment:** Hill thanked staff and contractors for fixing the recent water main  
22 break on Tilden Ave. in a timely manner.  
23

24 **Additions or Deletions to the Agenda:** None  
25  
26

27 **Approval of Minutes, Warrants and Purchase Orders**

28 Timestamp: 0:01  
29

30 **Minutes:**  
31

32 People who participated in discussion: Wolaver  
33

34 *Hill moved to approve the Minutes as written on 03/03/2024. Furr seconded.*

35 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*  
36

37 *Hill moved to approve the Minutes as written on 03/10/2024. Furr seconded.*

38 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*  
39

40 **Purchase Orders:**  
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42 *Furr moved to approve Purchase Order number 5232 to Hoyle Tanner and Associates*  
43 *Inc. for the flood mitigation study of the pump station and force main in the amount of*  
44 *\$78,508.00. Hill seconded.*

45 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*  
46

47 *Hill moved to approve Purchase Order number 4919 to M and T Bank / Wilmington*  
48 *Trust for the Wastewater Planning Loan in the amount of \$12,021.12. Furr seconded.*

49 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*

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51 **Warrants:**

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53 *Furr moved to approve the Warrants as presented. Hill seconded.*

54 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*

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56

57 **Review of water data for February 2025**

58 Timestamp: 0:05

59

60 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/03/4a\\_Monthly\\_Water\\_Report\\_for\\_February\\_2025.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/03/4a_Monthly_Water_Report_for_February_2025.pdf)

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62

63 People who participated in discussion: Wolaver, Cote, Arneson

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65 Cote explained that the fluoride has been a bit high, but he was notified by the State that  
66 they no longer have to test the fluoride every week and can switch to twice a month. He  
67 added that this saves \$40 per month and two trips to Williston. The State acknowledged  
68 that the plant is doing a good job. Arneson concurred that this was good news coming  
69 from the State. The chlorine numbers have still been high, but after the water main break  
70 they adjusted the chlorine and it's been measuring correctly. Cote continued that the  
71 pump they currently have is an older LMI diaphragm pump, which they are having  
72 trouble with. There are newer pumps that perform better and he has been considering a  
73 peristaltic pump. The engineers are encouraging the switch to a peristaltic pump, so Cote  
74 is looking into what such a pump would cost and what size he would need. Peristaltic  
75 pumps send out specified, measured amounts of chlorine into the system. Cote lamented  
76 over the amount of flushable wipes that make it to the grit screen.

77

78

79 **Consideration of signing the pledge to support USDA - Rural Development's Water  
80 and Environmental Programs**

81 Timestamp: 0:22

82

83 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/03/4b\\_USDA\\_-\\_Rural\\_Development\\_s\\_Water\\_and\\_Environmental\\_Programs.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/03/4b_USDA_-_Rural_Development_s_Water_and_Environmental_Programs.pdf)

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86 People who participated in discussion: Arneson, Wolaver

87

88 Arneson described that this is a USDA program with DWSRF funding that the Town has  
89 gotten in the past, he feels this is a good thing to sign and support. Wolaver said he  
90 signed it this morning.

91

92 *Hill moved to approve signing the pledge to support USDA - Rural Development's Water  
93 and Environmental Programs. Furr seconded.*

94 *Roll Call Vote: Hill, Furr, Wolaver in favor. Motion approved.*

95

96

97 **Update on installation of water meters**

98 Timestamp: 0:26

99

100 People who participated in discussion: Cote, Hill

101

102 Cote stated that 309 meters are installed out of 327, by the end of March all residential  
103 meters should be done. He now knows everyone's service line and he is getting better at  
104 knowing how much water people use. He really loves the new system and thinks it will  
105 be better for the residents of Richmond. Hill wanted to know if the closing of Big Spruce  
106 and Hatchet would be noticeable on water usage. Cote has never seen those two locations  
107 as being high users so he isn't worried.

108

109

110 **Superintendents Report**

111 Timestamp: 0:36

112

113 People who participated in discussion: Cote, Hill, Furr

114

115 Cote feels that in the future the two water pumps, the well pump and the clear well, need  
116 to be evaluated. He cannot find any evidence that those two pumps have been evaluated  
117 since 1997. The control panel in the well house is a mess, so he has asked Dan Pratt to  
118 give an estimate for a new wire panel. Hill feels this ballpark estimate needs to be added  
119 to the new budget. Furr said make sure to document everything.

120 The distribution screw will cost \$4,500. The old one lasted for 20 years. He is draining  
121 the clarifier this week to change the chain and put grease on the bearings. Cote continued,  
122 as soon as that is done, he wants to drain the big aeration tank down to the top of the  
123 diffusers to fix the ones that need to be fixed. Then they will switch tanks. He thinks  
124 using two tanks helps with the bacteria and sludge. Cote and Snow are looking at  
125 microorganisms through a microscope and are excited about new sludge growth.

126 Cote ended with explaining why there was a boil water notice issued, which was a water  
127 main break on Tilden Ave, which was a loss of pressure when they were trying to shut  
128 the water off.

129

130

131 **Discuss Items for Next Agenda:**

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133 Budget rates for future projects

134 Total price for the upgrade

135 Arneson thinks the next meeting should start at 5:30p to allow time for a budget  
136 discussion

137

138 **Adjournment**

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140 *Hill moved to adjourn. Furr seconded.*

141 *Roll Call Vote: Wolaver, Hill, Furr in favor. Motion approved.*

142

143 **Meeting adjourned at: 6:56 pm**

144

145 **Chat file from Zoom: None**