

**Town of Richmond**  
**Meeting of Water and Sewer Commission**  
**Minutes of December 15, 2025**

**Members Present:** Bard Hill, Erin Farr, David Sander, Morgan Wolaver

### **Members Absent:** None

**Staff Present:** Town Manager Josh Arneson; Duncan Wardwell, Deputy Town Manager; Steve Cote, Water Resources Superintendent

**Others Present:** The meeting was recorded for MMCTV, 18023242719, Aiden Short, Jon Kart, Jon Olin (Hoyle Tanner), Katherine King, KJ O'Grady

**MMCTV Video:** <https://youtu.be/IUE6RbGnDYo?si=ok0cf3Yr7jNGYV0t>

### **Call to Order: 5:00 pm**

## Welcome: Wolaver

**Public Comment:** Sander observed that next Sunday is the Solstice and the days will soon be getting longer.

### **Additions or Deletions to the Agenda: None**

## Approval of Minutes, Warrants and Purchase Orders

## Minutes:

*Hill moved to approve the minutes of December 1, 2025. Sander seconded.*

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

## Purchase Orders:

*Sander moved to approve Purchase Order number 5326 to Xylem Water Solutions USA Inc. for an influent pump and associated components in the amount of \$30,945.71. Hill seconded.*

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

## Warrants:

*Hill moved to approve the Warrants as presented. Sander seconded*

*Hill moved to approve the Warrants as presented. Sander seconded. Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Motion approved.*

#### Items for Presentation or Discussion with those present

48 **Update on easement obtainment for the Tilden Ave., Bridge St., and Cochran Rd.**  
49 **Waterline Replacement Project**

50 Timestamp: 0:08

51  
52 Arneson stated that they are down to 3 easements needed out of the 22 total. Wolaver  
53 suggested reformatting the easement so people can sign independently of each other.  
54 Arneson reviewed that they can go out to bid without all the easements but need them in  
55 place, recorded and ready for construction this spring. Once the easements are together,  
56 the Selectboard accepts them and then they need to get the property transfer tax return  
57 forms figured out for all the 22 easements. Arneson will ask the attorney about the best  
58 way to deal with Social Security numbers. Wolaver suggested a letter from the attorney  
59 addressing why this is critical to the community. Cote suggested a call from Arneson.  
60 Hill stated that there is a risk of not going out to bid sooner. Arneson stated they do not  
61 want the door to close on the 2026 construction season and to make sure they get  
62 favorable pricing. Arneson will provide an update at the January 5<sup>th</sup> meeting and have  
63 the engineer prepare the bid documents.

64  
65 **Consideration of approval of requests for easement at 205 Jericho Rd.**

66 Timestamp: 0:20

67 Hill reviewed the reduced footprint back within the setback. Arneson stated that the  
68 request is to have a new water and sewer line for 205 Jericho Road (road frontage on  
69 Tilden Ave) and to cover the attorney's fees. It is estimated at \$5,500 with attorney fees  
70 ~\$1,000. They might also consider including a meter vault. O'Grady confirmed the  
71 request summary.

72 *Hill moved to approve the O'Grady's request of a water and sewer hookup for 205  
73 Jericho Rd., a water meter and water meter vault in return for the easement for the  
74 Tilden Ave. waterline on 205 Jericho Rd. Sander seconded.*

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

76  
77 **Review of November water data**

78 Timestamp: 0:24

79 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/12/4c\\_Monthly\\_Water\\_Report\\_November\\_2025.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/12/4c_Monthly_Water_Report_November_2025.pdf)

80  
81 Wolaver stated that nothing was highlighted so he is not sure they need to review it. Cote  
82 reviewed that when he started this was a full-time job for one person to keep the water  
83 properly fluoridated and chlorinated and now it is 45-minutes a day. It is a tremendous  
84 help to have a system they can monitor remotely.

85  
86 **Review of Fourth Quarter FY25 Financials**

87 Timestamp: 0:27

88 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/12/4d1\\_FY25\\_QTR\\_4\\_Budget\\_Status\\_Water\\_Wastewater\\_excel.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/12/4d1_FY25_QTR_4_Budget_Status_Water_Wastewater_excel.xlsx)

96  
97 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4d2\\_FY25\\_QTR\\_4\\_Budget\\_Status\\_Water\\_Wastewater\\_pdf.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4d2_FY25_QTR_4_Budget_Status_Water_Wastewater_pdf.pdf)  
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100 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4d3\\_FY25\\_QTR\\_4\\_Water\\_Sewer\\_Septage\\_Financials.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4d3_FY25_QTR_4_Water_Sewer_Septage_Financials.pdf)  
102  
103 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4d4\\_FY25\\_QTR\\_4\\_Debt\\_Schedule.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4d4_FY25_QTR_4_Debt_Schedule.xlsx)  
105  
106 Arneson reviewed the FY25 4<sup>th</sup> Quarter financials in the packet, which should be right around 100%.  
108  
109 For water, they were at 89% of revenue from water users and about 97.5% in total  
110 revenue. On the expenses side, they were under budget on salaries and associated  
111 benefits due to having 3 staff members for half the year when they are budgeted for 4.  
112 Overtime is up due to the flood of 2024. Waterline repairs are under budget. Overall  
113 they had about \$69,000 more in revenue than expenses.  
114  
115 For wastewater, they were over budget in revenue from users by 3% and for septage they  
116 were under budget by about \$66,000. They are under budget for payroll and benefits due  
117 to being short staffed. Biosolid chemicals are under budget which has a lot to do with  
118 process improvements. Facility treatment repair is above budget, based on the updates  
119 every couple of weeks that something is always breaking. Capital Reserve is over budget  
120 as they have been charging Hoyle Tanner invoices for the 20-year study as well as the  
121 purchase of a pickup truck. All of that will be reimbursed and put into the loan for the  
122 20-year study along with the flood mitigation pump station engineering. They will have  
123 more revenue than expenses at the end of the year.  
124  
125  
126 **Review of First Quarter FY26 Financials**  
127 Timestamp: 0:39  
128 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4e1\\_FY26\\_QTR\\_1\\_Budget\\_Status\\_Reports\\_excel.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4e1_FY26_QTR_1_Budget_Status_Reports_excel.xlsx)  
130  
131 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4e2\\_FY26\\_QTR\\_1\\_Budget\\_Status\\_Reports\\_pdf.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4e2_FY26_QTR_1_Budget_Status_Reports_pdf.pdf)  
133  
134 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4e3\\_FY26\\_QTR\\_1\\_Water\\_Sewer\\_Septage\\_Financials.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4e3_FY26_QTR_1_Water_Sewer_Septage_Financials.pdf)  
136  
137 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4e4\\_FY26\\_QTR\\_1\\_Debt\\_Schedule.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4e4_FY26_QTR_1_Debt_Schedule.xlsx)  
139  
140 Arneson reviewed the FY26 first quarter financials which ran July 1 to September 30,  
141 2025 which would include the drought. In general, it should be about 25% of actual  
142 budget.  
143  
144 They are trending a bit behind on water at 22.53% user revenue. The Fire Protection

145 Services have not been billed yet but that will come online pretty quickly. They are  
146 under on salaries and benefits as they only had three staff for July and August. Admin  
147 Support from the Town has not been billed yet. Repairs and maintenance are at 11% of  
148 the budget so far.  
149  
150 For wastewater, they are a bit under on the user revenue. Septage is up at 30% where it is  
151 expected at 25%. Salaries and benefits are behind due to the same reasons as water.  
152 Admin Support has not been billed. Biosolid chemicals continue to trend low. Repairs  
153 and maintenance was at 42% as there is always something going wrong that they need to  
154 address.  
155  
156

### **157 Superintendent's Report**

158 Timestamp: 0:44

160 Cote stated that the plant has been running really well with the pH problem figured out.  
161 They were putting too much air into the system with the new diffusers. They are going to  
162 replace the control panel sometime this winter. Next year they might install a  
163 chlorometer that would adjust and monitor itself. The new hire, Erin, passed the water  
164 three exam and Rural Water is asking the ANR for some exemptions due to her college  
165 studies. Cote and Mike Coyle are taking a class in January for a Distribution License.  
166 The Sanitary Survey prompted new seals around the clear well at the Waterhouse. It was  
167 recommended that they do an EPA cyber-security evaluation on December 22. They are  
168 working diligently to get the influent pump installed.  
169  
170

### **171 Discussion of options for re-location of the wastewater pump station**

172 Timestamp: 0:52

173  
174 Cote reviewed the discussion with John Kart to relocate the pump station. Arneson  
175 presented a map to show the current location and other proposed locations. There are  
176 some questions about sub-dividing the lot and some road upgrade potentials and a right-  
177 of-way. There is an application for the FEMA buyout program which would not allow a  
178 sub-division so they would have to choose either the buyout or the pump station location.  
179 Cote summarized that this site is above the 100-year flood plain and would not require  
180 much concrete sticking out of the ground.  
181

182 Cote presented another location that he has not yet presented to the engineer. Arneson  
183 reviewed the location on the map and illustrated the area owned by Gary Bressor. Cote  
184 stated that Bressor told him that there was once a hand dug 35-foot stone-lined well that  
185 indicated there might not be as much ledge on that side of the road. Bressor would not  
186 want the control panel in his line of sight. Cote stated that they would not have to dig up  
187 the street for the line. They would have to have some sort of easement. Farr pointed out  
188 her family would be happy to talk about going down that road if they couldn't get  
189 easements.  
190  
191

### **192 Review of funding alternatives for the wastewater treatment facility 20 year 193 upgrade**

194      Timestamp: 1:03  
195      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h1\\_Overview\\_of\\_Alternatives.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h1_Overview_of_Alternatives.pdf)  
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198      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h2\\_Rate\\_Increases\\_for\\_Repayment\\_Alternatives.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h2_Rate_Increases_for_Repayment_Alternatives.xlsx)  
200  
201      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h3\\_User\\_Rate\\_Analysis - V5 - Alt A.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h3_User_Rate_Analysis - V5 - Alt A.xlsx)  
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204      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h4\\_User\\_Rate\\_Analysis - V5 - Alt B.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h4_User_Rate_Analysis - V5 - Alt B.xlsx)  
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207      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h5\\_User\\_Rate\\_Analysis - V5 - Alt C.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h5_User_Rate_Analysis - V5 - Alt C.xlsx)  
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210      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h6\\_User\\_Rate\\_Analysis - V5 - Alt D1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h6_User_Rate_Analysis - V5 - Alt D1.xlsx)  
212  
213      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h7\\_User\\_Rate\\_Analysis - V5 - Alt D2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h7_User_Rate_Analysis - V5 - Alt D2.xlsx)  
215  
216      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h8\\_User\\_Rate\\_Analysis - V5 - Alt E1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h8_User_Rate_Analysis - V5 - Alt E1.xlsx)  
218  
219      [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2025/1/2/4h9\\_User\\_Rate\\_Analysis - V5 - Alt E2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2025/1/2/4h9_User_Rate_Analysis - V5 - Alt E2.xlsx)  
221  
222      Hill stated that many residents think there is a grant to pay for this. Olin confirmed there  
223      is not a magic pot of money, and it has gotten more competitive to find alternative  
224      sources of funding. There are some subsidies which go toward planning. Richmond did  
225      not qualify based on median household income. Olin reviewed that this is a sensitivity  
226      analysis to try to make some changes in the loan repayment strategies and for the Town  
227      to consider long-term solutions for the community.  
228  
229      Short reviewed the tool they used in earlier discussions. He highlighted alternative B,  
230      which was the best-case scenario of the seven different repayment options they presented.  
231      The user variables they can control are:  
232      -Sewer User Rate Increase  
233      -Septage Rate Increase  
234      -New Residential Sewer Users  
235      -New Commercial & Government Sewer Users  
236  
237      Short stated the intent to divide this project into two different contracts:  
238      -Septage receiving equipment with some of the flood protection elements  
239      -Remainder of the treatment facility upgrade  
240  
241      Short illustrated how everything else is a display of the results for the different scenarios.  
242      The intent here is to generate alternatives that would allow you to pay for the loan in the

243 short term, as well as generate additional reserves for any future capital projects.

244  
245 Short illustrated the results from the 7 different scenarios. Scenarios D utilizes a 20%  
246 taxpayer burden share. Short stated that there are a couple of differences in the terms  
247 offered by the Bond Bank versus the Clean Water State Revolving Fund program.  
248 Scenarios E look at loan suppression that is offered through the Vermont Bond Bank.  
249 Short presented the alternatives of a 20-year loan term versus and 30-year loan term.

250  
251 Short presented a chart that illustrated the Increases in Average Residential User Annual  
252 Bills for WWFT Loan Repayment under Various Repayment Scenarios, with Scenario B  
253 being the best case with a 30-year loan and increasing the amount of received septage.  
254 Olin mentioned that none of the scenarios account for the Water Infrastructure  
255 Sponsorship program. King stated that the Water Infrastructure Sponsorship program is  
256 where municipalities can decide to support natural resource restoration and protection  
257 projects for up to 10% of the base loan for construction in return for a reduction in  
258 interest rates.

259  
260 Hill observed that the septage revenue is more market driven so he wonders if the  
261 increase is plausible. Cote stated that he thinks he could entire people here because of the  
262 locale to the interstate but running trucks through a residential area might become an  
263 issue. Cote stated that the issue is not processing, it is getting a bite of the market. Cote  
264 suggested contracts for reduced rates or accepting septage 24-hours a day. Farr is not  
265 comfortable planning for 24-hour operation through a residential neighborhood.

266  
267 Hill stated that it should be a Selectboard conversation if they want to talk about a Town  
268 contribution. Hill suggested considering a local option tax as opposed to a property tax  
269 increase. Farr stated that she has a hard time with a 30-year loan for something that is  
270 only going to last 20 years. Cote stated that in 2043 they have got another engineering  
271 assessment to be done. Olin reviewed that the intent using the Clean Water Act money  
272 was towns would then build up and plan for their own payment of replacement  
273 equipment. Olin confirmed that the design contract is with the State and once they get  
274 approval, they can execute the contract. Hill stated that people will start to ask if they  
275 vetted all the expenses and really need all these things.

276  
277  
278 **Discuss Items for Next Agenda:**

- Zenner updates
- Discuss different revenue streams
- Continue finance conversations

282  
283 **Adjournment**

284  
285 *Farr moved to adjourn. Sander seconded.*

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

287  
288 **Meeting adjourned at: 6:58 pm**

289  
290 **Chat file from Zoom:** None

291