

1 **Town of Richmond**  
2 **Meeting of Water and Sewer Commission**  
3 **Minutes of February 2, 2026**  
4

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

6  
7 **Members Absent:** Rabideau arrived ~6:26 pm

8  
9 **Staff Present:** Town Manager Josh Arneson; Duncan Wardwell, Deputy Town Manager;  
10 Steve Cote, Water Resources Superintendent

11  
12 **Others Present:** The meeting was recorded for MMCTV Erin Wagg, Gary Bressor,

13  
14 **MMCTV Video:** [https://youtu.be/gY-AYcy0jWc?si=owhvU5tcy\\_AVJHio](https://youtu.be/gY-AYcy0jWc?si=owhvU5tcy_AVJHio)

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

17  
18 **Welcome:** Wolaver

19  
20 **Public Comment:** Cote stated Happy Groundhog Day

21  
22 **Additions or Deletions to the Agenda:** None

23  
24 **Approval of Minutes, Warrants and Purchase Orders**

25  
26 **Minutes:**

27  
28 Wolaver stated that on line 135 of the January 20 minutes, the last word should be  
29 “shifting” and “shirting”

30  
31 *Sander moved to approve the minutes of January 20, 2026 with one correction to change*  
32 *the last word of 135 to “shifting.” Hill seconded.*

33 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Rabideau absent. Motion approved.*

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35 **Purchase Orders:**

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37 *Sander moved to approve purchase order number 5301 to M and T Bank / Wilmington*  
38 *Trust for the phosphorous loan in the amount of \$22,220.20. Hill seconded.*

39 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Rabideau absent. Motion approved.*

40  
41 *Sander moved to approve purchase order number 5364 to the VLCT Property and*  
42 *Casualty Intermunicipal Fund for Town insurance coverage for the second half of FY26*  
43 *for the Water and Wastewater Department’s portion of the coverage which totals*  
44 *\$14,000.00. Hill seconded.*

45 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Rabideau absent. Motion approved.*

46  
47 **Warrants:**

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

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52

53 **Items for Presentation or Discussion with those present**

54  
55

56 **Consideration of moving the second meeting in February to Tuesday, February 17,**  
57 **2026 due to the Presidents' Day holiday on Monday, February 16, 2026**

58 Timestamp: 0:04

59  
60

60 *Sander moved to hold the second meeting in February on Tuesday, February 17, 2026*  
61 *due to the Presidents' Day holiday on Monday, February 16, 2026. Hill seconded.*  
62 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Rabideau absent. Motion approved.*

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64

65 **Consideration of approval of preliminary water and wastewater allocation request**  
66 **for 114 East Main St.**

67 Timestamp: 0:05

68 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b1_W_SS_Alloc_Req_Cover_Letter_1-26-26.pdf)  
69 [1/4b1\\_W\\_SS\\_Alloc\\_Req\\_Cover\\_Letter\\_1-26-26.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b1_W_SS_Alloc_Req_Cover_Letter_1-26-26.pdf)

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71 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b2_Preliminary_Water_Service_Allocation_Request_Form.pdf)

72 [1/4b2\\_Preliminary\\_Water\\_Service\\_Allocation\\_Request\\_Form.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b2_Preliminary_Water_Service_Allocation_Request_Form.pdf)

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74 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b3_Preliminary_Sewer_Service_Allocation_Request_Form.pdf)

75 [1/4b3\\_Preliminary\\_Sewer\\_Service\\_Allocation\\_Request\\_Form.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/01/4b3_Preliminary_Sewer_Service_Allocation_Request_Form.pdf)

76  
77

77 Arneson confirmed that all the structures are on one parcel. Cote stated that 110 East  
78 Main St has a duplex in front next to Rt 2. The 112 East Main St is a house that was built  
79 in the back. It was created into a duplex that is now 114 East Main St. Arneson stated  
80 that they did get an allocation for the duplex a few years ago. This is an additional  
81 allocation for an ADU. Hill observed that it will be four units in two buildings. Arneson  
82 stated that 114 East Main St is the mailing address, but the Parcel ID is 112 East Main St.  
83 Cote confirmed that they need water and sewer allocation for the two extra bedrooms.  
84 Cote stated there is already a meter there with a separate line.

85  
86

86 *Hill moved to approve the preliminary water allocation of 280 gallons per day and the*  
87 *preliminary sewer allocation of 210 gallons per day for the proposed accessory dwelling*  
88 *unit located at 112 East Main St. Sander seconded.*

89 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Rabideau absent. Motion approved.*

90  
91

92 **Discussion of water service line and water meters for a proposed bathroom facility**  
93 **to potentially be located next to the Round Church**

94 Timestamp: 0:16

95  
96

96 Bressor, from the Richmond Historical Society, stated that they have been talking about  
97 building a small bathroom next to the Round Church for 32 years. With the new

98 waterline going in, this is the time to get it on the property. Bressor reviewed that  
99 currently there is a 4-inch line that goes around the back of the building for a sprinkler  
100 system.

101

102 Bressor stated that the best place to put the bathroom is on the corner of his land, up high  
103 behind the Round Church and out of the floodplain. Bressor stated that they need  
104 Selectboard approval to grant easement to put the line on the Town property. The  
105 Historical Society has a 40-year lease on that land, but the Town owns it. They would  
106 want to tie into the stub for the sewer system where there used to be an old house that the  
107 Historical Society took down. Bressor illustrated the request to tap into the existing line  
108 out by Bridge St and not pay to put in another stub. Cote stated that in the basement of  
109 the Round Church there is a T off the 4-inch line with a meter already installed. Cote  
110 illustrated that they could attach to that, come out of the Round Church and go on to  
111 Bressor's property.

112

113 Cote stated his concern that it is Town owned line supplying water to private owned  
114 property. Bressor stated that it would be a public bathroom when the Round Church is  
115 open. Cote confirmed that the lines would not be deep enough to be an issue. Cote  
116 confirmed that the policy states that if it's a Town building then they need a separate line  
117 to feed a building that is not on Town property. Sander stated this question is outside the  
118 jurisdiction of this board. Cote stated he thinks it needs to go to the Selectboard. If the  
119 triangle area was connected to the Historical Society land and deeded to them, he would  
120 be comfortable about coming off the existing line. Cote stated that he would support  
121 coming out of the Round Church off the current meter or putting a live tap on the line  
122 with a curb stop, a meter vault and a line. Hill stated that the policy stated that if it starts  
123 as a building on a separate piece of property then it has to be a separate line.

124

125 Arneson suggested that if the triangle area becomes Town property and the building is  
126 leased to the Historical Society then both buildings are owned by the same owner. Cote  
127 confirmed that the Town is responsible for maintaining the line from Bridge St to the  
128 Round Church. The Water and Sewer Commission essentially ends at the curb stop. Farr  
129 stated that they really need to give this some thought as it is a policy thing and the school  
130 or other people might want to also connect to lines.

131

132

### 133 **Update on Zenner customer online water usage accounts**

134 Timestamp: 0:44

135

136 Arneson reviewed that they are aware it is still not working right. He is going to meet  
137 with Zenner later this week. Cote confirmed that the meters are rock solid and he can  
138 read those anytime. The portal side is completely different.

139

140

### 141 **Update on easement obtainment for the Tilden Ave., Bridge St., and Cochran Rd.** 142 **Waterline Replacement Project**

143 Timestamp: 0:47

144

145 Arneson stated that they are down to one easement that they need to obtain. They need to  
146 get a written agreement about what the Town's going to give them in return. Wardwell

147 started reaching out for Property Owner information to complete the Property Transfer  
148 Tax Returns. Arneson stated that there is a pre-bid meeting next week.

149  
150

151 **Announcement of being awarded \$1,350,000 in Congressionally Directed Spending**  
152 **to renovate the septage receiving and processing facilities**

153 Timestamp: 0:49

154 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4f_email_on_CDS_Approval.pdf)  
155 [1/4f\\_email\\_on\\_CDS\\_Approval.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4f_email_on_CDS_Approval.pdf)

156

157 Arneson stated that they were awarded \$1,350,000 to go towards the overall \$20 million  
158 bill for the entire facility upgrade. Hoyle Tanner put together the entire application  
159 process and they will incorporate this money into their funding models.

160  
161

162 **Follow up on funding alternatives for the wastewater treatment facility 20 year**  
163 **upgrade**

164 Timestamp: 0:50

165 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g01_Overview_of_Alternatives.pdf)  
166 [1/4g01\\_Overview\\_of\\_Alternatives.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g01_Overview_of_Alternatives.pdf)

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168 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g02_Rate_Increases_for_Repayment_Alternatives.xlsx)  
169 [1/4g02\\_Rate\\_Increases\\_for\\_Repayment\\_Alternatives.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g02_Rate_Increases_for_Repayment_Alternatives.xlsx)

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171 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g03_Rate_Increases_for_Repayment_Alternatives_including_Commercial_Rates.xlsx)  
172 [1/4g03\\_Rate\\_Increases\\_for\\_Repayment\\_Alternatives\\_including\\_Commercial\\_Rates.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g03_Rate_Increases_for_Repayment_Alternatives_including_Commercial_Rates.xlsx)

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174 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g04_User_Rate_Analysis_-_V5_-_Alt_A.xlsx)  
175 [1/4g04\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_A.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g04_User_Rate_Analysis_-_V5_-_Alt_A.xlsx)

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177 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g05_User_Rate_Analysis_-_V5_-_Alt_B.xlsx)  
178 [1/4g05\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_B.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g05_User_Rate_Analysis_-_V5_-_Alt_B.xlsx)

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180 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g06_User_Rate_Analysis_-_V5_-_Alt_C.xlsx)  
181 [1/4g06\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_C.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g06_User_Rate_Analysis_-_V5_-_Alt_C.xlsx)

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183 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g07_User_Rate_Analysis_-_V5_-_Alt_D1.xlsx)  
184 [1/4g07\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_D1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g07_User_Rate_Analysis_-_V5_-_Alt_D1.xlsx)

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186 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g08_User_Rate_Analysis_-_V5_-_Alt_D2.xlsx)  
187 [1/4g08\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_D2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g08_User_Rate_Analysis_-_V5_-_Alt_D2.xlsx)

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189 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g09_User_Rate_Analysis_-_V5_-_Alt_E1.xlsx)  
190 [1/4g09\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_E1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g09_User_Rate_Analysis_-_V5_-_Alt_E1.xlsx)

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192 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g10_User_Rate_Analysis_-_V5_-_Alt_E2.xlsx)  
193 [1/4g10\\_User\\_Rate\\_Analysis\\_-\\_V5\\_-\\_Alt\\_E2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0/1/4g10_User_Rate_Analysis_-_V5_-_Alt_E2.xlsx)

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195 [https://www.richmondvt.gov/fileadmin/files/Water\\_Sewer\\_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)

196 1/4g11 How to Adopt a Local Option Tax for Vermont towns.pdf

197

198 Arneson requested that Hoyle Tanner incorporate the local option tax into their models.

199 The next meeting will start at 5 pm so Hoyle Tanner can walk through some things.

200

201

### 202 **Update on VOSHA visit and Citation and Notification of Penalty**

203 Timestamp: 0:51

204

205 Arneson illustrated that this was a random visit and not generated by any complaint. The

206 two Water/Sewer citations that had charges were for PPE when mixing fluoride and

207 chlorine as well as work in a confined space. Cote stated that all the citations have been

208 corrected. Arneson illustrated the VOSHA option to work with Project WorkSAFE

209 which cuts the overall bill in half to \$7,094. Project WorkSAFE will come in a few

210 weeks to go through all the citations and do a whole audit with no fines attached.

211 Arneson stated that VOSHA always finds new things even though VLCT does an audit

212 every year. Cote reviewed they had temporary eye-wash stations that had to be changed

213 every 18 months but those expired in 2023. The eye-wash stations are now plumbed in

214 directly. Cote stated that the confined space work sheet now had a place for the

215 supervisor to sign off with a time and a date. The staff have taken the confined space

216 training again. Cote stated that they now have a full face-shield and N99 dust mask for

217 the mixing of fluoride.

218

219

### 220 **Superintendent's Report**

221 Timestamp: 0:55

222

223 Cote summarized that there was a problem with the digester. Cote stated that P&P will

224 suck it out, put it back in the septage tanks and cap the damaged pipe that caused the leak.

225 Cote stated that the new influent pump is installed.

226

227

### 228 **Discuss Items for Next Agenda:**

229 -Funding alternatives 20-year study

230 -5 PM start at the 17th

231

232

### 233 **Adjournment**

234

235 *Sander moved to adjourn. Hill seconded.*

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

237

238 **Meeting adjourned at: 6:59 pm**

239

240 **Chat file from Zoom: None**

241

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243