

1 **Town of Richmond**
2 **Meeting of Water and Sewer Commission**
3 **Minutes of February 17, 2026**
4

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

6
7 **Members Absent:** Erin Farr arrived at 5:05 PM and David Sander arrived at 5:19 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, 14693373003, 18022822887,
13 Aidan Short, Heather Hunter, Jon Olin, Kirsten DiPietro-Worden

14
15 **MMCTV Video:** <https://youtu.be/wN5oVX3Qp5E?si=BJQrV-tQBSrxER->

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

26
27 **Minutes:**

28
29 *Hill moved to approve the minutes of February 2, 2026. Rabideau seconded.*

30 *Roll Call Vote:*

31 *Hill, Rabideau, Wolaver in favor. Farr and Sander absent. Motion approved.*

32
33 **Purchase Orders:** None

34
35 **Warrants:**

36
37 *Hill moved to approve the Warrants as presented. Rabideau seconded.*

38 *Roll Call Vote:*

39 *Hill, Rabideau, Wolaver in favor. Farr and Sander absent. Motion approved.*

40
41
42 **Items for Presentation or Discussion with those present**

43
44
45 **Follow up on funding alternatives for the wastewater treatment facility 20-year**
46 **upgrade**

47 **Timestamp:** 0:05

48 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0

49 [2/4a01 Rate Increases for Repayment Alternatives.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a01_Rate_Increases_for_Repayment_Alternatives.xlsx)
50
51 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a02_Rate_Increases_for_Repayment_Alternatives_including_Commercial_Rates.xlsx)
52 [2/4a02 Rate Increases for Repayment Alternatives including Commercial Rates.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a02_Rate_Increases_for_Repayment_Alternatives_including_Commercial_Rates.xlsx)
53
54 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a03_User_Rate_Analysis_-_V5_-_Alt_A.xlsx)
55 [2/4a03 User Rate Analysis - V5 - Alt A.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a03_User_Rate_Analysis_-_V5_-_Alt_A.xlsx)
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57 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a04_User_Rate_Analysis_-_V5_-_Alt_B.xlsx)
58 [2/4a04 User Rate Analysis - V5 - Alt B.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a04_User_Rate_Analysis_-_V5_-_Alt_B.xlsx)
59
60 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a05_User_Rate_Analysis_-_V5_-_Alt_C.xlsx)
61 [2/4a05 User Rate Analysis - V5 - Alt C.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a05_User_Rate_Analysis_-_V5_-_Alt_C.xlsx)
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63 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a06_User_Rate_Analysis_-_V5_-_Alt_D1.xlsx)
64 [2/4a06 User Rate Analysis - V5 - Alt D1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a06_User_Rate_Analysis_-_V5_-_Alt_D1.xlsx)
65 “
66 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a07_User_Rate_Analysis_-_V5_-_Alt_D2.xlsx)
67 [2/4a07 User Rate Analysis - V5 - Alt D2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a07_User_Rate_Analysis_-_V5_-_Alt_D2.xlsx)
68
69 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a08_User_Rate_Analysis_-_V5_-_Alt_E1.xlsx)
70 [2/4a08 User Rate Analysis - V5 - Alt E1.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a08_User_Rate_Analysis_-_V5_-_Alt_E1.xlsx)
71
72 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a09_User_Rate_Analysis_-_V5_-_Alt_E2.xlsx)
73 [2/4a09 User Rate Analysis - V5 - Alt E2.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a09_User_Rate_Analysis_-_V5_-_Alt_E2.xlsx)
74
75 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a10_Notes_on_1_Option_Tax_Alternative.pdf)
76 [2/4a10 Notes on 1 Option Tax Alternative.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a10_Notes_on_1_Option_Tax_Alternative.pdf)
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78 [https://www.richmondvt.gov/fileadmin/files/Water Sewer Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a11_User_Rate_Analysis_-_V6_1_Option_Tax.xlsx)
79 [2/4a11 User Rate Analysis - V6 1 Option Tax.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4a11_User_Rate_Analysis_-_V6_1_Option_Tax.xlsx)
80

81 Short reviewed the financial models to help project methods for repaying of the treatment
82 facility upgrade loan (see packet links). Olin stated that the biggest change in the model
83 from last time is they added a Local Options Tax as a potential revenue source. Arneson
84 reviewed Richmond’s total sales at around \$39 million with gross sales around \$150
85 million. If businesses like Milton Cat or Jay Hutchins do work outside of Richmond, the
86 Local Option Tax does not apply. There are still a couple of questions about the Local
87 Options Tax submitted to the State. Olin estimated that the \$332,000 for Local Option
88 Tax seems to be in the ballpark compared to other communities.

89
90 Short illustrated the spreadsheet can adjust the Local Option Tax to provide bottom line
91 results for the total projected value of Reserve funds. Short also illustrated how the
92 spreadsheet can change the User Rate increases. Olin illustrated other variables like the
93 number of new users. Short showed other variables like the years of the bond term
94 repayment and septage receiving volume to run 7-9 different scenarios. The goal is that
95 the Reserve value stays above zero for the entire duration of the loan without holding too
96 much in Reserves. Olin pointed out this model can also help consider future capital
97 expenses for replacement.

98

99 Short confirmed that Richmond can accept more septage if the receiving and the
100 dewatering equipment is upgraded. The model is currently projecting a continuation of
101 the septage from the previous years. Even though there's capacity at Richmond, that is
102 not going to double the volume that's coming into the facility. Cote summarized that the
103 price of a four-channel press is basically the same as a two-channel press. Short stated
104 that they are projecting a slightly higher inflation rate for septage receiving than the full
105 market. Arneson illustrated that if they started receiving a lot more accepted revenue
106 then it would go to Unassigned funds which could go towards the next budget to pay
107 down what is needed from rate increases. Olin confirmed that the Local Options Tax can
108 be split into portions for different projects approved by the Selectboard.

109

110 DiPietro-Worden illustrated how they can help with the messaging and public tours that
111 might affect the treatment performance and violations on discharge permits. Olin stated
112 that doing emergency repairs which are more expensive over time. DiPietro-Worden
113 stated that there are other grant opportunities they are exploring.

114

115

116 **Consideration of approving Step II agreement with Hoyle Tanner for Wastewater**
117 **Treatment Facility 20 year study**

118 Timestamp: 1:09

119 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4b_EJCDC_Agreement_-_Richmond_WWTF_Upgrade_Step_II_-_2025-10-30_1_.pdf)
120 [2/4b EJCDC Agreement - Richmond WWTF Upgrade Step II - 2025-10-](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4b_EJCDC_Agreement_-_Richmond_WWTF_Upgrade_Step_II_-_2025-10-30_1_.pdf)
121 [30_1_.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4b_EJCDC_Agreement_-_Richmond_WWTF_Upgrade_Step_II_-_2025-10-30_1_.pdf)

122

123 Arneson stated that the Step II step engineering agreement for the final design for the 20-
124 year study has a total cost of \$869,844. This will be wrapped up into the CWSRF loan
125 that provides financing for all the planning, engineering and construction.

126

127 *Farr moved to approve the Step II agreement with Hoyle Tanner for the 20-year study up*
128 *to \$70,000 towards engineering until the State approval comes through. Sander*
129 *seconded.*

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

131

132

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

134 Timestamp: 1:14

135

136 Cote stated that it is getting better. Arneson confirmed how he and Cote provided a list
137 of things that they noticed were wrong. They had a follow-up meeting, and it looked
138 pretty good. Arneson stated that there are some errors with daily data that he will follow
139 up on in the next few days. Cote observed how the portal does not include the account
140 number or customer address. Cote requested that the date be listed on the customer portal
141 when they click on the bar chart daily usage. Several users have multiple accounts. Farr
142 suggested that the customer should be able to name different accounts like with Green
143 Mountain Power. Hill stated that it is ideal to have both account number and address
144 somewhere listed. Cote confirmed that the meter number is the only thing listed and he
145 wants the account number and address included.

146

147 **Review of January 2026 water data**

148 Timestamp: 1:15

149 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4d_Monthly_Water_Report_January_2026_2.pdf)
150 [2/4d_Monthly_Water_Report_January_2026_2.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4d_Monthly_Water_Report_January_2026_2.pdf)

151

152 Farr stated that she loved the new graphs that showed the water data.

153

154

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

157 Timestamp: 1:20

158

159 Arneson reviewed that they only need one more easement on the corner of Tilden Ave.
160 The Property Transfer Tax Returns have complete information for 11 of the 21
161 easements. There was a pre-bid meeting for this project that had a good turnout of
162 contractors.

163

164

165 **Discussion of material for water service lines that will be replaced in the Tilden**
166 **Ave., Bridge St., and Cochran Rd. Waterline Replacement Project**

167 Timestamp: 1:23

168

169 Cote reviewed that he wants to stay with copper lines for all of the small services of 1-
170 inch and 3/4-inch diameter. Any 2-inch copper is tough to use and he doesn't see a
171 problem with a few 2-inch lines being the newer plastic pipe which is rigid and strong.
172 Cote confirmed that working with 2-inch copper in a trench is not functional for the
173 contractor and most of the smaller lines are copper.

174

175

176 **Superintendent's Report**

177 Timestamp: 1:29

178

179 Cote stated that the new flocculator has been installed. The pump wiring is going to be
180 \$15,000 from the wiring and electrician. They only have one pump now but will
181 eventually have two pumps. Cote reviewed that the water has been great and they have
182 shoveled out the fire hydrants a few times this winter. Cote stated that a brass pipe in the
183 digester cracked. Next summer, they're going to remove the pipe and get rid of it, so it's
184 not an issue

185

186

187 **Review of Second Quarter FY26 Financials**

188 Timestamp: TABLED

189 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4h1_FY26_QTR_2_Budget_Status_Water_02-02-26.pdf)
190 [2/4h1_FY26_QTR_2_Budget_Status_Water_02-02-26.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4h1_FY26_QTR_2_Budget_Status_Water_02-02-26.pdf)

191

192 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4h2_FY26_QTR_2_Budget_Status_Wastewater_02-02-26.pdf

194

195 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4h3_FY26_QTR_2_Water_Sewer_Septage_Financials.pdf

197

198 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4h4_FY26_QTR_2_Debt_Schedule.xlsx

200

201

202 **Presentation of FY25 Financial Audit**

203 Timestamp: 1:36

204 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i01_TOWN_OF_RICHMOND-](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i01_TOWN_OF_RICHMOND-FY25_TOWN_OF_RICHMOND_PRESENTATION_1_.pdf)

206 [FY25_TOWN_OF_RICHMOND_PRESENTATION_1_.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i01_TOWN_OF_RICHMOND-FY25_TOWN_OF_RICHMOND_PRESENTATION_1_.pdf)

207

208 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i1_2025_Town_of_Richmond_Vermont_Audit_report.pdf

210

211 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i2_2025_Town_of_Richmond_Vermont_Management_Letter.pdf

213

214 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4i3_2025_Town_of_Richmond_Vermont_CTG_SAS_114_Letter.pdf

216

217 Hunter presented how the auditors look at the Town's responsibilities for designing and
218 implementing the internal control environment that also includes understanding and
219 utilizing software and how the system works. Hunter stated that there were no
220 disagreements with management that would impact the audit report. Hunter summarized
221 how it is an unqualified audit opinion, the highest audit opinion. Hunter reviewed the
222 Water and Sewer fund balances from the packet. Hunter summarized that there were no
223 comments for improvements from the single audit standpoint. It really shows how well
224 your staff is doing in putting together your financial information and preparing for the
225 audits. Bona stated that this is the first time with no findings or managers notes.

226

227

228 **Discuss Items for Next Agenda:**

229 -Budget

230 -Septage Rates

231 -FY26 2nd Quarter Financials

232

233

234 **Adjournment**

235

236 *Hill moved to adjourn. Sander seconded.*

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

238

239 **Meeting adjourned at: 6:53 PM**

240

241 **Chat file from Zoom:** None

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243

244