

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

5 **Members Present:** Erin Farr, Bard Hill, Greg Rabideau, David Sander, Morgan Wolaver
6

7 **Members Absent:** None
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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, Mary Houle
13

14 **MMCTV Video:** <https://youtu.be/KyKE6fOTneQ?si=X5QuzAJnmphUrDil>
15

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

18 **Welcome:** Wolaver
19

20 **Public Comment:** Wolaver reminded everyone to go vote at Town Meeting Day.
21

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

24 **Approval of Minutes, Warrants and Purchase Orders**
25

26 **Minutes:**
27

28 *Sander moved to approve the minutes of February 17, 2026. Hill seconded.*

29 *Roll Call Vote:*

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

32 **Purchase Orders:**
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34 Hill asked how they arrived at a third as the share of the FY27 Audit for Water/Sewer.
35 Arneson stated that it was based on the advice of the auditors.
36

37 *Sander moved to approve purchase order number 5303 to RHR in the amount of*
38 *\$10,333.34 which is the portion of the FY27 audit that will be charged to the Water and*
39 *Wastewater Department. Hill seconded.*

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

45 *Roll Call Vote:*

46 *Farr, Hill, Rabideau, Sander, Wolaver in favor. Motion approved.*

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Items for Presentation or Discussion with those present

Discussion of Water and Sewer Commission meeting start times

Timestamp: 0:04

Arneson summarized that the financing of the 20-year study, discussions with the Housing Committee, and the FY27 budget review process will take a good amount of time. Arneson suggested starting the meetings at 5 or 5:30 PM for the rest of March, April, and May. Arneson stated that they would look at the agenda the week prior and confirm the start time with the Commission on an as needed basis. Furr stated that if the Housing Committee wants to talk to them then maybe a few of them could go to their meetings. Hill suggested that a member from the Housing Committee could also show up at the Water/Sewer meetings to absorb what is going on.

Update on Zenner customer online water usage accounts

Timestamp: 0:12

Arneson shared his screen to illustrate the issues they had with the online portal. The portal provides links to the Dashboard and My Account. The My Account provides account information, meter IDs, and Notifications. The Dashboard provides consumption reports that drill down into timeframes by day and hour. Arneson illustrated that when you click into a day it looks like the usage starts around noon. Zenner is looking into why the data is skewed when it wasn't prior to January. The Zenner rep thought that once they upgrade the system that interfaces with the raw data, the customer-facing portal will be improved.

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

Timestamp: 0:17

Arneson stated that he received the updated easement for the O'Grady property on the corner of Tilden. Wardwell is following up on the missing PTTRs and the attorneys will also provide some assistance. Hill suggested getting a statement from the attorney on why they need that information for the PTTR form.

Review of Second Quarter FY26 Financials

Timestamp: 0:20

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4d1_FY26_QTR_2_Budget_Status_Water_02-02-26.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4d2_FY26_QTR_2_Budget_Status_Wastewater_02-02-26.pdf

96 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0
97 [2/4d3_FY26_QTR_2_Water_Sewer_Septage_Financials.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)
98
99 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0
100 [2/4d4_FY26_QTR_2_Debt_Schedule.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)
101
102 Arneson reviewed the Budget Status report from the packet. The actual percentage of
103 budget is about 50% in most cases. The Finance Director provides feedback in blue.
104
105 For Water, revenue is a little bit behind budget, but they have not transferred the Fire
106 Services from the General Fund yet. The Salaries and Health Insurance are under 50%
107 mostly due to staffing vacancy for the first couple months of the quarter. Admin support
108 to the Town has not yet been billed so those expenses will be coming out probably this
109 quarter. Arneson stated that they have not spent much on repairs or repaving. Water
110 Testing is up about 72% of the budget but overall, down on the water side of the budget.
111 Cote stated that they are required to test for PFAS four times a year and the test is
112 significantly expensive. Cote confirmed that they test water and bio-solids for PFAS.
113
114 For Wastewater, user revenue is at 57% overall which is probably driven by receiving
115 septage. Arneson stated that the total Admin expenses are at 49.21%. Admin support
116 from the Town has not yet been billed. Wastewater operations are at 36% despite the
117 need to keep up with repairs at the plant. Facility Repair is at 65% because of some of
118 the repairs. Biosolids Facility Repairs are at 69% and Biosolid Chemicals is lower at
119 39%. Cote stated that Facility Repair and Biosolids Facility Repair are going to be
120 significant this quarter.
121
122 Arneson reviewed that there was an error in the billing on the Commercial and
123 Government Usage fee, but those accounts will be corrected and credited.
124
125 Arneson illustrated the spreadsheet that looks at current and historic bank accounts.
126 Arneson also illustrated the trends in Delinquent and Reserve accounts. Wastewater
127 Capital dipped to \$30,000 due to paying the bills for the 20-year study. Those are all
128 reimbursable and will be wrapped into a loan.
129
130 Arneson summarized the Debt Schedule spreadsheet which helps with budgeting to see
131 what future payments still exist for Jericho Rd, East Main St, water tank, Bridge St
132 projects, phosphorous study, and Millet St sewer line. This will be talked about more
133 during the budget meetings.
134
135
136 **Follow up on what “Other” categories in FY25 Audit consists of**
137 Timestamp: 0:34
138 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0
139 [2/4e1_TOWN_OF_RICHMOND-](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)
140 [FY25_TOWN_OF_RICHMOND_PRESENTATION_1.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)
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142 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0
143 [2/4e2_2025_Town_of_Richmond_Vermont_Audit_report.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0)
144

145 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4e3_2025_Town_of_Richmond_Vermont_Management_Letter.pdf)
146 [2/4e3_2025_Town_of_Richmond_Vermont_Management_Letter.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4e3_2025_Town_of_Richmond_Vermont_Management_Letter.pdf)

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148 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4e4_2025_Town_of_Richmond_Vermont_CTG_SAS_114_Letter.pdf)
149 [2/4e4_2025_Town_of_Richmond_Vermont_CTG_SAS_114_Letter.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4e4_2025_Town_of_Richmond_Vermont_CTG_SAS_114_Letter.pdf)

150

151 Arneson stated that the Other category mostly had to do with emergency repairs from the
152 2024 flood. It also includes some revenue from the 2023 flood and expenses for
153 biosolids testing/disposal and equipment rental. Arneson reviewed that for next year's
154 audit they are going to use a more descriptive category than "Other".

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157 **Update on Community and Housing Infrastructure Program (CHIP)**

158 Timestamp: 0:36

159 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4f_vlct-chip-all-slides-vlct-vepc.pdf)
160 [2/4f_vlct-chip-all-slides-vlct-vepc.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/02/4f_vlct-chip-all-slides-vlct-vepc.pdf)

161

162 Wolaver summarized that he and Hill went to a VLCT meeting around Community and
163 Housing Infrastructure. CHIP focuses on trying to build more affordable homes for
164 middle/lower income. CHIP would be able to provide some income to pay for the water,
165 sewer, and stormwater infrastructure expansion out Rt 2 to the Gateway. The Town or
166 developer could take on the original debt. Hill illustrated that it was recommended that
167 the Town should hire an attorney or developer to walk them through the CHIP choices.
168 There is an economy of scale where it would not be done for two houses, but the intent is
169 multi-unit apartments. Wolaver reviewed that if it is \$4 million to go out Rt 2 then the
170 improvements need to generate that many taxes to pay for the infrastructure. Rabideau
171 stated that it is a highly efficient solution but not sure we are ready for that kind of
172 density. Wolaver summarized it would not be money for the 20-year study but
173 something the Richmond Housing Committee could review.

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176 **Discussion of septage receiving rates**

177 Timestamp: 0:50

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179 Cote illustrated that the State is having an upcoming meeting about the current septage
180 receiving rates. Cote stated that it is a fine line because if they charge too much then they
181 lose their haulers. Cote explained that he took 30,000 gallons today with a lot of coming
182 from Milton because Richmond is cheaper. A lot of municipalities take just the amount
183 of septage they need to make the press run well. Cote stated that there will be more
184 information coming up.

185

186

187 **Superintendent's Report**

188 Timestamp: 0:56

189

190 Cote illustrated that they are getting a very long list of things that are breaking. They
191 have installed the new control panel and flocculator. There's a 20-year-old VFD that is
192 not giving maximum capacity. The blower motor on the furnace went out again. There
193 is one filter tank off-line.

194

195 **Discuss Items for Next Agenda:**

196 -Budget

197 -PTTR update

198 -Project WorkSAFE

199 -Revenue for 20-year upgrade

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201

202 **Adjournment**

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204 *Hill moved to adjourn. Sander seconded.*

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

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207 **Meeting adjourned at: 6:59 PM**

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209 **Chat file from Zoom: None**

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