

1 **Town of Richmond**
2 **Meeting of Water and Sewer Commission**
3 **Minutes of April 6, 2026**
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5 **Members Present:** Erin Farr, Bard Hill, Greg Rabideau, David Sander, Morgan Wolaver

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7 **Members Absent:** Wolaver (arrived at 5:40 PM), Rabideau (arrived at 5:40 PM)

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

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12 **Others Present:** The meeting was recorded for MMCTV, Andrew Mannix, Michael,
13 Trevor Brooks, Tyler Billingsley

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15 **MMCTV Video:** <https://youtu.be/DAX6QSy9114?si=ogt4feDgRXeUcD6o>

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17 **Call to Order:** 5:35 PM

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19 **Welcome:** Farr

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21 **Public Comment:** None

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

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

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27 **Minutes:**

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29 *Sander moved to approve the minutes of March 30, 2026. Hill seconded.*
30 *Roll Call Vote: Farr, Hill, Sander in favor. Rabideau, Wolaver absent. Motion approved.*

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32 *Sander moved to approve the minutes of March 16, 2026. Hill seconded.*
33 *Roll Call Vote: Farr, Hill, Sander in favor. Rabideau, Wolaver absent. Motion approved.*

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35 **Purchase Orders:**

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37 *Sander moved to approve purchase order number 5307 to the Town of Richmond for*
38 *administrative support in the amount of \$45,202.00. Hill seconded.*
39 *Roll Call Vote: Farr, Hill, Sander in favor. Rabideau, Wolaver absent. Motion approved.*

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41 *Sander moved to approve purchase order number 5310 to M&T Bank / Wilmington Trust*
42 *for the East Main St. Waterline Loan in the amount of \$25,139.95. Hill seconded.*
43 *Roll Call Vote: Farr, Hill, Sander in favor. Rabideau, Wolaver absent. Motion approved.*

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45 *Sander moved to approve purchase order number 5311 to the M&T Bank / Wilmington*
46 *Trust for the Millet St. loan for the water and wastewater portion of the loan which*
47 *amounts to \$14,092.54. Hill seconded.*
48 *Roll Call Vote: Farr, Hill, Sander in favor. Rabideau, Wolaver absent. Motion approved.*

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Sander moved to approve purchase order number 5331 to Alliance Group Services LLC for electrical services for the influent pump in the amount of \$21,754.60. Hill seconded. Roll Call Vote: Farr, Hill, Sander in favor. Rabideau abstains. Wolaver absent. Motion approved.

Warrants:

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

Items for Presentation or Discussion with those present

Discussion with members of the Housing Committee to review questions that they have regarding water & wastewater and housing

Timestamp: 0:05

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4a1_RHC_Questions_2026.02.09.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4a2_Richmond_Bridge_St_PS_and_FM_-_Revised_10_1_2025_-_REDUCED.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4a3_Water_and_Sewer_District.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4a4_1992-Allocation-Ordinance.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4a5_Richmond-Water-Ordinance-1979.pdf

Mannix summarized how the Housing Committee and Water/Sewer Commission have a direct relationship. Mannix reviewed the questions in the packet.

Hill confirmed that if something is built within the Water/Sewer District then they are obligated to connect. Arneson presented the map of the Water & Sewer District. Arneson summarized that the District does not extend into all of the Gateway and it took the Commission many years to determine that it was unaffordable to extend. Farr stated that much of the District borders things that are not developable. Cote summarized that the water lines in Town have been upgraded and are in really good shape. Cote stated that the sewer lines are in the process of getting a pump station added to the system that will work during flooding events. Cote summarized that expanding to the Gateway would require adding three pump stations in floodplain areas. Cote stated that the Wastewater treatment plant is in desperate need of an upgrade so it will work. Sander stated that they haven't found any economically viable ways to expand the user base, inclusive of the connection.

98 **Update on obtainment of easements and information for Property Transfer Tax**
99 **Returns (PTTR) for the Tilden Ave., Bridge St., and Cochran Rd. Waterline**
100 **Replacement Project**

101 Timestamp: 0:41

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103 Arneson reviewed that they need one more easement to secure and three more properties
104 need information for the PTTR. Arneson stated that his goal is to get this completed by
105 next meeting.

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108 **Consideration of awarding the construction contract for the Tilden Ave., Bridge St.,**
109 **and Cochran Rd. Waterline Replacement Project contingent upon final approvals**
110 **from the State**

111 Timestamp: 0:43

112 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4c_006-27_Richmond_RF3_487_Bridge-Tilden-Cochran_Rec._to_Award_Letter.pdf)
113 [4/4c_006-27_Richmond_RF3_487_Bridge-Tilden-Cochran_Rec._to_Award_Letter.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4c_006-27_Richmond_RF3_487_Bridge-Tilden-Cochran_Rec._to_Award_Letter.pdf)

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115 Billingsley reviewed that five contractors submitted a bid from the 10 that attended the
116 pre-bid meeting. Munson was the low bidder and submitted all the documentation
117 correctly. Billingsley stated that he has to write letters to the State/DWSRF from the
118 Town. One letter is a recommendation to award, and the other letter proves that Munson
119 followed the requirements. The original bond was for \$1.9 million so they are under
120 budget. Billingsley confirmed that Munson's work will be supervised. Billingsley
121 confirmed the spread in bids for mobilization and the 8-inch water line. The other
122 contractor's bids seemed high for mobilization.

123

124 *Farr move to award the contract for the Tilden Ave., Bridge St., and Cochran Rd.*
125 *Waterline Replacement Project to Munson Earthwork, contingent upon final approvals*
126 *from the State, and to name Town Manager Josh Arneson as the duly authorized*
127 *representative to sign the paperwork with the contractor and the State. Sander seconded.*
128 *Roll Call Vote: Farr, Hill, Sander, Rabideau, Wolaver in favor. Motion approved.*

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131 **Announcement of Brad Snow obtaining his grade 5 wastewater license and**
132 **termination of agreement for contracted wastewater operator**

133 Timestamp: 0:54

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135 Arneson confirmed that now they can terminate the agreement for a Contracted Operator
136 because Snow obtained his grade 5 wastewater license. Arneson thanked Simon
137 Operating Services that really helped them out in a pinch in the last three years. It's good
138 to know they have a nice relationship with some really qualified operator.

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

142 Timestamp: 0:57

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144 Arneson reviewed that the usage accounts have not changes much since last meeting.
145 Zenner reduced the amount of data that was on the portal. The January, February, and
146 March data seems to be showing up too late in the day and there were a few other error

147 codes. Cote confirmed that the data for billing is correct, but he would like a better
148 handle on the leak detection. Arneson confirmed that they will have another meeting
149 with Zenner. Cote stated that he has not paid their fee yet.

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152 **Review of March water data and the 2025 Department of Health Fluoridation**
153 **Report for Richmond**

154 Timestamp: 1:03

155 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4f1_Monthly_Water_Report_March_2026.pdf)
156 [4/4f1_Monthly_Water_Report_March_2026.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4f1_Monthly_Water_Report_March_2026.pdf)

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158 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4f2_Dept._of_Health_2025_Fluoridation_Report_on_Richmond.pdf)
159 [4/4f2_Dept._of_Health_2025_Fluoridation_Report_on_Richmond.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/04/4f2_Dept._of_Health_2025_Fluoridation_Report_on_Richmond.pdf)

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161 Arneson reviewed the water data which is in the acceptable range. Arneson also
162 summarized the letter that congratulated us on being in the operational range of fluoride.

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165 **Superintendent's Report**

166 Timestamp: 1:04

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168 Cote reviewed a list of immediate problems that need to be addressed as the plant. The
169 water plant is pretty good while the wastewater plant is struggling. They are working on
170 getting controls for the new influent pump. They have upgraded the wet well level to a
171 range of 20 feet where it was only about 6 feet. There is a motor in the headworks that
172 stops running. The problem with the air in the aeration tanks is that they have been
173 putting too much air in. The aeration tanks are now good, but they are tracking the pH
174 because they do not want to add caustic to raise the pH. One of the clarifiers had a motor
175 go on one. They are using one filter right now and the other one needs the control panel
176 and level monitors fixed. The effluent discharge, the flow meter and reader stopped
177 working and they ordered new parts. The UV meter needs a little work. The septage
178 holding tank needs to be cleaned out. The aeration in the digester is still an issue but out
179 of their price range. The incline conveyor in dewatering is breaking all the time. The
180 controls to the sludge pump are not working. Arneson suggested that they look at the
181 total budget of the next meeting.

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184 **Discuss Items for Next Agenda:**

185 -Waterline follow up

186 -Superintendent report

187 -Consumer Confidence Report

188 -Hoyle Tanner agreement

189 -Pump Station location

190 -FY27 Budget & Rates

191 -5 PM start?

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195 **Adjournment**

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197 *Sander moved to adjourn. Hill seconded.*

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

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

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202 **Chat file from Zoom: None**

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