

1 **Town of Richmond**
2 **Meeting of Water and Sewer Commission**
3 **Minutes of May 18, 2026**
4

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

7 **Members Absent:** Greg Rabideau
8

9 **Staff Present:** Town Manager Josh Arneson; Duncan Wardwell, Deputy Town Manager;
10 Steve Cote, Water Resources Superintendent; Katy Fogell, Finance Director
11

12 **Others Present:** The meeting was recorded for MMCTV Erin Wagg, Michael
13

14 **MMCTV Video:** <https://youtu.be/F-F3xSJJKEg?si=1oR8ndjvHPN38c2f>
15

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

18 **Welcome:** Wolaver
19

20 **Public Comment:** Sander stated that Spring has sprung.
21

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

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

26 **Minutes:**
27

28 *Hill moved to approve the minutes of May 4, 2026. Sander seconded.*
29 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Motion approved.*
30

31 **Purchase Orders:** None
32

33 **Warrants:**
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35 *Hill moved to approve the Warrants as presented. Sander seconded.*
36 *Roll Call Vote: Farr, Hill, Sander, Wolaver in favor. Motion approved.*
37
38

39 **Items for Presentation or Discussion with those present**
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41

42 **Review of Third Quarter Financials for FY26**

43 Timestamp: 0:03

44 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4a1_FY26_QTR_3_Budget_Status_Water_05-15-26.pdf
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46

47 https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4a2_FY26_QTR_3_Budget_Status_Wastewater_05-15-26.pdf
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https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4a3_FY26_QTR_3_Water_Sewer_Septage_Financials.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4a4_FY26_QTR_3_Water_Sewer_Debt_Schedule.xlsx

Arneson introduced the new Finance Director, Katy Fogell, who is taking over for Connie Bona who is retiring at the end of May.

Arneson presented the Budget Status reports in the packet. The Actual column is through the end of March. The Actual % of Budget should be at 75% through 3 Quarters.

Arneson illustrated the negative balance in Wastewater Capital due to the expenses for the 20-year Study Engineering. The reimbursements will refill that fund.

Consideration of setting the rate of increase for the Water Resources Department pay grid

Timestamp: 0:13

Arneson reviewed that the FY27 budget assumed a 3% increase. The New England CPI is at 4% from April 2025 to April 2026. Arneson summarized the compensation study in 2022 that looked at comparable municipalities and benchmarked the current pay grid based on current available pay rates in Chittenden County. Currently, the budget is based on a 3% increase. A 4% increase would increase Water by \$1,000 and Sewer by \$2,500 for wages, taxes, and retirement fund. Sander stated that a 4% increase is money well spent as the staff is bending over backwards to find savings. Hill stated that the State of Vermont employees will get a 2% bump in July and a 2% jump in January. There are also pay grid variations from 0 – 2 %.

Hill moved to increase the Water Resources Department pay grid by 4% for Fiscal Year 2027. Sander seconded

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

Review of draft agenda for Annual Meeting

Timestamp: 0:18

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4c_Water_and_Sewer_Commission_Annual_Meeting_Agenda_2026_DRAFT.pdf

Arneson presented the Draft agenda from the packet. Hill suggested looking at total consumption for water, sewer, and septage. Hill stated that they should be prepared for the topic of how to support new housing.

Consideration of setting a date and time for the Annual Meeting

96 Timestamp: 0:23

97

98 Arneson stated that at the last meeting, June 8 worked for everybody. The Selectboard is
99 also holding a Special Meeting on June 8 at 7 PM.

100

101 *Hill moved to hold the Water and Sewer Annual Meeting on Monday, June 8, 2026 at 5*
102 *PM at the Town Center. Sander seconded.*

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

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105

106 **Update on Tilden Ave., Bridge St., and Cochran Rd. Waterline Replacement Project**

107 Timestamp: 0:25

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109 Wolaver observed staff marking all the old curb stops on Tilden. Cote stated a couple of
110 them will get changed so they are not in driveways. Cote stated that they will mark all
111 the water and sewer lines and then Dig Safe will mark everything else. Cote reviewed
112 the submittal of materials with Tyler, the engineer. Cote confirmed that Cochran,
113 Huntington, and Bridge St will be repaved next year. Arneson thanked the Assistant
114 Town Clerk, Adriana Hashinaga, for getting the recordings done as quickly as possible.
115 Cote confirmed that once they know a hard date for the start of construction, they will
116 post it on Front Porch Forum and the website. Arneson stated that it will take 3-4 months
117 for the entire project. Cote confirmed that if nothing goes wrong then people will lose
118 water for a couple of hours on the day they do the switches.

119

120

121 **Follow up on the possibility of replacing the waterline under Huntington Rd. in**
122 **2026**

123 Timestamp: 0:35

124 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4f_006-27_Richmond_RF3-487_Huntington_Extension_2026-05-06.pdf)
125 [5/4f_006-27_Richmond_RF3-487_Huntington_Extension_2026-05-06.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4f_006-27_Richmond_RF3-487_Huntington_Extension_2026-05-06.pdf)

126

127 Arneson summarized that the last 500 feet of water line to replace on the entire system is
128 on Huntington Road. It is not included in the DWSRF project and estimated to be
129 \$190,000 to extend it. Arneson stated that there is money in Unassigned and Reserve
130 funds. Arneson stated that it was worthwhile looking into a change order with the
131 contractor and just paying for it in cash on-hand.

132

133 Cote confirmed that because the contractor is already there, the engineering does not have
134 to be re-done and it is just 500 more feet of line at the same price. Arneson illustrated
135 that he will bring back the change order from the contractor to officially vote on it.

136

137 Arneson confirmed that he will check the mobilization fees and that they should not need

138 the money for other emergency projects. Cote thought that the existing pipe is asbestos
139 concrete but that it can be left in place.

140

141

142 **Superintendent's report**

143 Timestamp: 0:47

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145 Cote stated that the staff did well when he was gone the last week. They did not take as
146 much septage to make sure the press was running right. By tomorrow, they should be
147 back up to 50,000-60,000 gallons of septage a day.

148

149 Cote described some of the annual maintenance with clarifiers and the new influent
150 pump. Cote summarized that the waterline project was marked and the hydrants were
151 flushed. Cote stated that Erin Kelley received her Distribution license and is eligible to
152 get her Water Level 3.

153

154 Arneson illustrated how Mike Coyle, Erin Kelley, and Brad Snow all did a great job
155 when Cote was out. They had a plan every day and did not seem overwhelmed. Kudos
156 to the staff and for Cote's training.

157

158

159 **Review of draft FY27 Budget and Rates**

160 Timestamp: 0:53

161 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h1_FY27_Water_Wastewater_budget_DRAFT_5-18-26.pdf)
162 [5/4h1_FY27_Water_Wastewater_budget_DRAFT_5-18-26.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h1_FY27_Water_Wastewater_budget_DRAFT_5-18-26.pdf)

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164 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h2_FY27_Water_Wastewater_budget_DRAFT_5-18-26.xlsx)
165 [5/4h2_FY27_Water_Wastewater_budget_DRAFT_5-18-26.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h2_FY27_Water_Wastewater_budget_DRAFT_5-18-26.xlsx)

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167 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h3_FY27_Water_and_Wastewater_rates_DRAFT_5-18-26.xlsx)
168 [5/4h3_FY27_Water_and_Wastewater_rates_DRAFT_5-18-26.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h3_FY27_Water_and_Wastewater_rates_DRAFT_5-18-26.xlsx)

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170 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h4_WS_Rate_and_Budget_Charts_DRAFT_5-18-26.pdf)
171 [5/4h4_WS_Rate_and_Budget_Charts_DRAFT_5-18-26.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4h4_WS_Rate_and_Budget_Charts_DRAFT_5-18-26.pdf)

172

173 Arneson stated that the budget rates have not changed since last meeting. Farr asked to
174 clarify if the FY26 & FY27 user receipts for sewer and septage were exactly the same or
175 if a typo. Arneson stated he will explain why it is the same at next meeting.

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177

178 **Review of Consumer Confidence Report**

179 Timestamp: 0:55

180 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4i_CCR_2025_for_mailing.pdf)
181 [5/4i CCR 2025 for mailing.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4i_CCR_2025_for_mailing.pdf)

182

183 Arneson stated that it was sent out and it will be covered at the Annual Meeting.

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186 **Review of April 2026 water data**

187 Timestamp: 0:56

188 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4j_Monthly_Water_Report_March_2026.pdf)
189 [5/4j Monthly Water Report March 2026.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4j_Monthly_Water_Report_March_2026.pdf)

190

191 Wolver stated that it looks pretty good again.

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194 **Discuss Items for Next Agenda:**

195 -Review of budget

196 -Waterline update

197 -Huntington line estimate

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200 **Adjournment**

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202 *Farr moved to adjourn. Hill seconded.*

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

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205 **Meeting adjourned at: 6:56 PM**

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207 **Chat file from Zoom:** None

208