

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

5 **Members Present:** Erin Farr, Bard Hill, David Sander (arrived at 6:06 PM), Greg
6 Rabideau (arrived at 6:05 PM), Morgan Wolaver
7

8 **Members Absent:** None
9

10 **Staff Present:** Duncan Wardwell, Deputy Town Manager; Steve Cote, Water Resources
11 Superintendent
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13 **Others Present:** The meeting was recorded for MMCTV Erin Wagg, Jon Olin
14 Michael Miller
15

16 **MMCTV Video:** https://youtu.be/hXpOfq6CvzQ?si=Nqs7d_i00lHDSOhr
17

18 **Call to Order:** 6:02 PM
19

20 **Welcome:** Wolaver
21

22 **Public Comment:** Wolaver observed it is a nice summer day.
23

24 **Additions or Deletions to the Agenda:** None
25

26 **Approval of Minutes, Warrants and Purchase Orders**
27

28 **Minutes:**
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30 *Hill moved to approve the minutes of May 18, 2026. Farr seconded.*
31 *Roll Call Vote: Farr, Hill, Wolaver in favor. Rabideau, Sander absent. Motion*
32 *approved.*
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34 **Purchase Orders:**
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36 *Hill moved to approve purchase order number 5386 to VLCT/PACIF for property*
37 *casualty, and workers compensation insurance for the first half of fiscal year 2027 in the*
38 *amount of \$14,000 which is allocated for the Water and Wastewater expenses. Farr*
39 *seconded.*
40 *Roll Call Vote: Farr, Hill, Wolaver in favor. Rabideau, Sander absent. Motion*
41 *approved.*
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43 **Warrants:**
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45 *Hill moved to approve the Warrants as presented. Farr seconded.*
46 *Roll Call Vote: Farr, Hill, Wolaver in favor. Rabideau, Sander absent. Motion*
47 *approved.*

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Items for Presentation or Discussion with those present

Reminder of Annual Meeting scheduled for 5pm, June 8, 2026 and review of draft agenda

Timestamp: 0:05

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4a_Water_and_Sewer_Commission_Annual_Meeting_Agenda_2026_DRAFT.pdf

Wolaver stated that the draft agenda is included in the packet with no changes from last meeting.

Discussion of letters of interest to serve on the Water and Sewer Commission

Timestamp: 0:06

Wardwell summarized that they received a letter of interest in January from a potential customer. The Commission will review letters at the July 6th Water & Sewer meeting and the Selectboard will make appointments at the July 20th meeting. The seats need to be filled 45 days after the Annual Meeting on June 8. Hill suggested the recruitment of candidates on the June 8 agenda. There are two seats for customers and three seats for Selectboard members.

Consideration recommending that the Selectboard apply for a Clean Water State Revolving Fund (CWSRF) Step 2 loan for the preliminary and final design for the Wastewater Treatment Facility 20 year study

Timestamp: 0:08

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4c1_02_CWSRF_Loan_Application_-_Richmond_WWTF_Step_II_Final_Design_05-24-26.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4c2_EJCDC_Agreement_-_Richmond_WWTF_Upgrade_Step_II_-_2025-10-30_1_.pdf

https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4c3_PCS_-_Richmond_WWTF_ESA_1.2_2.0-SRF_-_STEP_II_Loan_Highlighted.xlsx

Wolaver summarized that they need to apply for this loan to cover the cost of the design with Hoyle Tanner. Olin, from Hoyle Tanner, confirmed that the loan will be retained in the 15-year loan to pay off the engineering fees even if going through the bond bank or the SRF program. Hill reviewed that you cannot proceed to construction until you have final design. Olin stated that the duration of the loan would be 15 years if it is not rolled into a construction loan or the construction loan can vary between 20-30 years with the SRF program. Olin summarized that they have enough mechanisms in place with the

97 user analysis to prepare for contingency plans. Olin confirmed that there is no payback
98 until a year after the construction is complete. Cote reviewed that they still have to have
99 the engineering done whether or not they get turned down by the bond vote.

100

101 *Farr moved to approve a recommendation that the Selectboard apply for the CWSRF*
102 *Step 2 loan for the preliminary and final design for the Wastewater Treatment Facility*
103 *20-year study. Hill seconded.*

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

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

108 Timestamp: 0:34

109 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d1_FY27_Water_Wastewater_budget_DRAFT_6-1-26_excel.xlsx)
110 [5/4d1_FY27_Water_Wastewater_budget_DRAFT_6-1-26_excel.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d1_FY27_Water_Wastewater_budget_DRAFT_6-1-26_excel.xlsx)

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112 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d2_FY27_Water_Wastewater_budget_DRAFT_6-1-26_PDF.pdf)
113 [5/4d2_FY27_Water_Wastewater_budget_DRAFT_6-1-26_PDF.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d2_FY27_Water_Wastewater_budget_DRAFT_6-1-26_PDF.pdf)

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115 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d3_FY27_Water_and_Wastewater_rates_DRAFT_6-1-26.xlsx)
116 [5/4d3_FY27_Water_and_Wastewater_rates_DRAFT_6-1-26.xlsx](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d3_FY27_Water_and_Wastewater_rates_DRAFT_6-1-26.xlsx)

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118 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d4_WS_Rate_and_Budget_Charts_DRAFT_6-1-26.pdf)
119 [5/4d4_WS_Rate_and_Budget_Charts_DRAFT_6-1-26.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d4_WS_Rate_and_Budget_Charts_DRAFT_6-1-26.pdf)

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121 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d5_Water_and_Wastewater_Volume_history.pdf)
122 [5/4d5_Water_and_Wastewater_Volume_history.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d5_Water_and_Wastewater_Volume_history.pdf)

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124 [https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/0](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d6_Septage_volume_history_2016-2026_1.pdf)
125 [5/4d6_Septage_volume_history_2016-2026_1.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4d6_Septage_volume_history_2016-2026_1.pdf)

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127 Hill observed the Rate Septage User Fees history bar chart. At the beginning, they did
128 not budget more than they could actually earn. They could use extra revenue to buy
129 down the rates in subsequent years. In 2024-2025, they built in revenues that they did not
130 earn. Cote stated that the cost-of-living increase should be the minimum in the septage
131 every year. The septage gallons received has been level around 6,000,000. Cote
132 illustrated the different graphs by year and by month. Cote stated that the septage is not
133 going to affect the sewer user rates as they are flatlining it this year. Cote illustrated that
134 if they flatline in Wastewater this year, they will put ~\$59,000 in the Capital Reserve.
135 Hill stated that they should be cautious about forecasting revenue from septage given that
136 they have failed to hit the target in the last two years.

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

140 Timestamp: 0:53

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142 Cote illustrated that they did test pits last week. On Bridge St, they did not find the 8”
143 Main but found a 4” line where the 8” is supposed to be. Cote stated that the contractors
144 should be starting with putting pipe in the ground on Tilden tomorrow.

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146

147 **Consideration of approving the cost estimate for the Waterline Replacement Project**
148 **to include the waterline under Huntington Rd. with funding to come from**
149 **Unrestricted Funds and/or Water Capital Reserve Fund and/or Water Distribution**
150 **Reserve Fund**

151 Timestamp: 0:54

152 [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_2026-05-21.pdf)
153 [5/4f_006-27_Richmond_RF3-487_Huntington_Extension_2026-05-21.pdf](https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2026/05/4f_006-27_Richmond_RF3-487_Huntington_Extension_2026-05-21.pdf)

154

155 *Hill moved to add the waterline under Huntington Rd. to the waterline replacement*
156 *project at a cost of \$164,237.50 with \$142,000 to come from Unrestricted funds and*
157 *\$23,237.50 from the Water Distribution Reserve Fund. Farr seconded.*

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

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161 **Superintendent's report**

162 Timestamp: 0:56

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164 Cote stated that everything is going as well as it can. The brand-new influent pump has
165 been up and running for a week with no problems. They are working on getting pricing
166 for the filter control panels. There are a lot of construction projects going on in Town, so
167 Cote is making sure there is not any damaged infrastructure.

168

169 **Discuss Items for Next Agenda:**

170 -June 8th Annual Meeting

171 *Include new deadline for accepting Commission applications

172 *Septage rates

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174 -June 15th Regular Meeting

175 *Tilden Ave updates

176 *Superintendent report

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179 **Adjournment**

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181 *Sander moved to adjourn. Hill seconded.*

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

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

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187 **Chat file from Zoom: None**

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