

Waterbury Village Water and Sewer Commissioners
June 26, 2017
4:30 pm, 28 N Main Street – Jane’s Building
Minutes

Present: P. H. Flanders, C. Parks, R. Finucane Commissioners; B. Woodruff PWD, W. Shepeluk Municipal Manager, Karen King – secretary

Public: Tom Sweet, Natalie Sherman, Don Einhorn

Flanders called meeting to order at 4:35pm

Modifications to the Agenda: A modification to the agenda was requested by P. Flanders; T. Sweet requested time to speak to the board regarding the offer to enter into an easement with Stowe Land Trust to protect Village property.

T. Sweet: Regarding the May 22, 2017 meeting with Stowe Land Trust T. Sweet feels the board has done an outstanding job managing the Village Property thus far and there may not be a need to enter into an agreement that allows a third party to oversee the lands. He is concerned about the future needs of the land and whether another layer of authority is really necessary. P. Flanders asked T. Sweet when the next cutting of the land is identified in the current management plans – T. Sweet said not at this time however a new inventory must be performed in 2018 in order to update the Use Value Appraisal.

Update on Charter Change Vote: P. Flanders noted the Charter Change did pass 224-83; there is a 30 day period of which a rescind vote could take place. Commissioners were advised by counsel to re affirm the Water and Sewer Ordinances at the August 2018 meeting if the Charter Change passes through Legislation.

Consider Conflict of Interest Policy: W. Shepeluk did not have the policy on hand for this meeting, will revisit in July.

Credit Card Payments for Water & Sewer: W. Shepeluk requested the board authorize staff to begin accepting credit card payments for Utility Invoices. This service will come at no cost to the taxpayers, there is a convenience fee to be paid by the customer directly to the processing service. **R. Finucane made a motion to authorize collection of Water & Sewer Invoices by credit card using PayGov.us processing. C. Parks seconded the motion, a vote was held, and passed unanimously.**

Update on Waterbury Commons Sewer Line: B. Woodruff has not yet sent the proposed responses to Mr. Arnot’s 11 questions. The Commissioners by consent agreed W. Woodruff can send the responses. There is no record of legal easements on file. Previous board question about whether the water & sewer lines are located in the easement – B. Woodruff said they look close. We have previously scheduled and been refused access to perform the mandrel testing – we hope to receive permission to perform the testing once questions have been received.

BOD and Sewer Line Extension Feasibility Study: See attached report from A. Tuscany

Monthly Reports: Board members reviewed the attached reports. P. Krolczyk has had testing performed and the grease trap at The Reservoir Restaurant remains an issue; see report for more details. *Commissioners requested more information about the total costs spent in the past for maintenance and repairs on this line. P. Krolczyk has provided a spreadsheet with these details. **C. Parks made a motion for the Municipal Manager and PWD to communicate in writing to Hands Off My Cheese, owner of The Reservoir Restaurant, requiring action be taken to correct the grease trap with a deadline by November 15, 2017. R. Finucane seconded the motion, a vote was held, and passed unanimously.** K. King will assume the responsibility of sending Monthly Reports, please have department heads copy her on the emails.

Minutes: C. Parks moved to approve the minutes from the May 22nd, 2017, R. Finucane seconded the motion, a vote was held, and passed unanimously.

There being no further business, the meeting was unanimously adjourned at 6:25pm.

The next regular meeting is tentatively scheduled for Monday July 24th, 2017 at the Waterbury Municipal Center.

Respectfully submitted,

Karen King, Secretary

Approved:

Date:

Waterbury Village Water and Sewer Commissioners

Monday June 26, 2017 4:30 pm

- 4:30 pm Consider any Modifications to the Agenda.
- 4:31 pm Public
- 4:36 pm Update on Charter Change Vote
- 4:45 pm Consider Conflict of Interest Policy
- 4:50 pm Discussion on Credit Card Payments for Water and Sewer
- 5:00 pm Update on Waterbury Commons Sewer Line
- 5:10 pm Update and Schedule for BOD Study and Sewer Extension Feasibility Study
- 5:25 pm Review Staff Monthly Reports. Manager, Public Works Director, Water Superintendent, Wastewater Superintendent, Allocation Request for Water and Sewer Since Last Meeting
- 5:45 pm Minutes
- 5:50 pm Adjourn

Alec Tuscany

To: Bill Woodruff
Subject: RE: Water meeting items

BOD Study

Work Accomplished

- Summer and Winter CoMag jar tests have been completed and Village Public Works Staff comments/corrections have been addressed.
- Temperature, BOD, TSS TP data retrieved from Village WWTP WR-43's.
- Revisited Stantec (DH) computer model to correlate data from winter/summer sampling program

Future Tasks/Schedule

- Utilize all data to date and Stantec computer model, demonstrate on paper (if possible) that Village three (3) lagoons coupled with CoMag process can meet expected effluent permit limits at continuous design flow of 0.51 MGD and influent BOD concentrations in the 300-340 mg/l.
- Present findings to PWD by July 20th
- Present findings to Water/Sewer Commissioners at July 24th meeting
- Assuming findings support Village WWTP capability to meet expected effluent requirements draft letter to ANR requesting increase in WWTP influent BOD/TSS loadings, review with PWD, Village Manager & Water Sewer Commissioners and submit to ANR by August 11th.
- Meeting with ANR??
- Follow up with ANR as needed

Sewer Extension Feasibility Study

Work Accomplished

- Initial meeting with PWD and Town Planner to identify possible areas for expansion and sources of mapping for presentations.
- Approach for development of future flows

Future Tasks and Schedule

- Utilizing past sewer collection system flow capacity studies reconfirm sewer segments with current or future flow limitations
- Finalize areas for potential sewer expansion
- Utilizing existing zoning regulations develop estimates of future flow
- For each area identified determine best route for connection to existing sewer collection system
- Identify existing sewer segments requiring increase in sewer size to accommodate future flow
- Develop site plans depicting future sewer collection systems (pipe layout, pipe size, lengths, # manholes, need for pump stations)
- Develop preliminary project cost estimates for each area
- Provide project updates at monthly Water/Sewer meetings a with hope to complete by November 27th.

From: Bill Woodruff [mailto:bwoodruff@waterburyvt.com]

Sent: Wednesday, June 21, 2017 1:28 PM

To: 'Alec Tuscany'

Subject: FW: Water meeting items

Bill Woodruff
Waterbury Public Works Director
(802) 839-6199

Public Works Report

Waterbury, Vermont
June 2017

Water Update...

- Review Ashford Lane Water Plans for new construction with A. Tuscany
- Meet with water operators about LT 2 , Operator Training, Main Street etc.
- Meet with contractor on Crossroads Water Line
- Water/ Sewer utility locations Main St. Project
- Discussions with Hallam and Soar on Micro Hydro SCADA
- Meet with engineers for Parro water line extension
- Meet with A. Tuscany regards BOD, Flood Proofing and Water/ Sewer reg.
- Barb Parker water line/ VTRANS meet with Rte. 100 project team
- Meet with engineers on possible water for Waterbury Playhouse Site

Sewer Update

- Discussions on sewer issues Parker Court, Kendall Stafford, 157 South Main, Reservoir line
- Meet with Gravel Construction on Phase II of Maple Commons
- Main Street camera work and discussions VTRANS and Hartigan
- Operator Cross Training
- Flood Proofing of MPS

Other works...

Micro Hydro: Moving along slowly. We will be issuing an invitation to bid to some pre-qualified contractors next month with an anticipated start of construction in September.

Main Street: I have been spending many hours confirming current conditions and what the future plans of the Main Street water and sewer will look like.

Coming down the pipe...

- Micro Hydro
- Reservoir Ashford Lane Water Line
- Parker Court Sewer
- Crossroads Water line
- Barb Parker Water Line

MONTHLY Report May 2017

Items of Interest

Repairs at Sweet Field Wells - Check Valve, Globe Valve

Tap at 75 North Main Street

Spring Cleanout

Valve Exercising

Mountain Air – Check Valve Repair, Heating System Maintenance

Pool and Rec Buildings

Flagger Training

Meter Reading

Cross Training

Chemical Deliveries

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

Water Sources Used

All Surface Sources

Sweet Field Wells

Flow Data

High Day
5/17/17

Low Day
5/29/17

Average Day

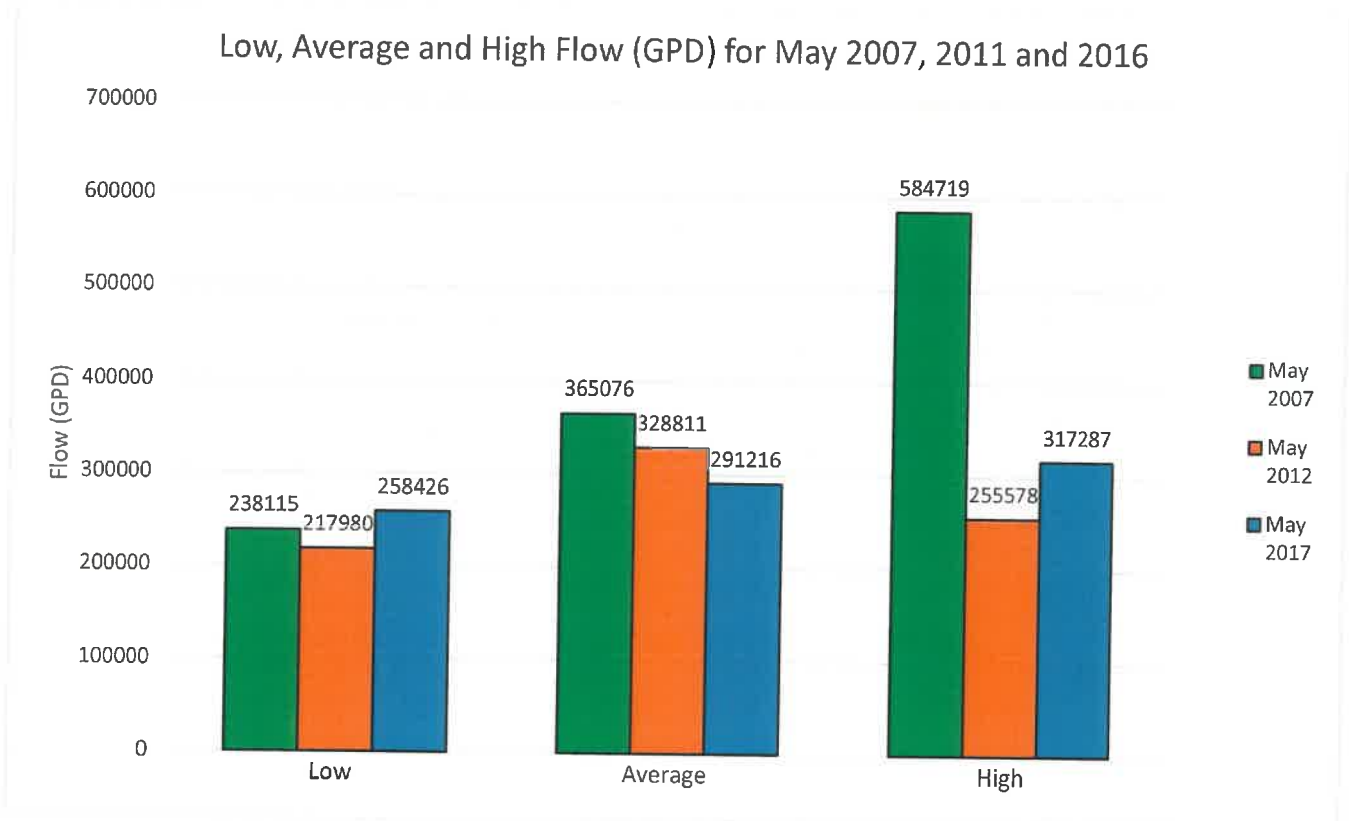
Peak
5/2/17

317287 gal

258426 gal

291216 gal

725 GPM



Notes:

- Data collected from electronic records dating back to 2007

Summary:

The month began with meter reading. While the majority was completed at the end of April, we used the first week of May to finish up and then complete re-reads.

The wells at Sweet's Field ran into some trouble in the month of May. At certain flows, excessive vibration in the line caused the globe valve which regulates flow to open up, increasing flow until the vibration stopped. This meant we could not control flow rate to the degree necessary, and we had to make repairs to fix the problem. We replaced the check valve, globe valve and surrounding piping. This seems to have addressed the problem, and wells are now fully operational.

Also in May, the tap-on was completed for the sprinkler line at the new office building at 75 North Main St.

We saw some high turbidity readings at the plant after periods of rain, which indicated it was time to do the regular spring cleanout at the dams, doghouse and old filter building. As expected, there was a lot of debris built up in the system from the winter months and spring runoff. We removed all sticks, leaves, rocks, trout, frogs and crayfish etc, and now have crystal clear influent water to the plant.

We began exercising valves in the distribution system this month as well. While this will as usual be an ongoing project throughout the summer, we were able to get a jump on it this month.

Mountain Air repaired a leaky check valve at the plant, and did maintenance on the heating system which had been offline for several months.

May marks the beginning of the pool season for us, and we did a lot of work to get that going. This included turning water on to the pool building and repairing the inevitable broken pipe as well as the wall it was behind. The pool system itself was prepped for startup in June, with systems checked over and everything appears to be in good working order.

Along with employees from several other departments, we took a flagger class at the municipal building, and are both now prepared for any traffic control duties as needed.

Finally, as has been the case for several months now, cross training between the Water and Wastewater Departments continued in May, with Matt working some days at the Wastewater Department, and training Brandon on several occasions at the Water Department.

Wastewater Progress Report

June 2017

- **Process:**

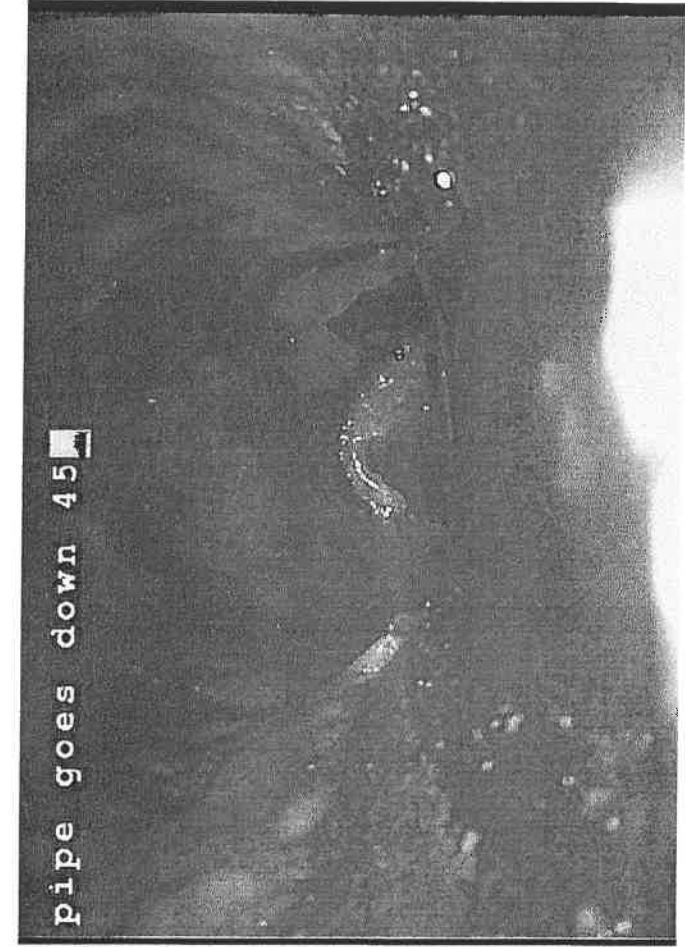
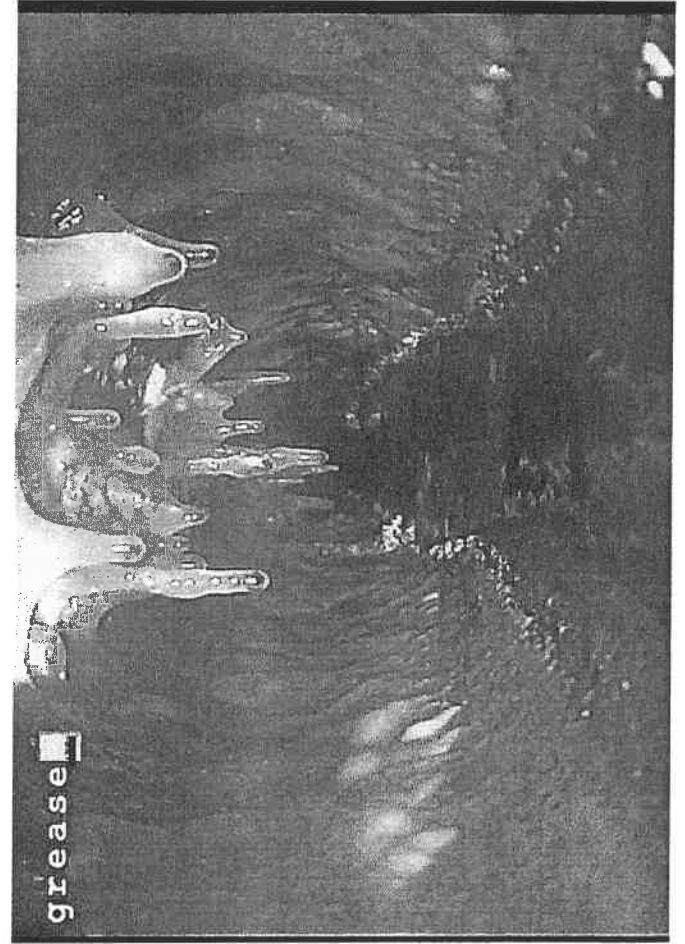
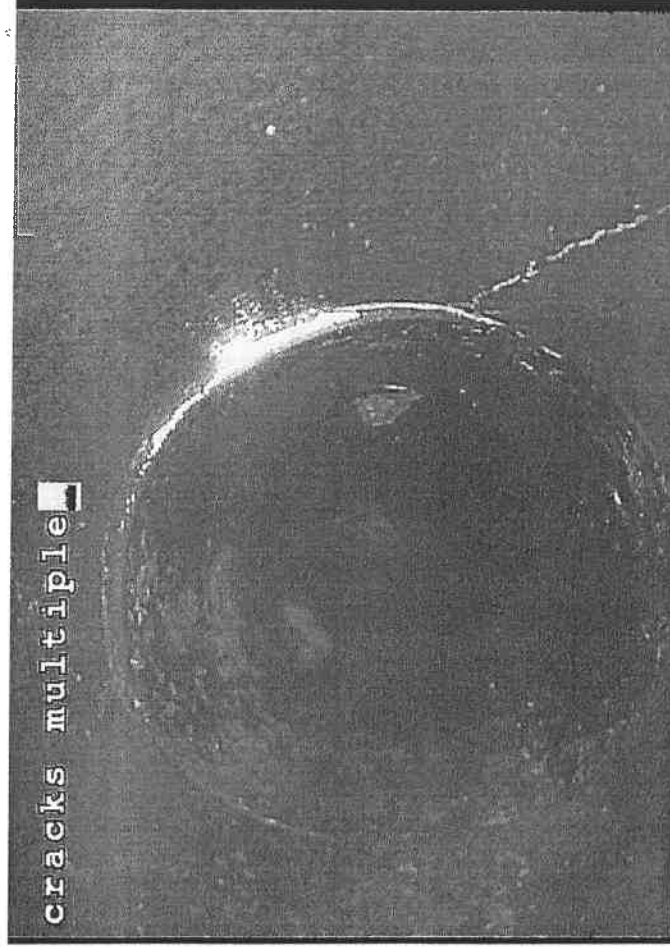
- CoMag process continues to meet permit limits despite seasonal algae blooms.
- Waiting for Evoqua organic capacity and treatment study report
- Remove 80 yards Bio solids off site to Coventry by Casella.
- Processing sludge, RDT and drying beds working well
- Summer Helper has begun working
- Drained and cleaned ferric tank; switching to PACL as coagulant to reduce chemical costs
 - Flow totals for May:
 - Influent: 6.82 MG, average 0.220 MGD
 - Effluent: 6.61 MG; process ran 15 days/month; avg. 0.441 MGD
 - Rain: 5.7 inches

- **Collection System:**

- Waterbury Reservoir Fats, Oil, Grease testing results = 506 mg/L; Waterbury Sewer Ordinance limit is 100 mg/L. In the past few years a significant amount of time and money (\$2,661.57 past 6 years) has been put into maintaining this line primarily due to an undersized grease trap. Recommend that The Village back charge the Reservoir for this work this year (see attached reports and pictures)
- Annual line flushing and TV work completed
- MPS flood proofing and door work is completed, flood test tomorrow
- Review of Main St. Project with Stantec
- Could the Sewer Commissioners establish a completion date for the updated Sewer Ordinance? This was put in electronic format nine years ago for this purpose but has yet to be done.

- **2017 Projects:**

- Organic Capacity Study, Phase II – in progress, awaiting report
- Sludge removal to Casella Coventry– completed
- MPS Flood Door Refurbishing – completed
- 2017 Collection system flushing, pump station cleaning, and TV work – completed
- CoMag coagulation injection point and fish screen installation – completed
- Lagoon Aerator, pontoon, cable upgrade – motors, connectors and pontoons on site
- Bay one enclosure project – in progress; awaiting to see if funds available to complete insulation
- Man-hole repairs – in progress



Laboratory Report

DATE REPORTED: 06/23/2017

CLIENT: Waterbury Wastewater Facility
PROJECT: Waterbury FOG TestingWORK ORDER: 1706-11794
DATE RECEIVED 06/05/2017

Parameter	Result	Units	Method	Analysis Date/Time	Lab/Tech	NELAC	Qual.
001	Site: Reservoir Grab			Date Sampled: 6/5/17	Time: 13:00		
Oil & Grease	506	mg/L	EPA 1664A	6/21/17	W TEL	A	ANI

Report Summary of Qualifiers and Notes

ANI: Could not process entire sample provided due to the samples matrix.

Waterbury Reservoir Expense Log

Note: In 2009 the Main Pump Station began requiring 2 annual degreasings and cleanings due to increased grease build up

Date	Work Performed	Company	Waterbury WWTP	Hours	Cost
11/11/2009	2nd annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,144.00
5/13/2010	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,094.00
6/24/2011	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,012.13
11/18/2011	Grease Line Clog, emergency	Hartigan Vactor-		8	\$844.00
6/24/2012	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck			\$1,144.00
11/27/2013	2nd annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,175.00
1/5/2014	Grease Line Clog, emergency	Hartigan Vactor-		6	\$1,134.39
1/22/2014	Repair failed 6" sewer line/MH	Kingsbury		16	\$4,116.72
4/10/2014	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,750.00
6/26/2015	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,400.00
4/26/2016	heavy grease build up/TV	Hartigan - TV and service call		4	\$1,425.00
5/5/2016	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,750.00
5/23/2017	first annual degreasing MPS	Hartigan - Vactor, 1 pump truck		8	\$1,975.00
5/25/2017	Grease Line Clog, emergency	Hartigan Vactor-		4	\$718.18
6/14/2017	FOG Test result = 234,000 mg/L	Endyne - @ grease trap		4	\$67.50
6/21/2017	FOG Test result = 506 mg/L	Endyne - Outfall		2	\$67.50
	Repair 15' failed sewer line	Kingsbury Quote			\$14,400.00
Direct Costs	yellow = direct costs related to the Waterbury Reservoir Line				\$22,773.29
Total Costs					\$35,217.42
NOTE! The 1978 Waterbury Sewer Ordinance, Section 4B limits fats,oils, grease to 100 mg/L					

grease 

09:19:16 4-MAY-2016

49' 6"



MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received and processed in June:

Received information from the water department that Blush Hill Meadows Ten LLC was ready to hook up building #5 located at 221 Kimberly Lane
Invoiced for 2430 gallons of water \$9112.50
Invoiced for 2430 gallons of sewer \$13753.80
Invoice for 1 meter \$916.22
Total of invoice \$23782.52

This invoice was paid on 6/12/2017

Received an application from Ian Smith on 5/11 for an accessory dwelling addition to 2 Meadow Crest Lane
Invoiced for 135 gallons of sewer \$764.10
Informed customer if a separate meter is necessary an additional \$160 will be billed

Additional notes

*Water Bills were due on Tuesday 6/20

Mailed with the bills last month was a request from People's United Bank has indicated a need for us to update our records for Direct Debit customers. I have received back about 75% of these requests.

I will be proposing shut off notices be sent on 7/21/2017 and shut offs performed the week of 8/7 – 8/10. This needs to be confirmed with Bill S. and Scott G.

Thanks Karen