

Waterbury Village Water and Sewer Commissioners  
October 23, 2017  
4:30 pm, 28 N Main Street – Steele Community Room  
Minutes

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

Public: Alyssa Johnson

Flanders called meeting to order at 4:30pm

**Modifications to the Agenda:** P. Flanders would like W. Shepeluk to discuss the Municipal Health Insurance coverage for 2018 and authorization. W. Shepeluk would like an item added to the agenda, a discussion regarding the sewer line design and installation on Main Street. These items will be added to the agenda before the Water / Sewer budget discussion.

**Public:** No discussion

**Update on costs of possible water line upgrade Rt. 100 south of Howard Ave:** B. Woodruff has reached out to Stantec Engineering for a proposal on design and costs. Rough estimate near \$300,000 for 1,800' of 8" water line installed along Route 100 from Howard Avenue to just south of 2934 Waterbury Stowe Road. Commissioners discussed the financing of this project should they decide to move forward – W. Shepeluk recommends borrowing the funds to be paid back over time. This will avoid taking funds out of the current portfolio. B. Woodruff should have more information in the coming weeks related to costs.

**Consider adopting revised technical standards for Water & Sewer lines:** B. Woodruff has been approved to purchase a set of Water & Sewer Standards for consideration of being adopted by the Commissioners. A full recommendation of what version of technical standards for water and sewer work will be ready for approval at next Water Sewer meeting.

**BOD capacity study:** A. Tuscany met with Paul Olander last week; Paul will have his opinion available by the end of this week.

**Updated on past quarter (loss) Non-revenue water calculation:** B. Woodruff presented the Commissioners with a report (see attached) detailing some of the areas water is lost and/or not accounted for. K. King will attempt to provide reports for previous years use to allow for a larger analysts.

**Main Street Reconstruction Sewer Design:** W. Shepeluk provided the Commissioners an update on the proposed sewer line replacement from Foundry Street – Main Street – Elm Street in the current Main Street plans. The current proposal calls for a sewer line with sizes changing from 15" to 18" back to 15" and connecting on the Main Street end of Elm Street. The current design has less than adequate slope in this section. W. Shepeluk with the Commissioners consent would like to negotiate with the state to have the line installed at 15" and extended down Elm Street to near the intersection of Randall with this

additional piping the correct slope can be obtained from Foundry- Main- Elm; this may come at some cost to the Village.

**2018 Health Insurance from Blue Cross Blue Shield of Vermont:** W. Shepeluk provided the Commissions with an overview of the health care options offered to the Town and Village of Waterbury, the costs and his proposal for payment. W. Shepeluk recommends a 5% increase to the current employee benefit offered to assist in covering the increase in premiums this coming year. **R. Finucane made a motion to approve the Managers recommendation regarding health plans for employees in 2018 with a 5% increase. C. Parks seconded the motion, a vote was held, and passed unanimously.**

**Water & Sewer Budget Expenditures:** W. Shepeluk provided the Commissioners with copies of the current budgets for each department.

**Monthly Reports:** Commissioners were pleased with the reports provided. P. Flanders questioned the foot bridges in the waterworks and the ownership of them, B. Woodruff confirmed the Village did install and maintain them.

**Minutes:** R. Finucane moved to approve the minutes from the September 25<sup>th</sup>, 2017 with corrections. C. Parks seconded the motion, a vote was held, and passed unanimously.

There being no further business the meeting was adjourned at 6:20pm.

The next regular meeting is tentatively scheduled for Monday November 27<sup>th</sup>, 2017 at the Waterbury Municipal Center.


Respectfully submitted,

Karen King, Secretary

Approved:



Date:



# Waterbury Village Water and Sewer Commissioners

Monday October 23, 2017 4:30 pm  
28 North Main Street - Steele Community Room  
Waterbury

- 4:30 pm      Opening
- 4:30 pm      Consider any modifications to the Agenda
- 4:31 pm      Public
- 4:35 pm      Update on costs of possible water line upgrade on Rt 100 south of Howard Avenue.
- 4:55 pm      Consideration of adopting revised technical standards for Water and Sewer line design , materials and construction standards on recommendation of Staff
- 5:05 pm      Update on BOD capacity for possible consultant review
- 5:15 pm      Update on past quarter calculations of system water loss.
- 5:25 pm      Update on Water and Sewer budget expenditures.
- 5:45 pm      Department Monthly Reports
- 6:05 pm      Minutes
- 6:10 pm      Adjourn

# Wastewater Progress Report

October 2017

## • Process:

- CoMag process continues to meet permit limits and running very well.
- Flow totals for July:

Influent: 4.93 MG, average 0.159 MGD

Effluent: 4.50 MG; process ran 10 days/month; avg. 0.450 MGD

Rain: 3.09 inches

- Aeration rebuilding project and cable pole installation just about complete.
- Annual lagoon sludge depths completed. Lagoon one gained 7 inches, from 17 inches to 24, while lagoons two and three stayed the same average depth of 9 inches each.
- Ordered final CoMag coagulant. Should come under budget this year and approx. \$15K less than last year. Changing over to PACL from Ferric Chloride saved big in Caustic expense.

## • Collection System:

- Installed new man hole at Parker Ct. Need to raise frame up 2 inches and complete grading. Also need to camera line to Main St.
- Crossroad water and sewer line work completed. Butler Intervale paving went well with sewer structures and catch basins.
- 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.
- Set bollards for MPS bypass hydrant

## • Personnel

- Pete K returned to work today.
- Anders Budaj extended one more month. Would like to hire him as a part time permanent working 16 hours/wk. Still awaiting decision to move forward.

## • 2017 Projects:

- Organic Capacity Study, Phase II – completed. Report submitted to Paul Olander for review and consultation. Awaiting Sewer Commissioners to decide whether or not to submit request to State to increase BOD capacity from 170 lbs./day
- 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 75 complete
- Bay one enclosure project – in progress; awaiting to see if funds available to complete insulation
- Man-hole repairs – in progress

To: Elected Boards  
From: W. Shepeluk, Manager  
Date: October 20, 2017

Re: Manager's Report- September 2017

As a result of the boards' evaluation of my work that was completed in December 2016, I have been asked to submit a report detailing tasks worked on and accomplished each month. This is the eighth of such reports.

### **Budgets & Annual Meeting Preparation & Manager's Monthly Report**

Review of revenues, expenses and budget priorities is an on-going task. **For several months the town's cash flow needs required borrowing in anticipation of taxes. As recommended by staff and approved by the trustees and select board, the village lent the money to the town from its UDAG Fund. Interest is being charged, but the payment of interest by the town benefits the village rather than the town paying interest to a bank.**

I spent about 4 hours documenting my time and then writing the Manager's Monthly Report for the months of July and August.

**Board Meetings-September.** I spent about 12 hours preparing for meetings and attending meetings of elected boards in September.

- **Select Board**  
September 5: 1.15 hrs  
September 18—**Joint with Trustees**, 2.15 hrs
- **Trustees**  
September 13, 1 hour
- **Library Commissioners**  
September 14, Did not attend
- **Water-Sewer Commissioners**  
September 25, 2.5 hours-attended by phone
- **Cemetery Commissioners**  
September 5, 1 hour

Met with individual department heads periodically through the month.

**PW Director & Municipal Engineer**-discussions to develop paving plan, wastewater capacity study, potential locations where extension of sewer may occur, Parker Court sewer replacement, Micro-Hydro project at Guptil Rd Vault, grants administration for highway culvert replacement projects etc...

**Planner**—study concerning potential expansion of village historic district, zoning re-write updates

**Police Chief**—close out of PD, sale of assets, case management, service issues while winding down

**Rec Director**-End of summer program debriefs, transition planning, discuss involvement with upcoming community events-River of Light, Winterfest, Discussion of facility needs

## **Financial & Contract Management**

Continuing management of town/village investment portfolios. Budget administration

## **Legal Issues**

Spent about 10 hours in July on direct legal issues concerning town and village

Continued discussions with town's attorney, community planner and zoning administrator mainly concerning the Grange Hall. **A draft settlement is now circulating and all parties are hopeful that an agreement can be finalized soon. Unfortunately this has dragged on as there were issue concerning the grading plan, runoff from the site and the property line. The settlement is in final form and hope to have final approval on October 23<sup>rd</sup>.**

- **North Hill Cell Tower –Hearing Officer has recommend denial of Certificate of Public Good. Verizon asked for oral arguments before Public Utility Commission, which took place September 12<sup>th</sup> in Montpelier. The PUC decided against Verizon, declining to issue a permit for the tower. Verizon still has the opportunity to appeal to the state Supreme Court. No final disposition yet.**
- **The town is involved in an appeal of a zoning permit issued to Grayson for a subdivision on Sweet Farm Road. This case is before the Environmental Court. Mediation, the first option toward reaching resolution, was conducted. No settlement could be reached. Expect the case will go to court on October 19 and 20. Court date is now scheduled for mid-November. *The line items for legal services in the town's general government department and in the Planning Zoning Department is significantly overspent, as I reported last month. Costs will definitely go higher as cost for trials are significant.***
- **The village has filed an appeal with the Vermont Supreme Court seeking to overturn a ruling made by Judge Teachout at Washington Superior Court in the Hubacz v. Village of Waterbury (police officer termination) case. Oral arguments were presented before the Vermont Supreme Court on October 12th.**

## **VLCT/VTCMA/ICMA—Municipal Advocacy, Education/Professional Development Opportunities**

- VLCT- Board Meeting: September 7<sup>th</sup>, Noon-3:30
- VLCT Joint Investment Committee: September 8th, 10:30-12:30
- Northeast Conference on Public Administration-met with Richard Cate, UVM VP of Finance to prepare for a presentation I will be making to the conference with 3 other VT municipal managers and a representative of VLCT

**Grants Administration/AUDIT—** Many staff, including me, have been working with Bill Yacavoni, CPA, on the town and village 2016 audits. I have spent about 20 hours on this in September. Audit is expected to be complete by end of October.

## **Economic & Community Development**

- Review agendas, minutes of WADC meetings.
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## **Infrastructure**

- Activity is ramping up concerning the Main Street Reconstruction process. Staff discussions about this take place at least weekly. Meetings with VTRANS concerning “necessity and “compensation” are occurring more frequently Planning for:
  - Paving—completed work scheduled for Metayer Court, Lakeview Terrace, Sunset Drive and a significant leveling project on Guptil Rd in August.
  - Butler Street neighborhood, including speed tables-completed in September
  - Sidewalks-N. Main Street- **underway in September**

## **Staffing**

No changes to report. Recruitment for Bookkeeper Position has begun

## **Day to Day Work**

General administrative duties necessary to manage the town and village governments.

- Time Card Administration: 1 hour each week
- Meetings with Police Chief-generally once per week. Met several times in September-working towards dissolution of the PD and to provide highest quality coverage possible during the transition—for a variety of reasons, this has been a challenge.
- Weekly (or more often, as often as necessary) discussions with PWD or municipal engineer, or both, for updates on projects: Review spring work schedules for hwy, water, sewer depts. Discussed schedules for paving and sidewalk repair.
- Various interactions with staff to answer questions, seek information, solve problems, review and process purchase orders, general oversight of department budgets
- Meet with the public seeking information or services
- E-mail-phone correspondence.
- Communications: Still a large consumer of my time

## **Manager Work Plan**

**The items below remain goals.** I work on them all from time to time. However, items of less importance, but needing more immediate attention stifle attempts to get to these more important items.

- **Final Review and Adoption of a Personnel Policy**-Working with VLCT to incorporate most recent amendments to labor laws and workplace regulations into the policy. Paid leave for part-time staff-- even for those whose weekly hours are relatively few, must be incorporated into the policy. Given the village’s charter amendment, I recommend holding off changes until January of 2018.

- **Strategic Planning-** Now that most flood recovery efforts have been completed, the new municipal center, the roundabout and the WWTP upgrade are all finished, and before the Main Street Project gears up, this coming year would be a good time to make some decisions about how much tax effort the community can afford and then what services the town/village should provide for its residents and visitors. Given resignations listed above, we need to talk about filling those positions—finance director discussion that I raised in my answers to boards' questions during my evaluation last fall should be revisited.
- **Financial Reviews-**Continue review of investment policies and preparation of amendments to insure investment and distribution policies are in keeping with needs of the community going forward.

End of Report



# Public Works Report

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Waterbury, Vermont  
Autumn 2017

## Water Update...

- Oversight of Crossroads water line installation
- Meet with Barb Parker over water concerns
- Talks with school district about lead in drinking water in school buildings
- Water/ Sewer utility locations Main St. Project meetings
- Discussions with Dux/More on allocations and other issues

## Sewer Update

- Oversight of manhole installation and pipe work Parker Court
- Meet with engineers on Main Street reconstruction plans
- Meet with property owner S. Main about future sewer connection
- Assemble materials for public records request on Waterbury Commons
- Attorney Jeff Kilgore reviews easements on Parker Court

## Other works...

**Micro Hydro:** Moving along slowly. The turbine and electrical components have arrived from Soar and I am awaiting bids on the installation and startup. Those are due next week and after a contractor is selected construction can begin. I had initially thought we would be up and running in October but now it looks like November.

**Main Street:** The plans for the Main Street reconstruction are nearly complete and the final plans are out for comments that are due back next week. Discussions have been ongoing about the potential of adding in a longer portion of sewer line on Elm Street. At this time it is unknown as to whether this section would be project eligible or not.

## Coming down the pipe...

- Reservoir Ashford Lane Water Line permitting
- Non-revenue water
- Water and Sewer ordinance work.
- Water line extension Route 100 near Howard Avenue

**MONTHLY ALLOCATION REPORT FOR COMMISSIONERS**

**Applications received and processed in October:**

Invoiced 10/2: Dean Salvias - Blush Hill Meadows Ten – 255 Kimberly Lane Waterbury.  
Building #6 is on line.

Fees paid:

Water Allocation Fee \$9,112.50  
Sewer Allocation Fee \$13,753.80  
Meter \$953.36

Invoiced 10/4: Paul Arnot – Waterbury Commons – Carrie Lane Waterbury

Fees paid:

Water Allocation Fee \$1,366.88  
Sewer Allocation Fee \$1,242.94  
Meter \$160

Invoiced 10/16: George Pierce - Ivy Ventures – Waterbury Center

10% deposit paid towards 1,269gpd of water service  
\$475.87

**Additional notes**

Meters are scheduled to be read at the end of this month. Invoices are due out on 11/20 due date 12/20  
Most of the folks with payment plans have been good about making the payments, some have not.

These are the individuals who have NOT made payments on the payment agreement commitment:

Name	Last payment date	Account Balance as of 10/19/2017	Agreement terms:
Benoit	9/6/2017	\$971.08	* \$160/month
Bumps	8/8/2017	\$2,159.25	hand written note
Calkins	8/4/2017	\$1,416.22	* \$200/month
Christie	8/8/2017	\$1,149.88	* \$130/month
Davis	8/8/2017	\$635.09	* \$85/month did not sign
Favaloro	8/14/2017	\$1,341.99	agreement
Gadreault	10/19/2017	\$106.25	* \$40/month
Grout	9/20/2017	\$82.75	
Grout		\$298.18	
Grout		\$298.18	* \$350/month
Grout		\$298.18	
Grout	10/19/2017	\$221.94	* \$100/month

<b>Henry</b>	<b>10/20/2017</b>	<b>\$305.78</b>	<b>* \$75/month</b>
Howes	9/28/2017	\$234.42	* \$100/month
Lowe	9/29/2017	\$1,340.77	* \$250/month
<b>Magee</b>	<b>8/2/2017</b>	<b>\$612.25</b>	<b>* \$100/month</b>
<b>Marcellino</b>	<b>10/19/2017</b>	<b>\$668.59</b>	<b>* \$160/month</b>
Sheppard	9/29/2017	\$717.15	* \$125/month
Smith	WATER OFF		
Stevko	WATER OFF		
Stirewalt	9/21/2017	\$316.92	* \$65/month
<b>Tebeau</b>	<b>10/19/2017</b>	<b>\$822.80</b>	<b>* \$200/month</b>

# MONTHLY Report September 2017

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## **Items of Interest**

Crossroad Water Line Replacement Project

Dog Park Hydrant Repairs

Locate Shutoffs on North Main St

Fall Valve Adjustment & Pit Maintenance

Waterworks Bridge Maintenance

Cross Training

## **Chemical Deliveries**

Chlorine

Polymer PHC-180

## **Maintenance**

*Regular*

Scheduled Monthly Analyzer Maintenance

## **Water Sources Used**

All Surface Sources

Sweet Field Wells

Well 1

## Flow Data

**High Day**  
9/13/17

**Low Day**  
9/4/17

**Average Day**

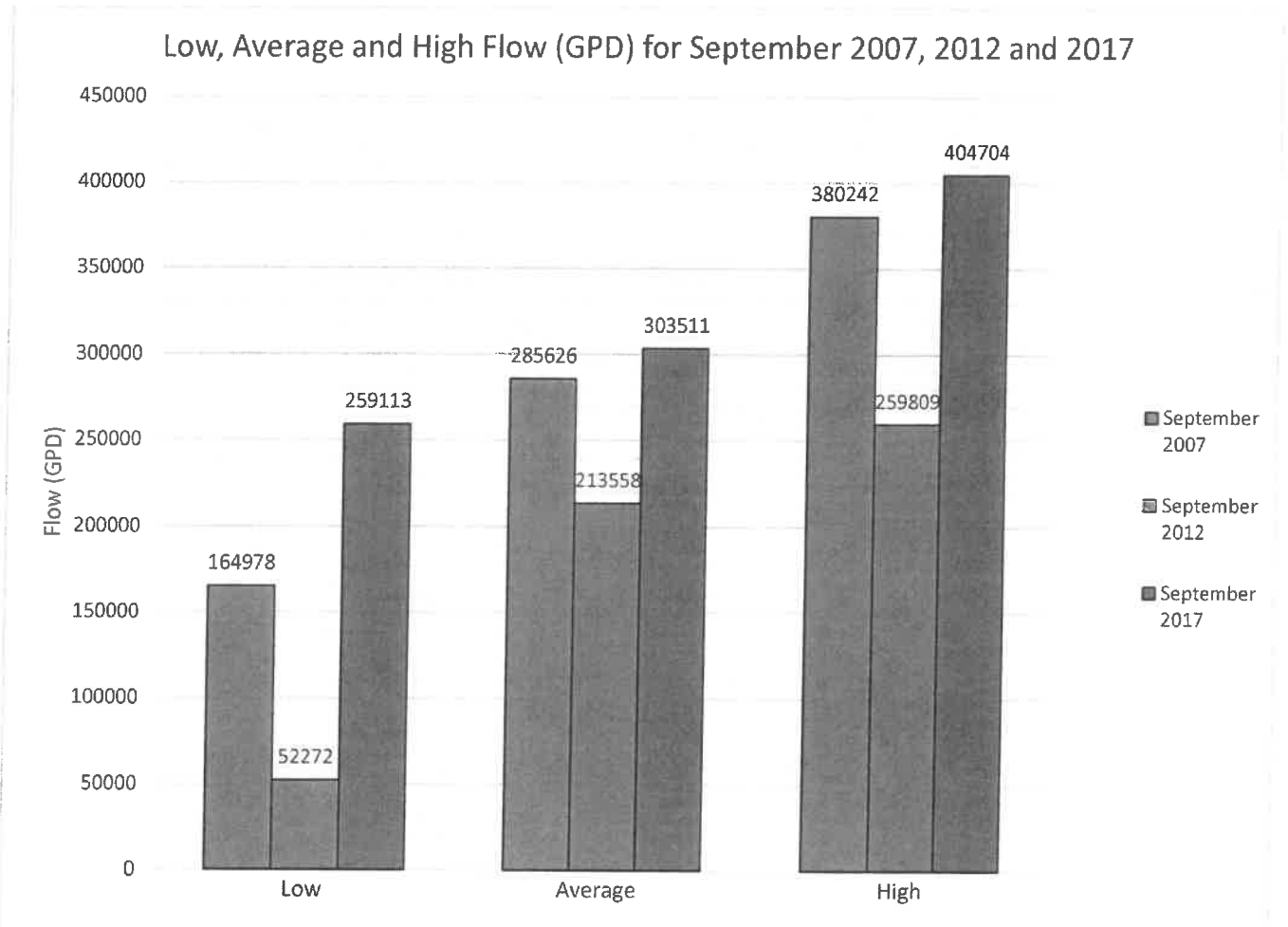
**Peak**  
9/29/17

404794 gal

259113 gal

303511 gal

625 GPM



### Notes:

- Data collected from electronic records dating back to 2007

## Summary:

September saw the start of a significant water line replacement project on Crossroad. This line serves one house, as well as the Fairfield Inn hotel, Alchemist brewing company, and Ben & Jerry's. Kingsbury Construction Co. is doing the excavation and majority of the line work, with taps completed by EJ Prescott Co. Ground was broken on the project on 9/12, and supervision, oversight and coordination for the project was a significant aspect of our work in September. The new line was laid parallel to the existing line, while keeping the existing line live to serve customers during work. Due to the nature of the businesses served, any prolonged service interruption would have been very disruptive to them. Live taps will be performed to ensure this need is met as the project progresses. So far, we have managed to avoid any interruptions while digging around the existing water line. The Alchemist in particular does have a number of deliveries which required coordination with the project to allow access as needed for trucks on Crossroad. All parties have been in communication to coordinate this, and it has gone smoothly to this point.

We performed what seems like nearly monthly maintenance on a yard hydrant as well. The hydrant for the dog park began leaking, and required repair. We have learned that the Achille's Heel of the hydrants is a rubber plug at the bottom of the rod which opens to allow flow when the handle is lifted, or closes to stop it. This plug has a tendency to wear down or become damaged with repeated use or slipping of a particular bolt holding the handle and rod together in the correct position. We're quickly becoming experts at repairing these troublesome plugs.

In preparation for sidewalk replacement on North Main St, we located and marked all curbstops which are in the area. Most are in good condition and readily accessible, though we did add a riser to one which was a bit low. Interesting to note the presence of an old Buffalo Box style shut-off in this area as well!

We made our annual fall reservoir adjustment in September as well. This involves adjusting the pressure valve in the pit on Laurel Lane to bring the level in the Blush Hill Reservoir up for the winter. This went smoothly, though we did discover that the sump pump in that pit had burned out. It appears that it had become stuck in the 'on' position at some point and fried. We replaced this pump, and all is now in working order.

After checking on the bridges in the Waterworks area, we determined that two bridges needed plank replacement, as they had significantly rotted in the elements. One bridge is fairly heavily used, the other less-so. We ripped off and replaced all boards on the one which sees more use. The other has not yet been completed, but is on the to-do list.

The Sweet Wells were on for ~5.5 days at ~206gpm for a total estimated usage of 1,631,520gal. Well 1 was run for ~10 days at ~250gpm for a total estimated usage of ~3,600,000gal.

Finally, as has been the case for several months now, cross training between the Water and Wastewater Departments continued in September, with Matt training at the Wastewater Department.

# Non-revenue water calculations.

I will come up with a way to present these numbers in my monthly report after every meter quarter in the future but for now I will give you a simple percentage number. This number represents the volume of water produced at the plant minus what was billed to customers divided by volume of water produced.

For the meter quarter 5-18-17 to 8-17-17

19% Non-revenue water

Using percentages can sometime give a misleading snapshot of the utilities actual non-revenue water. AWWA has gone away from the term unaccounted for or lost water and the use of a percentages to show this volume of water that is currently not being billed for.

At present time we have two active leaks. Barb Parkers on Rte. 100 and the Waterbury Ctr. Post Office.

The following are currently not metered:

- Armory Garage
- WWTP Yard Hydrant
- Both fire station tanker fills
- All trailers in town
- Rusty Parker Park water
- Dac Rowe spigots
- Library spigots
- Hope Davey spigots
- All cemetery spigots
- WWTP Main Pump
- Dog Park
- Volleyball CT.
- Masonic Building spigot
- Round a bout spigot
- TBPS spigot
- Outdoor rink hydrant
- All water used for flushing
- Water used for fire flow tests
- CC of Vt comfort station