

Waterbury Village Water and Sewer Commissioners  
February 26, 2018  
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: J. Poitras, R. Catchpaw – Duxbury Moretown Prudential Committee

Flanders called meeting to order at 4:30pm

**Modifications to the Agenda:** R. Finucane requested a discussion regarding the “One Leak Rule”

**Public Comment:** J. Poitras and R. Catchpaw; DMFD#1 requested time to speak to the Commissioners regarding a number of items.

1. Prudential Committee is concerned about water quality and meter repairs in their district as a result of disturbances from the Main Street Reconstruction scheduled to take place in Waterbury Village. J. Poitras would like to be involved in conversations with Ken Upmal from the State of Vermont. B. Woodruff said he can inform J. Poitras the next time a meeting is scheduled to take place.

2. Prudential Committee would like their “Rules” mailed to their customers and requested the billing clerk do this along with invoices. Discussion followed that line item 6 of the rules does not match the invoice paper and until they match the “Rules” cannot be mailed.

3. Prudential Committee requested an explanation of the billing practices and why two sets of invoices is necessary. K. King was able to explain two sets are printed so researchers and attorney’s seeking information about the water for homes sales can obtain a copy at this office. It is NOT possible to re-print an invoice on request so one must be printed at the time of billing. Committee to supply invoice paper and the ‘old’ paper with the incorrect address will be used for in house purposes.

4. Prudential Committee is seeking assistance with an allocation for what is now NZT, LLC – the former Feed Bag Restaurant. This property changed hands several months ago and brought to light 8 base charges. J. Poitras & B. Woodruff both recall a number of allocations being moved to another property but there is no documentation to confirm when. W. Shepeluk stated it’s the Prudential Committee’s responsibility to manage their allocations. Changes such a moving allocations needs to be documented in writing for the files.

**Consider Water & Sewer articles on warning for Annual Village Meeting:** W. Shepeluk spoke to the Commissioners about whether they wish to move forward with construction of a water line on Route 100 from Howard Ave South. Borrowing would be necessary as the project is expected to cost \$850,000. P. Flanders is interested in the cost of bring a water line from Guptil Road to McNeil Road using “Cross Lot” engineering. No request to borrow at this time.

2016 Audit Reports – W. Shepeluk reviewed the audit reports with the Commissioners. W. Shepeluk recommends requesting permission to borrow \$275,000 from the voters at this year's Village Meeting for improvements to the sewer system. Another sewer rate increase is expected in the future.

**Update on high BOD sample, Rt 2 Waterline, and inline hydro project:** B. Woodruff stated the origin of the high BOD is still unknown. The sewer department staff has gone door to door with no results. There has been no further discussion about the Rt 2 water line to serve Parro's Gun Shop. The Inline Hydro Project is scheduled to be completed and operational mid to late March 2018

**Retirements:** P. Flanders requested consideration of the Commissioners to provide a monetary gift to LeeAnne Viens for her 34 years of dedication to the Village of Waterbury and the Water & Sewer Departments. **R. Finucane moved to award LeeAnne Viens with \$2,000.00 in recognition of her long and faithful service of the Water and Sewer Departments. C. Parks seconded the motion; a vote was held and passed unanimously.**

**Monthly Reports:** Brief discussion of the One Leak Rule. Billing Clerk practices of mailing a letter recognizing a higher than normal reading is appropriate. It is the responsibility of the customers to explore options for a reduced invoice.

**Minutes:** R. Finucane moved to approve the minutes from the December 18<sup>th</sup>, 2017 and January 22, 2018. C. Parks seconded the motion, a vote was held, and passed unanimously.

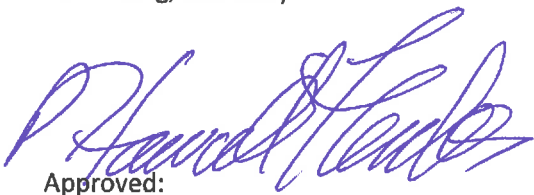
**Adjourn:** R. Finucane moved to adjourn the meeting at 6:10pm. C. Parks seconded the motion; a vote was held and passed unanimously.

The next meeting is regularly scheduled for Monday March 26<sup>th</sup>, 2018 beginning at 4:30pm at the Waterbury Municipal Center.

Respectfully submitted,

Karen King, Secretary

Approved:



Date:

March 19, 2018

# Waterbury Village Water and Sewer Commissioners

Monday February 26, 2018 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 | Consider Water and Sewer articles on warning for Annual Village Meeting |
| 4:55 pm | Update on high BOD sample, Rt 2 Waterline, and inline hydro project.    |
| 5:45 pm | Retirements                                                             |
| 6:00 pm | Staff Monthly Reports                                                   |
| 6:10 pm | Minutes                                                                 |
| 6:20 pm | Adjourn                                                                 |

To: Elected Boards  
From: W. Shepeluk, Manager  
Date: February 9, 2018  
Re: Manager's Report- December 2017-January 2018

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 tenth of such reports.

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

Review of revenues, expenses and budget priorities is an on-going task. In December, this task consumes much more of my time. I worked closely with LeeAnne Viens, Bookkeeper to conduct year-end budget review to insure that scheduled and budgeted payables were properly processed and paid. The most important part is to review the schedules of indebtedness for both the town and village to make sure all debt service, especially bond payments, were made as planned and required. At the same time this past December, Michelle Ryan, the new bookkeeper came on board. Orientation and training was incorporated into the bookkeeper's "end of the year and beginning of year routines". These tasks included closing the books of the town and village for the month, quarter and year, as well as filing records with the state retirement system, Social Security Administration and preparing W-2 reports and forms for filing with the IRS.

During the same time, I worked closely with department heads to begin the process of building the budgets for 2018. I also work with the tax/utility billing clerk to understand where the town-village stands regarding its major receivables. In addition, I reviewed the 2017 year end budget for the fire department in order to prepare and present a draft fire services contract to the Town of Duxbury for 2018.

I spent about 3 hours documenting my time and then writing the Manager's Monthly Report for the months of October and November.

**Board Meetings-December & January.** I attended 17 of 18 meetings held by elected boards in December and January. Spent 36 hours in those meeting. As I spent most of the month, including 8 Saturdays or Sundays preparing budgets, I'm sure close to 100 hours was spent in preparation for those meetings.

- **Select Board**

- Dec. 4-- 3.5 hrs

- Dec. 18—Joint with Trustees 3 hrs

- Jan. 8—3 hrs

- Jan 10—2.5 hrs

- Jan 15-- 2.5 hrs

- Jan 22—2.75 hrs

- Jan. 23-Special Town Meeting—1.5 hrs

- Jan. 29—2.5 hrs

- Meeting concerned budgets, parking issues/51 S. Main, police

- Jan 10—2.5 hrs

- **Trustees**

In addition to the two joint meeting listed above with the select board, the trustees met:

December 13—1.5 hrs

December 29—1 hr

Jan 24—2.25 hrs

Budgets, 51 S. Main, employment /legal issues, closure of PD

- **Library Commissioners**

Dec 11—1 hr

Jan 8—1 hr

Budget discussions

- **Water-Sewer Commissioners**

Dec 19—2 hrs

Jan. 22—2 hrs

budgets

- **Cemetery Commissioners**

Dec-5---did not attend

Jan 2—1.5 hrs

Budgets

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, Main Street, Micro-Hydro project at Guptil Rd Vault, grants administration for highway culvert replacement projects etc...

**Planner**—re-write of zoning by-laws, historic district expansion, 2018 work plan

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

**Rec Director**- 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**- Planning-Zoning: Grayson subdivision. Still pending at court. Police employment issues-looks to be resolved, except for Hubacz still pending before Supreme Court.

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

- VLCT VERB Trust Meeting: Dec. 12, 9:30-1:00
- VLCT Joint Investment Committee: Jan 26, 10:00-1:00

**Economic & Community Development**

- Review agendas, minutes of WADC meetings.
- Met with Alyssa Johnson, EDD re: 51 S. Main, Main Street project
- Budget review with Karen Nevin, RW Exec. Dir

### **Infrastructure**

- Activity is ramping up concerning the Main Street Reconstruction process-design & new soils issue
- On-going discussions of upgrading sewer on Elm Street to allow Main St sewer to be built according to customary standards
- Howard Ave-RT 100 water main upgrade—contract for design tentative approval

### **Public Safety**

- Continued to work WPD and Chief Feccia toward dissolution of the WPD through end of December. Coordinated organizing, cleaning office, disposition of furniture and equipment
- Worked with SB toward special town meeting concerning police services contract with VSP

### **Staffing**

Hired Michelle Ryan of Waterbury for the position of Bookkeeper/HR Asst. Started work December 11<sup>th</sup>. Michelle worked closely with LeeAnne Viens, Senior Bookkeeper. A smooth transition occurred. Michelle is doing well and LeeAnne retired as expected at the end of January.

### **Day to Day Work**

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

- Time Card Administration: 1 hour/week
- PWD-Weekly (or more often, as often as necessary) updates on projects: Review schedules for hwy, water, sewer depts.
- 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. As new members will be elected in March, this should be revisited in joint meeting after annual meetings are held.
- Budget Preparation—2018 budget prep is complete. Annual reports are being printed

End of Report

# MONTHLY Report January 2018

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## **Items of Interest**

Service Line Breaks – Turner Court, Stowe Street, Hillcrest Terrace

Main Street Borings

Turbidimeter Installation

Marking for Green Mountain Power Work

Marking for Possible Line Extension Rt 100

Finalized 2018 Budget

Meter Reading

Cross Training

## **Chemical Deliveries**

Chlorine

Polymer PCH-180

## **Maintenance**

*Regular*

Scheduled Monthly Analyzer Maintenance

## **Water Sources Used**

All Surface Sources

Well 1

Sweet Wells

## Flow Data

**High Day**  
1/9/18

**Low Day**  
1/14/18

**Average Day**

**Peak**  
1/3/18

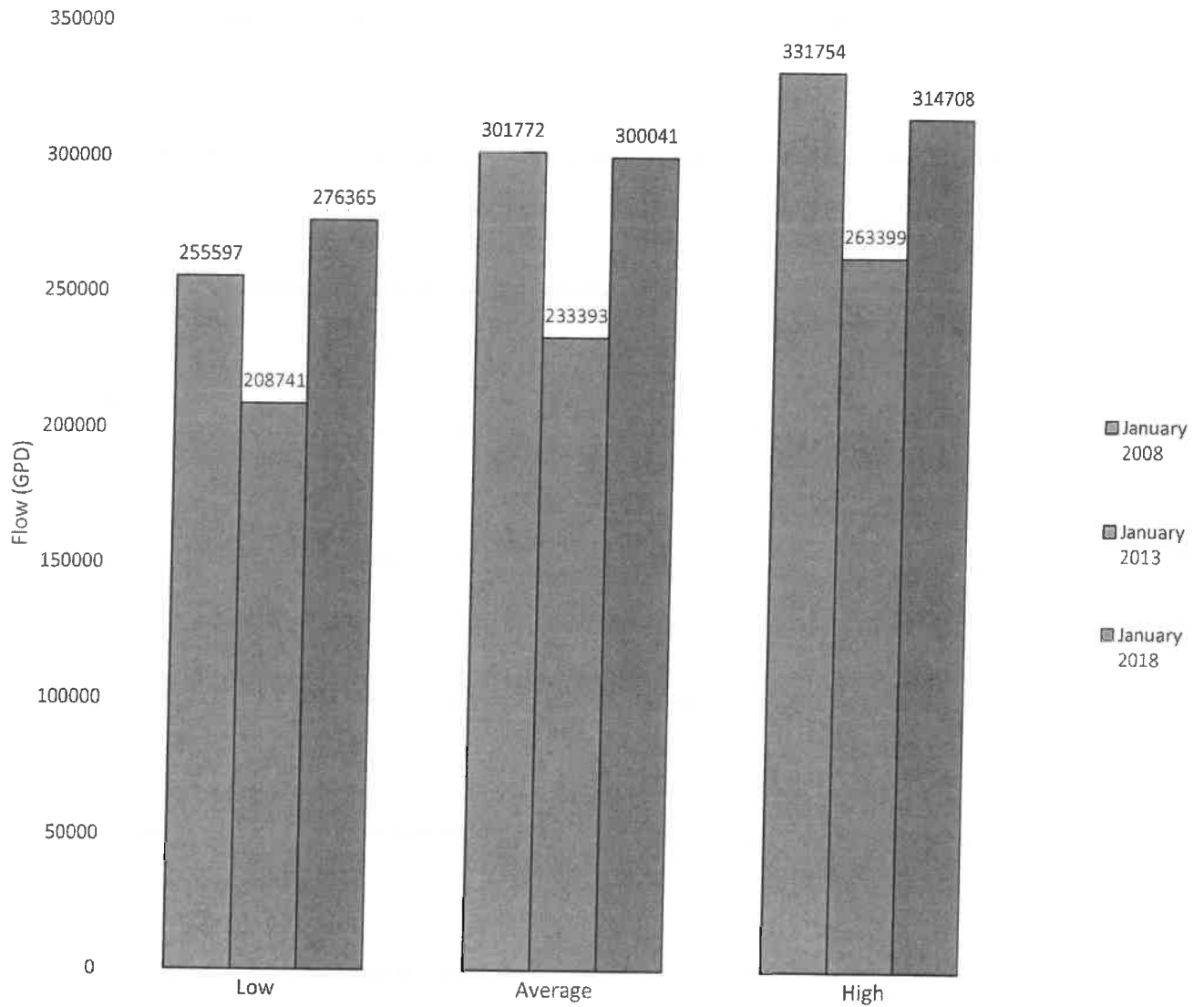
314708 gal

276365 gal

300041 gal

510 GPM

Low, Average and High Flow (GPD) for January 2008, 2013 and 2018



**Notes:**

- Data collected from electronic records dating back to 2008



## Summary:

As is to be expected for mid-winter, we were called to assist with several service line breaks inside houses. These were at houses on Stowe Street, Hillcrest Terrace and Turner Court. In each case, there was a freeze-up inside the house which was ultimately repaired by plumbers after we turned off the water at the curbsto

We assisted with marking for multiple borings along Main Street in preparation for the upcoming reconstruction project. The borings were located at sites which had previously had bulk storage of gas, diesel etc. We worked with Woody and the engineering firm to locate suitable locations to bore, and to ensure that those sites were clear of water/sewer infrastructure.

Last month, we described the purchase of new turbidimeters for the plant. This month, we installed one turbidimeter for the influent raw water. We wanted to do this turbidimeter first to ensure that it was a seamless transition to the new unit, and that we 'trusted' its readings to match what we had previously observed. It has so far worked flawlessly, and we are now planning to install the more critical post-filter/effluent turbidimeter in the very near future.

As we've been doing on and off for several months now, we continued working with Green Mountain Power on new pole placements on and around Main Street. This work has all gone smoothly, with no impact on the water system.

We also marked out ~50 sites for boring along Rt. 100 between the Cabot Annex and Howard Ave. These boring locations were on both sides of the road, and intended to find ledge or other obstacles underground in preparation for possible water line extension from Howard Ave back towards the Annex in the future. The results were largely as expected, with ledge being present and shallow on the south side of the road through the s-curves.

January was also the time to finalize the department's 2018 budget. Met with Bill and Woody during preparation of the budget, and all are in agreement on the budget structure for the year.

The end of January also marked the first period of meter reading for the year. Conditions were incredibly icy near the beginning, and featured deep snow for the last couple of books, but all of that is par for the course on winter meter reading, and all books were completed on time.

Cross training between the Water and Wastewater departments continued in January, with Matt working 1-2 days/week at the WWTP, and Brandon working some Friday's at the WTP. This process is proceeding well, with increased operations capability in both departments.

Well 1 and the Sweet Wells were used in January. Well 1 was on for ~9 hours at ~210gpm, for a total flow of ~115,000gal. The Sweet Wells were used on 3 days in January, totaling ~48 hours, at ~200gpm for a total estimated flow of ~576,000gal.

# Public Works Report

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Waterbury, Vermont  
February 2018

## Water Update...

- Meet with Hallam ICS on communication with Micro Turbine
- Main Street water line meetings with Stantec
- Route 100 Waterline meetings with Stantec
- Water/ Sewer utility locations Main St. for GMP
- Discussions with contractor on replacement of Antique Shop water
- Discussion with J. Poitros on water allocations Dux/More

## Sewer Update

- Assist WWTP with aerator installation and troubleshooting
- Discussions with Alec on BOD and sewer system expansion
- Meet with Stantec for Elm Street sewer design
- Field work for the Elm Street sewer design
- Meet with WWTP staff on cross training plan.

## Other works...

**Micro Hydro:** Moving along slowly. Construction in the vault is nearing completion and the control panels have been set outside. Planning on testing of waterlines and turbine equipment in the upcoming weeks and then hopefully energizing and operational during the third week of March.

**Main Street:** I have been in contact with VTrans and Stantec about many issues on Main Street with regards to water, sewer, drainage and roadway design.

**Route 100:** The waterline design has started and potential alignments are being considered. After the ledge probes we have begun to finalize a route taking into consideration the ledge and wetland concerns. Also of concern is one on-site septic system belonging to the Sunflower natural foods store.

## Coming down the pipe...

- Reservoir Ashford Lane Water Line permitting
- Non-revenue water
- Water and Sewer ordinance work.
- Cross training

## MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

### Applications received and processed in February:

Katherine Vose

Maple Street Waterbury Center

Gunner McCain on behalf of Ms. Vose has requested a water allocation increase for a 3-bedroom home with 1-bedroom accessory dwelling in order to secure a building permit. W. Shepeluk is in communication with McCain regarding the amount of water needed and applicable fees.

### Additional notes

Bills were mailed on February 20<sup>th</sup>

Along with the bills were 4 leak letters:

Barbara Burns Maynard – burst pipe, consumption of 27,000; \$926.78

Chad Rich (no letter sent, spoke by phone) – burst pipe, consumption of 12,620; \$842.24

1100 Waterbury-Stowe Road LLC – leak in basement, water department has been there a number of times, consumption of 12,900; \$1,115.90

Georgiana Bjornlund – unclear, this reading was high but not catastrophic, consumption of 1,270 (typical use 350-540)

I also sent requests to 20 customers with broken (or assumed broken) meters requesting access for repairs. Of these 20 letters 9 were second or more attempts.

Continue to struggle with a number of customers who received shut off notices last summer, made the payment necessary to keep their water service on and have either not made a payment since or not kept their payment agreement.

	<u>Balance</u>	<u>Last Payment Date</u>
Benoit	\$1,029.87	12/15/2017
Bumps	\$2,578.11	<b>08/08/2017</b>
Calkins	\$1,813.00	<b>08/04/2017</b>
Christie	\$1,961.11	<b>08/08/2017</b>
Davis	\$606.00	11/17/2017
Stirewalt	\$462.51	10/23/2017
*Lowe	\$1,066.30	11/27/2017