

Edward Farrar Utility District
Monday July 23, 2018
Steele Community Room; 4:30 p.m.
Minutes

Present: P.H. Flanders, C. Parks, R Finucane, N. Sherman, and L. Sayah, Commissioners; W. Shepeluk, Municipal Manager; K. King, C. Lawrence, Staff; A. Imhoff, ORCA; and A. Johnson, C. Occaso, D. Einhorn, Public

P.H. Flanders called the meeting to order at 4:30 p.m.

Introduction: W. Shepeluk presented the Commissioners with copies of the approved charter of the Edward Farrar Utility District and the merger of the Village of Waterbury into the District. See attached.

Appointment of Clerk: This is no longer an elected official; the Clerk is now appointed by the Commissioners. **N. Sherman nominated C. Lawrence as the Edward Farrar Utility District Clerk, C. Lawrence accepted, the nomination was seconded a vote was held and passed unanimously.**

Administer Oath of Office: C. Lawrence administered the Oath to all 5 Commissioners requiring their signatures.

Election of Chair and Vice-Chair: The Chairman is responsible for arranging the meeting agendas, running the meetings and overseeing the May Annual Meeting, among other duties. **R. Finucane nominated P. Flanders as Chair, P. Flanders accepted. C. Parks seconded, a vote was held and passed unanimously. L. Sayah nominated N. Sherman as Vice-Chair, N. Sherman accepted, R. Finucane seconded the nomination, a vote was held and passed unanimously.**

Appointment of Treasurer & District Manager: **R. Finucane nominated C. Lawrence as Treasurer, C. Lawrence accepted, the ladies seconded, a vote was held and passed unanimously. R. Finucane made a motion to appoint W. Shepeluk as Manager, C. Parks seconded, a vote was held and passed unanimously.**

Consider Motion of Financial Arrangement for EFUD: C. Lawrence presented the Commissioners with documentation from People's United Bank that required signatures. **C. Parks made a motion to approve the People's United Bank Omnibus Business Deposit Account for the Edward Farrar Utility District and authorized the Chair to sign the resolution. N. Sherman seconded the motion; a vote was held and passed unanimously.** W. Shepeluk explained to the Commissioners there are 4 loans with People's United Bank relating to the former Village, two belonging to the Water Department and two belonging to the Sewer Department. **C. Parks moved the Acknowledgement of Assumption from People's United Bank be signed by the Commissioners to change the name to the Edward Farrar Utility District. R. Finucane seconded, a vote was held and passed unanimously.**

Consider necessary signature on weekly orders: **L. Sayah made a motion one Commissioner is necessary but all are authorized to sign the weekly orders. C. Parks seconded the motion; a vote was held and passed unanimously.**

Public: no comments

Future Meeting Schedule: The Edward Farrar Utility District will meet on the 2nd Wednesday of each month at 4:30pm in Steele Community Room starting September 12th 2018; August 2018 meeting date TBD.

Staff Reports: Commissioners would like to have P. Krolczyk come to a meeting with a draft of FOG ordinance they can consider adopting outside the Sewer Ordinance. Question about the Non Billable water on Public works report, C. Parks stated most public water systems experience about a 15% non-billable loss. W. Shepeluk brought budget reports to acclimate the new Commissioners, this was reviewed.

Consider RFP for removal of 51 South Main Street: W. Shepeluk brought two proposed subdivisions from Waterbury Community Planner S. Lotspeich providing dedicated public parking. By consent of the Commissioners they will move forward with idea of subdividing the property. P. Flanders will seek to get the issue on the next agenda of the Select Board to determine whether the Town is interested in owning and developing a parking lot. W. Shepeluk will work with staff to draft a new RFP (Request for Proposal) reflecting this intent.

Meeting Minutes: **N. Sherman made a motion to approve the minutes of the Joint Select Board / Village Trustee minutes of June 18th, 2018 and the minutes of the May 9th meeting; L. Sayah seconded the motion, a vote was held and passed unanimously. R. Finucane made a motion to approve the minutes of the Water & Sewer Commissioners for April 30th, 2018 & June 11th, 2018 as well as the Joint meeting of the Village Trustees / Water & Sewer Commissioners on April 9th, 2018. C. Parks seconded the motion; a vote was held and passed unanimously.**

Issues to be addressed at future meetings: D. Einhorn would like to speak to the Commissioners about Waterbury Commons Development. Capital Soccer would like to increase the number of soccer fields, updated BOD report, updated Solar report, Hunger Mountain Forestry along with Steve Hagenbuch.

Update on Hubacz Case: **R. Finucane made a motion to find that general public knowledge of the details of pending litigation involving the Edward Farrar Utility District would clearly place the District at a substantial disadvantage. N. Sherman seconded the motion; a vote was passed unanimously.**

R. Finucane made a motion to enter into executive session to consider pending litigation and related confidential attorney-client communications made for the purpose of providing legal advice to the Edward Farrar Utility District and that the executive session be held at the vault table, 28 N. Main Street Waterbury. The motion included a directive that W. Shepeluk join the executive session. N. Sherman seconded the motion; a vote was passed unanimously.

Commissioners returned to open session at 7:10pm having taken no action in executive session. **R. Finucane made a motion to adjourn at 7:12pm. N. Sherman seconded the motion; a vote was held and passed unanimously.**

Respectfully submitted,

Karen King, Secretary

Approved:



Date:



Edward Farrar Utility District Commissioners Meeting

Monday July 23, 2018

4:30 pm at Steele Community Room

28 North Main St

Waterbury VT

This is the formative meeting of the Edward Farrar Utility District "EFUD".

Agenda

- | | |
|---------|--|
| 4:30 pm | Opening |
| 4:30 pm | Introduction as to formative steps for the Board of Utility Commissioners of the Edward Farrar Utility District under the authority of 24 V.S.A Chapter 705 |
| 4:40 pm | Appointment of Clerk of the Edward Farrar Utility District in accord with section 7 of the Charter "District Officers". |
| 4:45 pm | Administer Oath of Office by the Clerk for members of the Board of Utility Commissioners "BUC" for the EFUD |
| 4:55 pm | Election of Chairman and Vice Chairman of the Board of Commissioners for the Edward Farrar Utility District |
| 5:05 pm | Appointment of Treasurer, and District Manager for the Edward Farrar Utility District. |
| 5:15 pm | Consider Motion regarding financial arrangement of the EFUD |
| 5:20pm | Consider acknowledgement of Assumption of Village of Waterbury Debt by the District |
| 5:25 pm | Consider necessary District signatures on weekly orders |
| 5:30 pm | Public |
| 5:35 pm | Consider future meeting schedule for EFUD on a regular basis |
| 5:45 pm | Review Staff Reports on Water and Sewer Operations |
| 6:00 pm | Consider RFP for costs of removal of buildings at 51 South Main and appraised values of possible subdivision of parcel for retaining a portion for public parking. |
| 6:20 pm | Minutes Village Trustees and Water Commissioners |
| 6:25 pm | Issues to be addressed in next few meetings. |
| 6:35 pm | Update on Hubacz Case (likely to be in executive session) |
| 6:50 Pm | Adjourn |

Public Works Report

Waterbury, Vermont
Summer 2018

Water Update...

- Meet with Hallam ICS on communication with Micro Turbine
- Main Street water line meetings with Stantec
- Power outage/ chlorine overfeed
- Water/ Sewer utility locations Main St. for GMP
- Work night shift with contractor on replacement of Antique Shop water

Sewer Update

- Elm Street Sewer bid work . Bids due back July 27. Estimated cost \$210,000
- Meet with Tom Priebe regarding sewer line in Colbyville
- Meet with Stantec for Elm Street sewer design and permitting
- Field work for the Elm Street sewer design
- Meet with WWTP staff on cross training plan.

Other works...

Micro Hydro: System is up and running. See page 2

Main Street: I have been in contact with VTrans and Stantec about many issues on Main Street with regards to water, sewer, drainage and development soils. Working on clarifying language for special provisions

Route 100: The waterline design conceptual plans and potential alignments were considered. Attempts were made to secure pricing and install 20 "sleeves. See attached summary.

Coming down the pipe...

- Public Works Standards
- Non-revenue water
- Water and Sewer ordinance work.
- Cross training

Submitted by Bill Woodruff, Public Works Director, Main Street, Waterbury, VT 802-839-6199

Mad River Cabinet Design Sewer

Over the past months I have been working with Tom Priebe owner of Mad River Cabinet Design and the Route 100 paving contractor Kubricky to facilitate Tom running a sleeve for the purpose of running a sewer line to the former church in Colbyville. After the last Water/Sewer commissioners meeting the thought was to assist Tom in figuring out how to best have a sewer line to serve his property. The Route 100 paving project was under way and the thought was that perhaps some savings might occur if the contractor (Kubricky) was willing to do the work. Kubricky was slow to provide a price to excavate and place the 3 water sleeves and the sewer sleeve in the locations that I had outlined. By the time a price was received the Route 100 contract work had progressed just past the intersection of Laurel Road and Route 100. This prevented having an open cut for the Colbyville sewer sleeve. Although initially the State had said we could open cut through the base course of asphalt. Upon further review from VTrans district engineers the open cut option was rescinded and directional boring became the only option. The prices for the various options were:

Kubricky Open cut 3 water line locations with 20" steel casing	\$92,950
ECI directional drill 3 water line locations with 20" steel casing	\$131,900
ECI Colbyville sewer across boring under 100	\$19,450
ECI Ivy Computer site water sleeve boring under 100	\$6,250

I am now in the process of receiving prices to go from the cabinet shop behind the Chinese restaurant to the nearest basin. This will also involve pumping and may or may not be all done by open cut, this will be pricey as well.

Micro Turbine

The turbine is up and running. We have had some issues with the communication's link between the turbine plc and the SCADA system at the plant. This hurdle is not insurmountable but it has taken some time to iron it out. Both Hallam ICS and SOAR have been working together to complete the communication issues.

The production of the unit is less than what we had planned. Engineers for SOAR, Fuss & O'Neill and Kingsbury believe the issue lies in the piping in the turbine inlet. The current configuration has all the piping necked down to 1.25 inch before entering the unit. There are also several bends before the unit. The turbine manufacturer SOAR believes the piping is inadequate. Fuss and O'Neill believes SOAR is at fault for not supplying comments and drawings for the installation that would allow for the proper production. SOAR believes they upheld their part of the contract. Fuss states that their plans for the piping were just suggestions and that SOAR should have caught the fact that the turbine piping had too many bends and was undersized. The installer Kingsbury believes they installed the equipment per the contract documents. We are still holding money from SOAR and Fuss & O'Neill. SOAR has a plan for the new piping they believe will work but they will not supply it. They feel by supplying the new plan it may show that they feel responsible for the underproduction. Conversations with both SOAR and Fuss have yielded only one common link. Someone is at fault and it is not the Village of Waterbury.

Non-Revenue Water

The last non-revenue water calculations for the third quarter of 2017 that were reported for a previous Village of Waterbury Water/ Sewer Commissioners report.

3rd Quarter 2017 19% Non-revenue water

Calculations for this report

4th Quarter 2017 20% Non-revenue water

2nd Quarter 2018 22% Non-revenue water

MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received or pending in June:

STILL PENDING:

Received Application:

Silas Power

212 Blush Hill Road

Connect to Municipal Water Service

Waiting for more information regarding hook up – neighbor to Dean Salvas

John Kirby

43 Randall Street

Customer purchased the property from the State of Vermont – seeking application to determine current use of the building. Mailed on 5/1/2018 also emailed – no response. I built an account and charged for 1 base unit water and 1 base unit sewer

Additional notes

Shut off letters were sent to 17 individuals on Thursday 6/27

1 water/sewer customer was shut off

Name	Over 120 Days	Total	Last payment	Notes
Benoit, Brian	852.35	1,229.35	12/15/2017	Paid 50% - need balance by 8/15
Bumps, Scott	2,400.89	2,796.45	8/5/2017	SHUT OFF
Calkins, Frances	1,627.32	2,043.69	8/4/2017	Paid 50% - need balance by 8/15
Campos, Charlene	368.79	668.79	6/21/2018	Paid 25% - signed payment agreement
Crawley, Alex	195.70	433.00	3/7/2018	PAID IN FULL
Christie, Theresa	1,564.37	2,418.43	8/8/2017	Paid 50% - need balance by 8/15
Davis, Anissa	476.67	757.70	11/17/2017	PAID IN FULL
Haley, Samantha	316.90	760.73	7/31/2017	Paid \$460.73 – offered payment plan
Johnson, Cortland & Pamela	360.19	761.96	8/4/2017	PAID IN FULL
Knittle, David & Catherine	392.36	659.00	5/31/2018	PAID IN FULL
Lowe, Dwight	966.44	1,191.81	11/27/2017	Paid 50% - need balance by 8/15
Magnus, John & Debra	185.09	517.45	9/20/2017	Paid 25% - offered payment plan
Martin, Mark	445.89	754.77	12/19/2016	Paid 50% - offered payment plan
Miller, Randall	82.54	253.37	10/10/2017	Allowed tenant (USPS) to pay, check not yet recd
Morgan, Keith & Carmen	690.79	1,055.90	1/25/2017	PAID IN FULL
Smith, Jeffrey	252.47	589.51	2/22/2018	Paid 25% - offered payment plan
Stirewalt, Mark & Linda	361.61	569.59	10/23/2017	Paid 50% - need balance by 8/15

Wastewater Progress Report

July 2018

- **Process:**

- Process running well; meeting all parameter permit limits.
- Bi-annual ANR Plant inspection. Overall, went well, except for missing figures on routine bench sheets. This continues to be a problem with assistant operators; working to remedy this situation.
- Bio solids removal: annual testing completed, awaiting approval from Casella to remove approx. 100 CY off site. Meeting with Eamon Towhig regarding adjusting Phosphorus Sludge Drying Beds Permit and changing to a Sludge Management Plan, eliminating the need for further Permit renewals.. Alec and Pete also working on Land Application Permit for corn fields, which expires 12/31/2018. Hope to submit by August 1, 2018.
- Flow totals for June are:
 - Influent: 5.10 MG, average 0.140 MGD
 - Effluent: 3.86 MG; process ran 10 days/month; avg. 0.386 MGD
 - Precipitation: 5.3 inches

- **Collection System:**

- Grandview Catch Basin and Sewer Manhole work began. Approx. 20% completed; 48 structures to refurbish prior to paving in September. WW personnel working with Highway Dept. *Completion date* for the updated Sewer Ordinance ???; would assist Sewer Dept. to move forward with Organic loading and testing in system.

- **Personnel**

- Pete Krolczyk still trying to only work part time; very difficult
- Matt Hunt finished wastewater course and will sit for 2D wastewater exam. Need to move forward to make Matt the Assistant Chief Operator as Brandon is still looking for other employment.

- **2018 Projects:**

- Organic Capacity Study, Phase II to increase BOD capacity from 170 lbs./day
- Sludge removal to Casella Coventry – In Progress
- MPS Grit Removal Screen Project- suspended until next year
- 2018 Collection system flushing, pump station cleaning, and TV work – 50% complete
- Bay one enclosure heating and insulation – Completed
- Man-hole repairs – On going
- WWTP pipe and wood shed upgrade – Completed
- WWTP and MPS exhaust fan upgrade – 50 % completed; awaiting quote for wet side duct heating system

MONTHLY Report June 2018

Items of Interest

New Phone System Installation at Plant

Fluoride Meter Installation

Hach Service Technician on Site

Meter Changes

Ditching at Reservoir

Pool Start Up

Chemical Deliveries

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

CA610 Fluoride Analyzer Installation

Hach Service Plan

Water Sources Used

All Surface Sources

Well 1

Sweet Wells

Flow Data

High Day
6/1/18

Low Day
6/24/18

Average Day

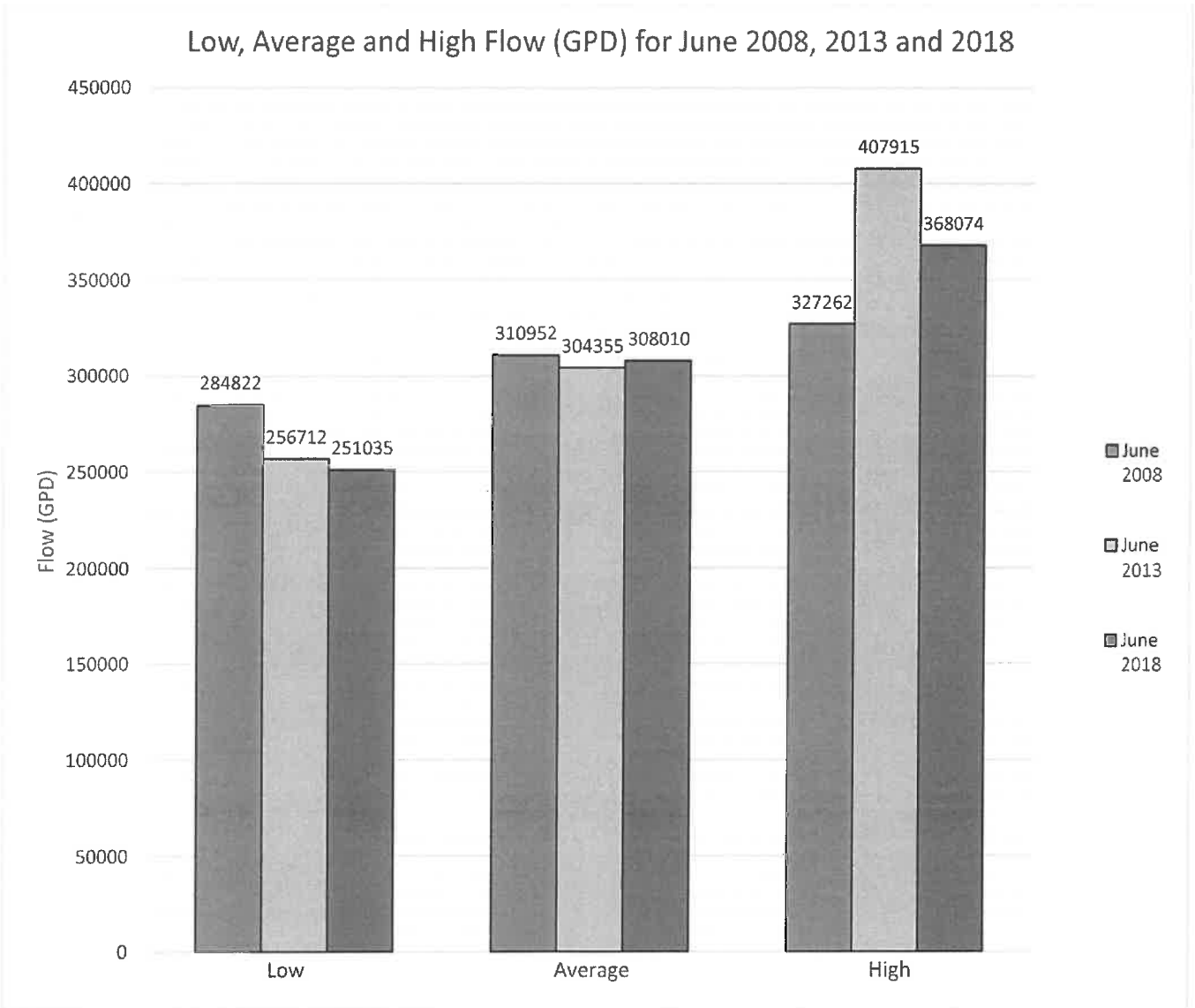
Peak
6/18/18

368074 gal

251035 gal

308010 gal

901 GPM



Notes:

- Data collected from electronic records dating back to 2008

Summary:

June saw the rollout of the town-wide phone system upgrade. Here at the water plant, we were able to utilize existing telephone and cable internet lines to hook the system up. Aside from the new phone and router equipment, the only other change which resulted was the need to run another ethernet line over to our laptop to allow printing from the laptop.

As part of the previously mentioned NACCHO grant, we purchased a new CA610 fluoride analyzer. This machine measures fluoride levels in the water in real time and reports the data to the SCADA system. The installation was done in two parts. First, we removed the existing, broken unit and plumbed the new unit into the sample lines and hooked up electrical and communication lines to transmit data. The second part was a site visit by a Hach service technician who conducted the initial instrument setup and calibration. This proved to be useful, as there was an issue with a sensor on the unit. This is not something which we could have easily diagnosed, and in fact the technician had to come back to the plant a second day to properly diagnose and repair the issue.

During the course of the installation of the CA610, we discussed with Hach their service plans, and are investigating whether or not they would be a good fit for our department. They seem to provide a good value, covering all regular maintenance and parts, as well as any larger issues which may occur at any time with the units. The price is a slight markup over what it would cost to purchase all materials for the regular maintenance on our own. Given the added security of repair on major issues, as well as the time saved actually performing calibration and repairs, it appears as though it may make sense. We will provide further information if we determine that this is a path we would like to pursue.

The pool opened in June. We did not encounter any significant issues during start up, or with any of the poolhouse pumps, filters etc. We are working with pool staff daily to regulate chlorine feed levels, maintain skimmers and pumps, and all of the other tasks which we typically assume during pool season.

The driveway leading to the reservoir took a beating during a heavy rainstorm and washed out part of the road. We used the backhoe to repair this washout as well as perform ditching work along the side of the road. This is now complete, and grass seed / hay is down where needed.

Cross training for Matt with the Wastewater department continued this month. This process continues to proceed well, with increased operations capability in both departments. Matt finished up his wastewater exam prep class last month and will be taking that licensure exam this summer.

Well 1 was on in June for 8 hours at ~210gpm, for a total flow of ~100,800 gallons. The Sweet Wells were used for 46.5 hours on 4 days in June at ~219.5gpm for a total estimated flow of ~612,405 gallons.

To: Elected Boards
From: W. Shepeluk, Manager 
Date: July 20, 2018
Re: Manager's Report- February-July 20, 2018

As a result of the boards' evaluation of my work that was completed in December 2016, I had been asked to submit a report detailing tasks worked on and accomplished each month. At the beginning of 2018, the boards suggested that monthly reports may be too frequent. Quarterly reports were suggested and less information was necessary—especially about meetings attended by the manager. I did not report after the first quarter of 2018 so this is the first report since February 9, 2018. This is the twelfth report since January of 2017.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

After closing out work on the 2018 town and village budgets in January, I continued to work with Michelle Ryan, bookkeeper, to put the finishing touches on closing out the 2017 budget years. Former bookkeeper, LeeAnne Viens, provided assistance, especially with the transition to the new budget year and with end of the year filings with the state and the IRS.

As the new budget years progress for the town and village, I undertake periodic reviews of the budget to insure accuracy and timeliness of payables, receivables and receipt of "unbilled" revenue. Examples of "unbilled" revenue include scheduled transfers from the state like general aid to highways.

As this is the first year of employment for the new bookkeeper, I have been spending a greater percentage of my time with her than I've spent with the bookkeeper in recent years. It is important to insure that she understands our processes, completes inter and intra-municipal payments in a timely manner and keeps up with payment of withholdings to the state federal government.

I continue to work closely with department heads to keep up to date on the progress each department is making on projects included in their work plans. I also look for significant "variances" from departmental budget and analyze their causes. Most times the variances are explainable, if not expected. Most often, expenses that are "outliers" relate to seasonal variations in spending, a major breakdown of equipment or a payment of bill that buys a service for the entire year, but is paid only once or twice a year—some insurances and dues for example. I am happy to report that through half the year, there are no major concerns about the budget. As it stands now, spending for the town and the water and sewer department look to be on target with adopted budgets.

Board Meetings:

In the time period February 9th –July 3rd, I attended 8 of 9 select board meeting, 5 of 6 trustees meetings, 4 of 5 water-sewer commission meeting, 3 of 5 cemetery commission meetings, 3 of 6 library meetings, 1 planning commission meeting and 1 meeting of the Act 250 District Commission. I was on vacation when I was absent from the meetings of the select board, W-S commission, and trustees.

Legislature & Village Charter Amendment:

Village voters chose in June of 2017 to amend the village's charter, effectively abolishing its ability to provide general government services, which had been issued by the state legislature in 1882. I worked closely with Carla Lawrence, Village Clerk, to insure that the legislative counsel understood the intent of the trustees and the village voters so the draft bill could be put in proper form. Later in the legislative session, I worked with Village President Flanders and the village's attorney, Paul Giuliani, to prepare for and react to testimony before the House Government Operations Committee. After quite a bit of back and forth with the legislature, the charter amendment was passed in June and it was signed into law by the governor. As a result, the Village of Waterbury ceased to exist at the end of June 30, 2018 and the Edward Farrar Utility District was created.

Departmental Work:

PW Director & Municipal Engineer-scheduled spring and summer work: Paving; sidewalk improvements; bridge and culvert work. An inter-departmental project is on-going on Wissell Mountain-preparing those roads for paving highway and sewer department staff are rebuilding and repairing storm water catch basins and wastewater manholes. Alec Tuscani is continuing the wastewater capacity study. Micro-Hydro project at Guptil Rd Vault is on line, but still waiting for improvements in piping to increase flow.

Planner—re-write of zoning by-laws, historic district expansion—Village Trustees met with the Select Board to inform them of the project and to ask that the town “pick up” the remaining responsibility to get the formal designation for the expanded (new) historic district.

Police: Completed the closeout of the Waterbury Police Department, including the transfer of records to the state police and the sale or transfer of assets of the police department. The village budgeted \$16,000 from the sale of police assets. The receipts came in at \$21,301. To date, \$317 of the \$500 budgeted for residual traffic ticket income has been received.

Rec Director- Deb Fowler's last day as Recreation Director is July 20th. Nick Nadeau a recent Master's Degree graduate from Johnson State College was hired as the new director in mid-June. Deb and Nick have been working together during the transition period and all seems to be going well.

Financial & Contract Management- Continuing management of town/village investment portfolios. Budget administration. Trying to stay ahead of the paperwork allowing transition from Village of Waterbury to EFUD for accounts, investments, outstanding debt and UDAG loan portfolio, etc...

Legal Issues- -Planning/Zoning: Grayson subdivision—court denied appeal of Glenn Anderson, validating permit issued by town after DRB proceedings. Police employment issues: Supreme Court ruled that village did have authority to fire Officer Hubacz based on actions taken by State's Attorney. Remanded case to Superior Court. One hearing has been held now at that court, additional briefs to be filed...the beat goes on!

Infrastructure:

- Contracts awarded for Stowe Street Bridge, Bridge #3 and the Log Cabin Bridge, both on Guptil Rd and the large culvert replacement on Hubbard Farm Rd. Austin Construction of Concord, VT is doing all the jobs.
- Elm Street Sewer Project—requests for bids ready to go out.
- Paving and Sidewalk Work to start late July or early August. S. T. Paving will do the asphalt work. Haskins Construction will assist the town highway crew with the concrete sidewalk work.

Public Safety

- Contract with the VT Dept. of Public Safety was executed in late June. VSP began providing 80 hours per week of coverage to the town on July 1st. State police had a presence during NQID festivities even though that was on June 30th. Also, while Sunday coverage is not normally provided under the contract, the station commander directed the two “Waterbury Troopers” to work during times of high traffic volume for the ArtsFest and the lacrosse tournament in Stowe.

Staffing

Hired Dylan Haskins as new full-time highway/parks employee. He will spend most of his time during our growing season on fields and facilities maintenance for parks and lawn maintenance in the cemeteries. In the cold weather months he'll work more regularly with the highway crew on winter road maintenance. As needed he will work with water and wastewater departments, especially in the water distribution system and the sewer collection system.

Hired Nick Nadeau as Recreation Director. Nick has jumped right in. He has met with part-time summer staff of the Recreation Department and with members of public works departments. He is being brought up to speed on numerous projects for field and playground improvements. He's very energetic and seems a good fit—at least as far as can be told after a month or so of work.

Library director Mary Kasamatsu is retiring at the end of August after 17 years here as the Director of the Waterbury Public Library. Mary has brought a quiet professionalism to the position, but her enthusiasm for the library, the expansion of library programs and for the library patrons has always shone through. I am so very glad that Mary got to enjoy some of her time here in our wonderful new facility. While we have only been in the new building for 31 months, Mary spent years preparing for a new facility—long, long before Irene could even be classified as a tropical disturbance. She and the commissioners of the library had a vision of what the library could be if the chance to do something big ever presented itself. When the community was devastated by T.S. Irene, the chance presented itself. Mary helped marshal the Friends of the Library and other supporters of the library and the community as a whole and her work helped us get to where we are today. All members of the staff wish Mary the very best and hope for her a long and enjoyable retirement filled with family and activities that excite and engage her.

The Library Commissioners have begun the search process for a new library director and expect to have one on-board prior to Mary's exit.

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. Now that EFUD has replaced the village, the boards need to get back to this task
- **Budget Preparation/Execution—**2018 budget well underway. I have endeavored to produce monthly or quarterly reports as necessary. Budget reports thru June will be prepared by the end of July. The select board has asked that I start drafting the 2019 soon, incorporating known spending needs and estimating costs. There is a concern that the municipal tax rate will have to increase significantly to accommodate a full year of the police contract, increased infrastructure spending and possibly some costs for WASI

End of Report

No. M-19. An act relating to approval of the adoption of the charter of the Edward Farrar Utility District and the merger of the Village of Waterbury into the District.

(H.716)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. CHARTER ADOPTION AND REPEAL AND MERGER

APPROVAL

The General Assembly approves the adoption of the Edward Farrar Utility District charter, the repeal of the Village of Waterbury charter, and the merger of the Village into the District, as set forth in this act. The voters approved these charters' adoption and repeal and the merger on June 20, 2017.

Sec. 2. 24 App. V.S.A. Part VII is redesignated to read:

PART VII. ~~WATER~~ UTILITY DISTRICTS

Sec. 3. 24 App. V.S.A. chapter 705 is added to read:

CHAPTER 705. EDWARD FARRAR UTILITY DISTRICT

§ 1. ESTABLISHMENT

There is hereby established a body politic and corporate known as the Edward Farrar Utility District (District) whose inhabitants shall be those of the Village of Waterbury.

§ 2. PURPOSE

The District is established for the purpose of providing water and sewer services as provided by 24 V.S.A. chapters 89 (waterworks), 97 (sewage system), and 101 (sewage disposal system); and holding, maintaining, and

administering any property, assets, and liabilities that it shall acquire from the Village of Waterbury.

§ 3. BOUNDARIES

The boundaries of the District are coextensive with the current boundaries of the Village of Waterbury.

§ 4. VOTERS; GRAND LIST

(a) Voters. The checklist of legal voters of the Town of Waterbury residing within the District shall be the checklist of legal voters of the District.

(b) Grand list. The grand list of the District shall be the grand list of the Town of Waterbury property within the District.

§ 5. BOARD OF UTILITY COMMISSIONERS

(a) The legislative body of the District shall be the Board of Utility Commissioners consisting of five persons.

(b) Commissioners shall be elected by Australian ballot from among the legal voters of the District.

(c) Commissioners' terms shall be staggered and commence upon election, and the length of Commissioners' terms shall be as follows:

(1) three Commissioners shall serve a term of three years; and

(2) two Commissioners shall serve a term of one year.

§ 6. POWERS

(a) The District shall have the power and authority to:

(1) own, operate, maintain, improve, and extend:

(A) public water supply systems as provided by 24 V.S.A. chapter 89; and

(B) sewerage collection, treatment, and disposal systems as provided by 24 V.S.A. chapters 97 and 101;

(2) establish rates, charges, and fees for water service pursuant to 24 V.S.A. chapter 89, and for sewer service pursuant to 24 V.S.A. chapters 97 and 101.

(3) levy taxes upon its grand list and impose such assessments as allowed by law for any purpose for which it is authorized under this charter;

(4) hold, manage, purchase, and sell real estate, deposits, accounts, contract rights, investments, reserve funds, loan funds, and loan programs as it shall acquire from the Village of Waterbury or may otherwise acquire; and

(5) incur debt in the manner provided by general law for the purposes authorized under this charter.

(b) Extraterritorial water and sewer service may be provided under such terms as the Board of Utility Commissioners deems advisable.

§ 7. DISTRICT OFFICERS

(a) At the discretion of the Board of Utility Commissioners, the District may engage and employ a manager and such additional personnel as it deems necessary.

(b) The Board of Utility Commissioners shall appoint a district clerk and district treasurer, who shall serve at the pleasure of the Board.

§ 8. ANNUAL MEETING

(a) Until changed in the manner provided by general law, the annual meeting of the District shall be held on the second Wednesday of May, commencing on May 8, 2019. The annual and special meetings shall be warned in the same manner as for annual and special town meetings.

(b) Unless provided for otherwise by vote of the District, the general laws of the State shall control in all matters relating to the call, notice, and conduct of annual and special District meetings.

(c) The Board of Civil Authority shall be the Board of Utility Commissioners, the District Clerk, and the Town of Waterbury justices of the peace residing within the District, all of whom shall constitute election officials for all District purposes.

Sec. 4. MERGER OF THE VILLAGE OF WATERBURY INTO THE
EDWARD FARRAR UTILITY DISTRICT; TRANSITIONAL
PROVISIONS

(a) On July 1, 2018, the Village of Waterbury (Village) shall merge into the Edward Farrar Utility District (District) and the Village shall cease to exist as provided in this act. On this date:

(1) Village tangible and intangible assets and liabilities of every type, nature, description, and location shall become the assets and liabilities of the District.

(2) Village ordinances, regulations, and bylaws shall be deemed to be repealed and shall no longer be operative, except those enactments relating to the ownership, management, and control of its public water supply and sewage systems.

(3) Village personnel and employees, except Police Department employees, shall become employees of the District, together with such vested rights, benefits, and entitlements as may then exist.

(4) Except as otherwise provided in this act, all Village departments, franchises, enterprises, and regulatory exercises shall cease.

(b)(1) The initial Board of Utility Commissioners shall be constituted by three incumbent Village Water and Sewer Commissioners and two incumbent Village Trustees on July 1, 2018.

(2) The incumbent Village Water and Sewer Commissioners shall serve for the remainder of their respective staggered three-year terms and until the Utility District's annual meeting of the year in which that term expires. Upon the expiration of a respective term, an election shall be held to fill the office for a three-year term.

(3) The incumbent Village Trustees shall serve until the Utility District's annual meeting in the year 2019, at which time an election shall be held to fill each office for a one-year term.

Sec. 5. REPEAL

24 App. V.S.A. chapter 283 (Village of Waterbury charter) is repealed.

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