

Edward Farrar Utility District
Wednesday September 12, 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, B. Woodruff PWD, K. King, A. Tuscany, P. Krolczyk Staff; Members of the Public D. & A. Einhorn, A. Imhoff, T. Sweet, D. Sweet, D. DiDomenico, D. Cassidy, R. & P. Holibaugh, J. Larkin, A. Johnson, and 4 unknown

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

Approve Agenda: W. Shepeluk requested time on the agenda to discuss UDAG loans and Potable water. This has been placed at the end of the meeting agenda following the review of Monthly Reports.

Public: No public comment

Hunger Mountain Forestry: T. Sweet, co-owner of Hunger Mountain Forestry spoke to the Commissioners regarding the history of the Districts property known as "The Water Works" approximately 600 acres of land located in Stowe/Town of Waterbury. The parcel has been enrolled in the State of Vermont Use Value Appraisal program for years and the Management plan is up for renewal no later than April 1, 2019. The Management Plan update requires a complete inventory of the property. The Management Plan will take into consideration public use of the parcel including hiking, cross country skiing and mountain biking. The primary use of the parcel remains its enhancement of the water resource for the District. The estimated cost to complete the needed work is \$5,000 based on 3 weeks of inventory, data entry and management planning. **R. Finucane made a motion to authorize Manager W. Shepeluk to negotiate a memorandum of understanding with Hunger Mountain Forestry and proceed with the needed work. C. Parks seconded the motion; a vote was held and passed unanimously.**

Fats, Oils & Grease (FOG) Ordinance: P. Flanders asked P. Krolczyk if he has the language he would like adopted as policy on FOG outside of the revised Sewer Ordinance. P. Krolczyk stated there are substantial costs as a result of clogs and clean up. P. Krolczyk and staff have made an effort to visit all restaurants and other food prep locations on the system and evaluate their practices to lessen the FOG burden on the system; most times the oil and grease separators in the kitchens are undersized. P. Krolczyk's immediate need is to have business owners install sampling points prior to the dishwashers so he and his staff can determine specifically where the FOG is being generated. This requirement is already stated in the District sewer ordinance. By consensus the Commissioners agree to enforce the current ordinance by directing facilities to comply and install sampling points. W. Shepeluk and staff will draft a letter to business owners requiring sample points be installed.

Consider Attorney response letter for Waterbury Commons: W. Shepeluk recommended the Commissioners enter into Executive Session to discuss. **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. C. Parks 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, A. Tuscany, B. Woodruff and K. King join the executive session. C. Parks seconded the motion; a vote was passed unanimously.

Commissioners and invited guests entered Executive Session at 5:45

Commissioners and invited guests returned from Executive Session at 6:42 having taken no action.

P. Flanders informed the members of the public that the Commissioners have instructed W. Shepeluk to draft a letter to the developer of Waterbury Commons stating the following:

1. EFUD does not intend to revoke the wastewater allocation
2. EFUD will accept the Wastewater infrastructure when it meets reasonable quality standards
3. EFUD rejects the claim that a State Approval equals EFUD approval of quality standards
4. EFUD would be pleased to negotiate with the developer further to ensure the sewer system meets reasonable standards.

This letter will be drafted in time for a special meeting to be held Monday September 17, 2018, at 4:30pm in the Steele Community Room.

D. Einhorn asked the Commissioners if they intend to list a time frame to comply, P. Flanders said not at this time. D. Einhorn expressed this issue has been discussed for 3 ½ years now and the developer has not complied with previous requests for testing. He worries the same will be true when this request is made. R. Finucane stated the Commissioners are acting on the advice of an attorney to request the developer comply with their request.

Possible RFP for 51 South Main Street: P. Flanders recommends the Commissioners consider postponing an RFP until after the Main Street reconstruction project completion. Discussion followed regarding the existing structure with members of the Commission asking if it should be demolished to make room for additional parking during Main Street reconstruction. P. Flanders stated the permit to demolish the building has now expired. J. Larkin, Chair of WADC stated they would like to see the Commissioners take action to demolish the building as the voters previously authorized. **N. Sherman made a motion to direct W. Shepeluk, Manager to apply for a permit to demolish the building at 51 South Main Street. L. Sayah seconded the motion; a vote was held and passed unanimously.**

R. Finucane made a motion directing W. Shepeluk, Manager to send a thank you card to TDBank mentioning Sarina Garcia and Peter Turley for their services and thanking them for allowing the patrons of downtown Waterbury to utilize their private parking lot for many years. N. Sherman seconded the motion; a vote was held and passed unanimously.

By consensus the Commissioners would like W. Shepeluk and P. Flanders to meet with the prospective new owner of 14 South Main Street to introduce themselves and express the Commissioners interest in maintaining a vital downtown. N. Sherman suggests a member of the Select Board also attend.

Annual Audit Proposal: William Yacavoni, previously Town/Village Auditor, will no longer be able to perform the task for a number of reasons. W. Shepeluk sent requests for proposals to three firms only one of which responded. **R. Finucane made a motion authorizing W. Shepeluk to enter into an agreement with Sullivan & Powers to perform the 2017 Audit at a cost of \$20,000. N. Sherman seconded the motion; a vote was held and passed unanimously.**

BOD Study, Sewer Extension Feasibly, Water Loss Calculations: A. Tuscany confirmed higher than usual BOD is being experienced, however the Wastewater Department has been unable to identify the source(s). They are working to obtain new sampling equipment to assist. Once the source(s) is/are identified, they will work with property owners to rectify.

A. Tuscany has drafted a memo to W. Shepeluk and B. Woodruff identifying areas of sewer extension.

1. Russell Land on Blush Hill
2. Kelly Land on Lincoln Street
3. Woodruff Land on East Street / Perry Hill

The Planning Commissioners have expressed that they do not favor expansion up Route 100 due to possible traffic issues. C. Parks asked about decentralized treatment which is an option.

Water Loss – See Public Works Monthly Report

Elm Street Engineering Inspection: This will be performed by A. Tuscany

Dog Park: N. Sherman made a motion to designate Whitney Brownie as Manager and Zarin Bandelier as Assistant Manager of Waterbury Unleashed. L. Sayah seconded the motion; a vote was held and passed unanimously.

Solar Field Contract: W. Shepeluk stated the contract negotiations are ongoing; true-ups are being ironed out. A detailed discussion was postponed until a future meeting.

Monthly Reports: Estimated cost to repair the Wastewater plant following a flood caused by a water hammer - \$25,000 (insurable act) (Later determined to be closer to \$15,000)

Future Discussion: Commissioners would like P. Krolczyk and S. Guyette to attend a future meeting and go over operations of their respective plants for the Commissioners. Other future topics include meeting with the Conservation Committee and discussing Ben & Jerry's rates as it pertains to Phosphorus.

UDAG & Potable Water: N. Grenier owner of Stowe Street Café borrowed monies from the UDAG fund. The contract states the interest rate should be reviewed at this time. W. Shepeluk recommends leaving the interest rate unchanged. No action was taken.

G. Dillon, Chief of the Fire Department contacted W. Shepeluk regarding a party interested in purchasing potable water to be delivered by a Fire Tanker. W. Shepeluk advised EFUD is not in the business of delivering potable water.


Minutes: R. Finucane made a motion to approve the minutes of Aug 2nd & Sept 4th, 2018; C. Parks seconded the motion; a vote was held and passed unanimously.

R. Finucane made a motion to adjourn the meeting at 8:23pm; P. Flanders seconded the motion; a vote was held and passed unanimously.

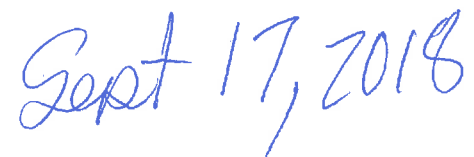
Next scheduled meeting Monday September 17, 2018, at 4:30pm in the Steele Community Room.
Respectfully submitted,

Karen King, Secretary

Approved:



Date:



**Edward Farrar Utility District
Commissioners Meeting**

Wednesday September 12, 2018
4:30 pm at Steele Community Room
28 North Main St
Waterbury VT

Agenda

- 4:30 pm Approve Agenda
- 4:30 pm Public
- 4:35 pm Discuss Forestry Management Plan Recommendations - Hunger Mountain Forestry
- 4:50 pm Recommendations on FOGs for ordinance – P. Krolczyk
- 5:00 pm Consider response to Attorney letter on Waterbury Commons Sewer
- 5:25 pm Discussion on possible RFP for 51 South Main Street property
- 5:45 pm Discuss Annual Financial Audit proposal. Manager
- 6:00 pm Status Reports on BOD Study, Sewer Extension Feasibility Study, Recent water loss calculations
- 6:35 pm Consider engineering inspection for Elm Street Sewers
- 6:45 pm Update on Dog Park oversight. Natalie and Manager
- 6:55 pm Solar Field contract revisions
- 7:05 pm Department Monthly Reports
- 7:15 pm Issues for future discussion
- 7:20 pm Minutes
- 7:25 pm Adjourn

Public Works Report

Waterbury, Vermont
Summer 2018

Water Update...

- Meet with Hallam ICS on communication with Micro Turbine
- Main Street soils discussions with VTrans and ATC
- Discussions with Fuss and O'Neill with regards to piping changes and path forward on Turbine
- Water/ Sewer utility locations for proposed Colbyville Sidewalk
- Cover weekend rounds at WTP

Sewer Update

- Elm Street Sewer meetings with contractor
- Meet with Tom Priebe regarding sewer line in Colbyville again.
- Sewer problems eye doctor at Amasa Pride House
- Respond to flooding of Comag building
- Meet with WWTP and WTP staff on cross training plans and staffing

Other works...

Micro Hydro: System is up and running still working out glitches

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 and petroleum soils. Working on clarifying language for special provisions

Route 100: Working on cabinet shop sewer pricing. How much do you want to help the owner.

Lean. Attend meetings on efficiency during disaster response

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

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 4th Quarter 2017 20% Non-revenue water

2nd Quarter 2018 22% Non-revenue water

How the Non-Revenue Water number is determined for this report.

1. Water Production is a total of the daily readings from the master production flow meter located in the pit just downstream of the clearwell and before any customers. This number is recorded by the SCADA system at midnight every day and totaled and imported to a spreadsheet that is used as the monthly operations report. This number reads in gallons and represents the amount of water that has left the plant and travelled into the distribution system. The numbers for this past quarter are as follows:

May	8,209,117 gallons
June	9,240,286 gallons
July	9,360,077 gallons

TOTAL PRODUCTION FOR THE QUARTER 26,809,480 GALLONS

PRODUCTION CONVERSION TO CUFT 26,809,480 gallons /7.48 gallons in 1 cuft = 3,584,155 cuft

2. The billing clerk provides the data for how much water we have billed out through metering. Each quarter Karen will provide a " Rates Billed Report" to me that covers all customers including DMFD. This report totals the meters for various sub groups (Town/ Village). The data for the previous quarter is as follows:

Village Water	2,419,786	cuft
Town Water	456,189	cuft
DMFD Water	238,268.19	cuft

TOTAL BILLED FOR THE QUARTER 3,114,243.19 CUFT

3. Non- Revenue water is then calculated in the following manner:

Total Production (3,584,155cuft) - Total Billed (3,114,243.19cuft) = 469,912 cuft

Total Production (3,584,155 cuft)

Percent Non- Revenue Water 13 % I did not factor in unmetered accounts or flushing and other known non-metered usages.

MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received or pending in September:

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

Additional notes

Water / Sewer bills were mailed on August 20th, collections are ongoing.

Shut off's were performed in August causing the collection of all the delinquent payers. All parties' connections have been restored and back balances paid.

Wastewater Progress Report

September 10, 2018

- **Process:**

- CoMag Building Process floor flooded Friday, 8/31, when 4 inch supply water line failed due to a probable water hammer from a nearby hydrant during a fire at Little River. Six ft. of water pumped out. All electrical pump motors, disconnect switches, components needed replacing. Necessary repairs to begin process were completed Friday, 9/7. Remaining repairs and improvements will be done in the next few weeks. Pictures were taken for the insurance claim.
- CoMag process was bypassed for 3 days, meeting BOD and TSS permit limits, but not phosphorus. Notified DEC, will run addition TP tests throughout the month to meet monthly permit 0.8 mg/L limit.
- Alec and Pete also working on Land Application Permit for corn fields, which expires 12/31/2018. Hope to submit by October 1, 2018.
- Flow totals for August are:
 - Influent: 5.05 MG, average 0.163 MGD
 - Effluent: 4.82 MG; process ran 11 days/month; avg. 0.321 MGD
 - Precipitation: 3.13 inches

- **Collection System:**

- Grandview Catch Basin and Sewer Manhole work completed
- Alec continues work on Sewer Ordinance
- Organic loading and testing in system hopefully to begin in October. The new ISCO sampler has been purchased and is on site.

- **Personnel**

- Pete Krolczyk back to working full schedule
- Matt Hunt finished wastewater course and will sit for 2D wastewater exam.

- **2018 Projects:**

- Organic Capacity Study, Phase II to increase BOD capacity from 170 lbs./day
- 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

(bi)MONTHLY Report July / August 2018

Items of Interest

Meter Reading

Hydrant Flushing

Tour for Summer Campers

Curbstop Repairs / Replacements (Butler St, Moody Ct, Intervale Ave

Valve Box Repairs / Replacements (Wissell Mountain, Duxbury)

Tap-ons (Stowe St, Rt 100)

Cut / Cap Old Line (Guptil Rd)

Locate Main Line for Traffic Light Pole Installation (Blush Hill x Stowe St x Rt 100 Intersection)

New Peristaltic CL2 pump at Plant

System Cleanout (Dams, Doghouse, Old Filter Building)

Brush Hogging

Pool

Well Water Usage (Dry Conditions)

Adam (Summer Help) Finished for the Season

Chemical Deliveries

Chlorine

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

Water Sources Used

All Surface Sources

Well 1

Sweet Wells

July Flow Data

High Day
7/18/18

Low Day
7/7/18

Average Day

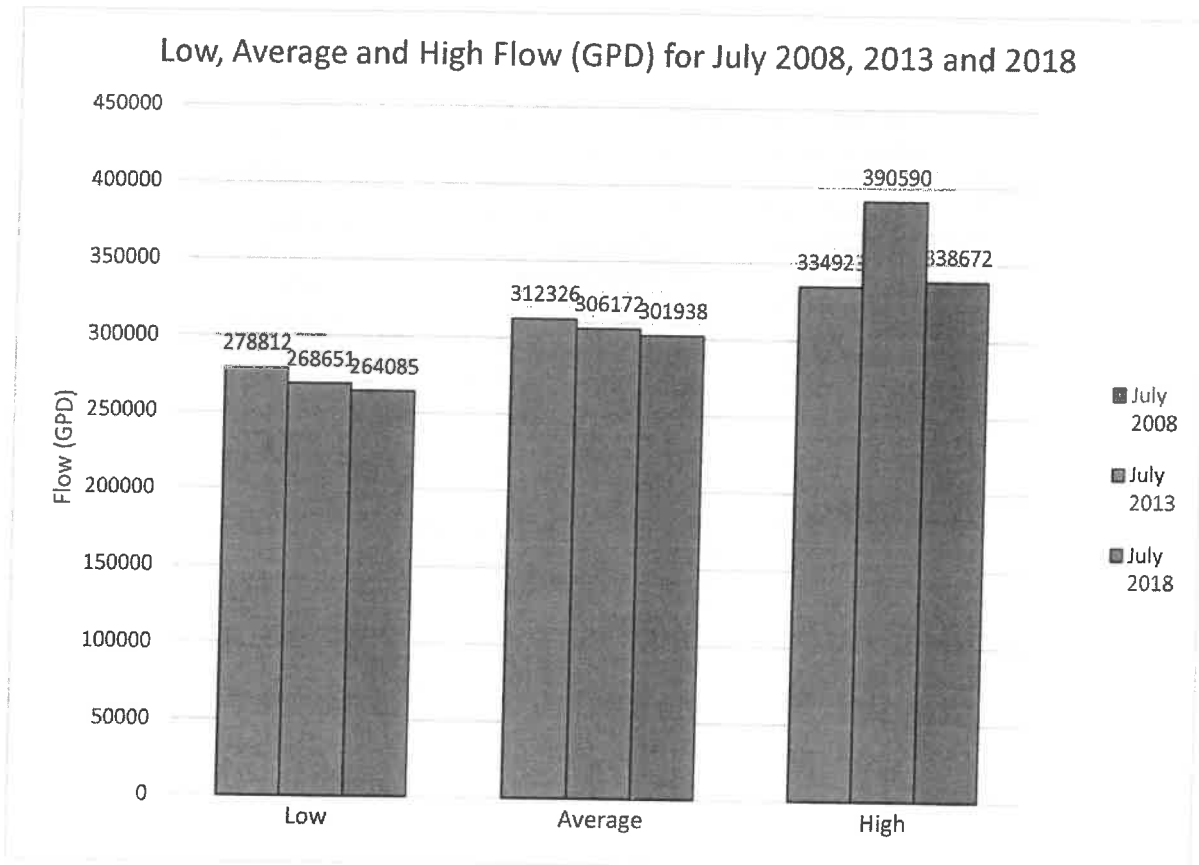
Peak
7/2/18

390590 gal

264085 gal

301938 gal

569 GPM



Notes:

- Data collected from electronic records dating back to 2008

August Flow Data

High Day
8/1/18

Low Day
8/5/18

Average Day

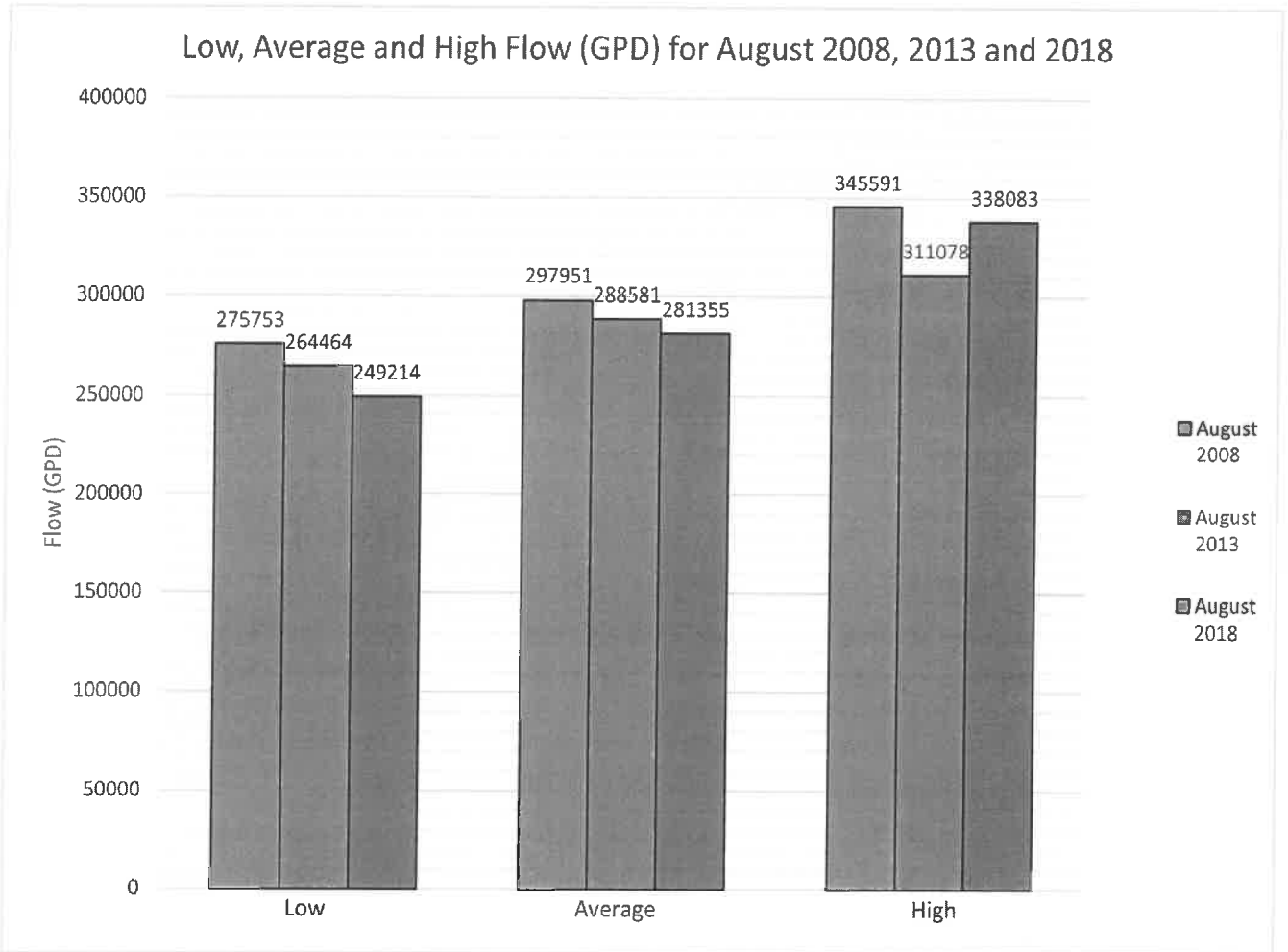
Peak
8/8/18

338038 gal

249214 gal

281355 gal

778 GPM



Notes:

- Data collected from electronic records dating back to 2008

Summary:

We completed Summer meter reading in July. This went smoothly, actually finishing up more quickly than usual.

We have begun hydrant flushing for the summer. While we still have more to do, we have so far flushed hydrants near the plant in the Center, as well as at the end of the system (near Crossett Brook and SunCommon) to move water to those 'slower' zones in the system.

Along with several other municipal departments, we had the opportunity to give a tour to around 60 summer campers this summer. This was a great experience both for us and for the kids. We told them about the water system and why clean drinking water is important, and showed them the water plant. They seemed to really enjoy learning about what we do here and we look forward to hopefully continuing these tours with camps and schools in the future.

There have been multiple curbstops which required repairs to varying degrees. Several of these were discovered in August during the Butler Street sidewalk replacement project. Others included curbstops on Intervale Avenue and Moody Court. The repairs ranged from replacing caps to excavating and replacing the entire curbstop apparatus.

During the course of the repaving project on Wissell Mountain, we had the opportunity to repair three valve boxes which needed work. We replaced damage top pieces and brought them to the proper level on the road now that it has been repaved.

We oversaw two new connections to the water system this summer as well. The first was on the Sisler apartment building under construction on Stowe Street. This tap on went without issue. The second was the Hookers Furniture complex on Rt. 100. The tap itself went smoothly on this, however they did encounter issues with the fitting at the curbstop slipping off. As a result, they had to re-excavate and repair the fitting. It now appears to be in good working order.

As part of the Rt. 100 reconstruction project, new traffic lights are being placed at the intersection of Stowe St/Blush Hill/Rt. 100. The footprint of the poles being placed are 3ft diameter, and 9ft deep. Unfortunately, the placement calls for them to be extremely close to the water main. As a result, we worked closely with the company doing the installation to ensure they are aware of the main, and the placement of the pole should be clear.

During a culvert replacement project, the highway department located an old, out of service water line on Guptil Rd. We cut and capped the line at the excavation site.

Due to slight issues with air locking on the chlorine pumps at the plant, we replaced one of them with a peristaltic pump. We have been thoroughly impressed with this pump, it hasn't airlocked once since installation, and has done a great job properly dosing CL2 into the filter. We hope to replace the other CL2 pump with a peristaltic as well.

We performed a cleanout of the whole collection system in early August. This included the dams and screens, doghouse and old filter building. While there was not much debris built up in any, it's always nice to get them fully cleaned out.

As we get into late summer, we've also begun brush hogging. So far, we've done some of the trails behind the plant, and fields on Barnes Hill Rd below the waterworks. We will complete this work as fall progresses.

The end of summer also saw the end of pool season. This year went smoothly, and we were able to effectively plan chlorine use so that there is not much left over which will go to waste. A priority for next year will be coordinating more effectively with the lifeguards at the pool to optimize chlorine dosing, especially overnight.

We have had to use wells (Sweet Wells and Well 1) fairly heavily at the end of summer. This is just due to dry conditions having reduced available water supply from the surface water streams. The wells have run very smoothly, and we will go back to exclusively surface water as soon as the supply allows it.

Adam Lamson, who was our summer helper, finished up in mid-August. As he has in past years, Adam did a great job for us, and his work was much appreciated.

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 July/August for 307 hours at ~210gpm, for a total flow of ~3,868,200gallons. The Sweet Wells were used for 308 hours on 19 days in July/August at ~214gpm for a total estimated flow of ~3,951,394 gallons.