

Edward Farrar Utility District
Commissioners Meeting
December 12, 2018
4:30 P.M.

Present: P.H. Flanders, N. Sherman, R. Finucane, L. Sayah, C. Parks, Commissioners; W. Woodruff, Public Works Director; W. Shepeluk, Municipal Manager

Members of the Public Present: D. Cassidy, R. & P. Holibaugh, D. Rye, N. & L. Nikolaides, T. Dacek, S. Dunn, D. DiDomenico, E. Law, H. Dugan, Residences of Waterbury Commons Development; M. Drutman, Craft Beer Cellar; J. O'Gorham Waterbury Record

Chairperson Flanders called the meeting to order at 4:31 p.m.

R. Finucane moved to approve the agenda. C. Parks seconded the motion, but asked to include a report about the bid opening for the Main Street project to the agenda. The board voted unanimously to approve the agenda.

The commissioners took up the topic of the demolition of 51 S. Main Street. The manager and P.H. Flanders reported the Crothers Environmental was ready to begin the removal of asbestos and other hazardous material from the building. The cost proposed was \$6,000. The manager recommended agreeing to a new proposal from Deconstruction Works for the salvaging and demolition of the building. After some negotiation the contractor proposed a cost of \$36,300 for the salvage and removal of the building plus the cost of removing debris that cannot be salvaged. The estimate for that is \$4,500, but the contractor agreed to pass that fee along at cost, rather than add a 10% markup. **R. Finucane made a motion to agree to the proposal and directed the manager to sign the contract when it was in final form. C. Parks seconded the motion and it was approved unanimously.**

M. Drutman, co-owner of the Beer Cellar, located on Elm Street appeared to share observations and concerns about the construction of the new sewer main that has been on-going on Elm Street since mid-October. He told the commissioners that his business has been down in general in 2018, a decrease of about 3.7% from January thru October 22nd. From October 23rd through today's date, he estimates that business is down 36% compared with the same time period last year. He stated that communication from the utility district could have been better and that the contractor's employee's had been sometimes rude and inconsiderate, especially when the employees took up on-street parking spaces in front of the store for long periods of time. He expressed hope that the district and the town would take his comments into consideration in order to "do a better job for businesses" when the Main Street project starts next year. The commissioners asked several questions and expressed a desire to improve the situation going forward. No specific actions were taken.

D. Rye and L. Nikolaides, both residents of Waterbury Commons, spoke about a petition that had circulated and that was sent by e-mail to the commissioners concerning the desire of the residents of that development to have the sewer lines in the development flushed by the EFUD. There was a cordial discussion between the commissioners, staff and the many residents in attendance, all aimed at resolving the situation concerning the sewer mains that have not been accepted as public sewers by the commissioners because it has not been built to standards that satisfy the commissioners. E. Law,

another resident of Waterbury Commons said the developer, P. Arnot, stated "if the district flushes the line, I'll do the mandrel test". The manager stated that the district is working toward that end result. He stated that he would recommend the "pad" to allow a solid, stable standing place for the flushing/vactor truck would have to be built first and the owner would have to "hold the district harmless for potential damage to the main during flushing. The residents indicted their understanding of these conditions. **P.H. Flanders asked if perhaps the commissioners would allow R. Finucane and himself to meet with the manager and public works staff and perhaps an attorney to try to find a potential solution that would be brought back to the commission before any further discussions would be held with P. Arnot. The commissioners, by consensus, agreed to Flanders' suggestion.**

W. Shepeluk presented amendments to existing policies and codes that must be adopted to comply with the provisions of the Vermont Community Development Program. These updated policies need to be in place if EFUD is to be considered for Community Development Block Grants that are available through the state. **Upon a motion duly made and seconded (Finucane/Sherman), the commissioners approved, without dissent, the Form MP-1 Municipal Policies and Codes as recommended.**

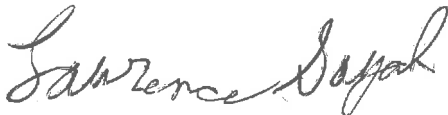
The manager recommended the commissioners approve two one-year notes issued to People's United Bank. Both notes carry an interest rate of 3.1%. The sewer department note is for \$28,000 and the water department note is for \$29,800. Both mature on December 6, 2019. **R. Finucane made a motion to approve both notes on the terms stated. C. Parks seconded the motion. The vote was 5-0 in favor of the motion.**

R. Finucane moved to approve the minutes of the meeting held on November 14, 2018. C. Parks seconded. The motion was approve unanimously.

P.H. Flanders thanked the other commissioners for participating in the "gift giving" for some of the children at Thatcher Brook Primary School. Two children, a girl and a boy, received the gifts from the commissioners.

L. Sayah made a motion to adjourn and it was seconded by N. Sherman. The vote was unanimous and the meeting ended at 6:43.

Approved:



Date: 1-11-19

**Edward Farrar Utility District
Commissioners Meeting**

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

Agenda

- 4:30 pm Opening
- 4:30 pm Consider any modifications to agenda.
- 4:31 pm Public
- 4:36 pm Update on contract for removal of building at 51 South main Street.
- 4:45 pm Concerns for lost business at Beer Cellar from sewer construction on Elm Street.
- 5:00 pm David Rye - Waterbury Commons home owners concerns for maintenance of sewer lines.
- 5:25 pm Consider adoption of Municipal Policies & Codes (MP-1) for the EFUD
- 5:35 pm Consider Capital Improvement note renewals
- 5:45 pm Budget Items necessary for 2019 Fiscal Year Town Budget.
- 5:55 pm Response to information in recent Utility billing.
- 6:05 pm Department Monthly Reports.
- 6:15 pm Minutes
- 6:20 pm Adjourn

December 10, 2018

Mr. Skip Flanders
Edward Farrar Utility District Commissioner

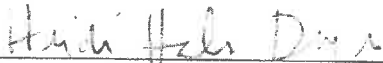
cc: Bill Shepeluk, Bob Finucane, Cynthia Parks, Lawrence Sayah, Natalie Sherman,
Paul Arnot

Dear Skip,

As ratepayers and residents of the District residing in the Waterbury Commons neighborhood, we are respectfully requesting that the District flush and vacuum the development's sewer mains on a regular periodic basis, as it normally would for similarly sized and utilized lines. We pay quarterly bills to the District at the same rates paid by residents who are connected to similar lines but which are otherwise owned, operated and maintained by the District. We therefore believe that our payments to the District are more than adequate to cover the limited costs of flushing and vacuuming.

We recognize that the District remains concerned about the condition of the sewer mains at the development and has made multiple requests to the developer to address items before the District will take ownership of those mains. As ratepayers, we appreciate the District's diligence. This development project was proposed, permitted and marketed as having municipally owned sewer mains. The benefit of having municipal sewer (and water) mains and service was a material and significant factor for most, if not all, of us who purchased homes here. Presently, we don't have that. Periodic flushing and vacuuming of the mains by the District would at least relieve some of our concerns over blockages and backups while the District continues its efforts to have the developer address outstanding infrastructure issues.

Respectfully,



Matt and Heidi Dugan
70 Tyler Ridge Rd.



Aaron and Lauren Johnson
77 Tyler Ridge Rd.



Sarah Durn and David DiDomenico
90 Tyler Ridge Rd

Nicole Chemi
Nicole Chemi and Joe Finnerty
93 Tyler Ridge Rd.

Dennis O. Cassidy
Dennis and Rosemarie Cassidy
104 Tyler Ridge Rd.

Lucie Roy
Lucie Roy and Martin Cauchon
109 Tyler Ridge Rd.

Eric Law
Eric Law and Genevieve Gagnon
130 Tyler Ridge Rd.

Julie Frailey
Julie Frailey
143 Tyler Ridge Rd.

Ralph Holibaugh
Ralph and Penny Holibaugh
146 Tyler Ridge Rd.

Don and Anne Einhorn
Don and Anne Einhorn
158 Tyler Ridge Rd.

David Rye
David Rye and Caitlin Hollister
161 Tyler Ridge Rd.

(Moving)

Adam and Ashley Brooks
Adam and Ashley Brooks
50 Carrie Lane

Wendy Sweet
Wendy Sweet and Ron Zimmerman
70 Carrie Lane

Laura and Nick Nikolaidis
Laura and Nick Nikolaidis
164 Carrie Lane

Tera and Jay Dacek
Tera and Jay Dacek
190 Carrie Lane

MONTHLY Report November 2018

Items of Interest

Elm Street Project

Ben & Jerry's Tank Filling

Meter Reading

GMWWA Fall Trade Show

Beavers at Old Plant

Chemical Deliveries

Chlorine

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

Water Sources Used

All Surface Sources

Well 1

Sweet Wells

Flow Data

High Day
11/20/18

Low Day
11/16/18

Average Day

Peak
11/16/18

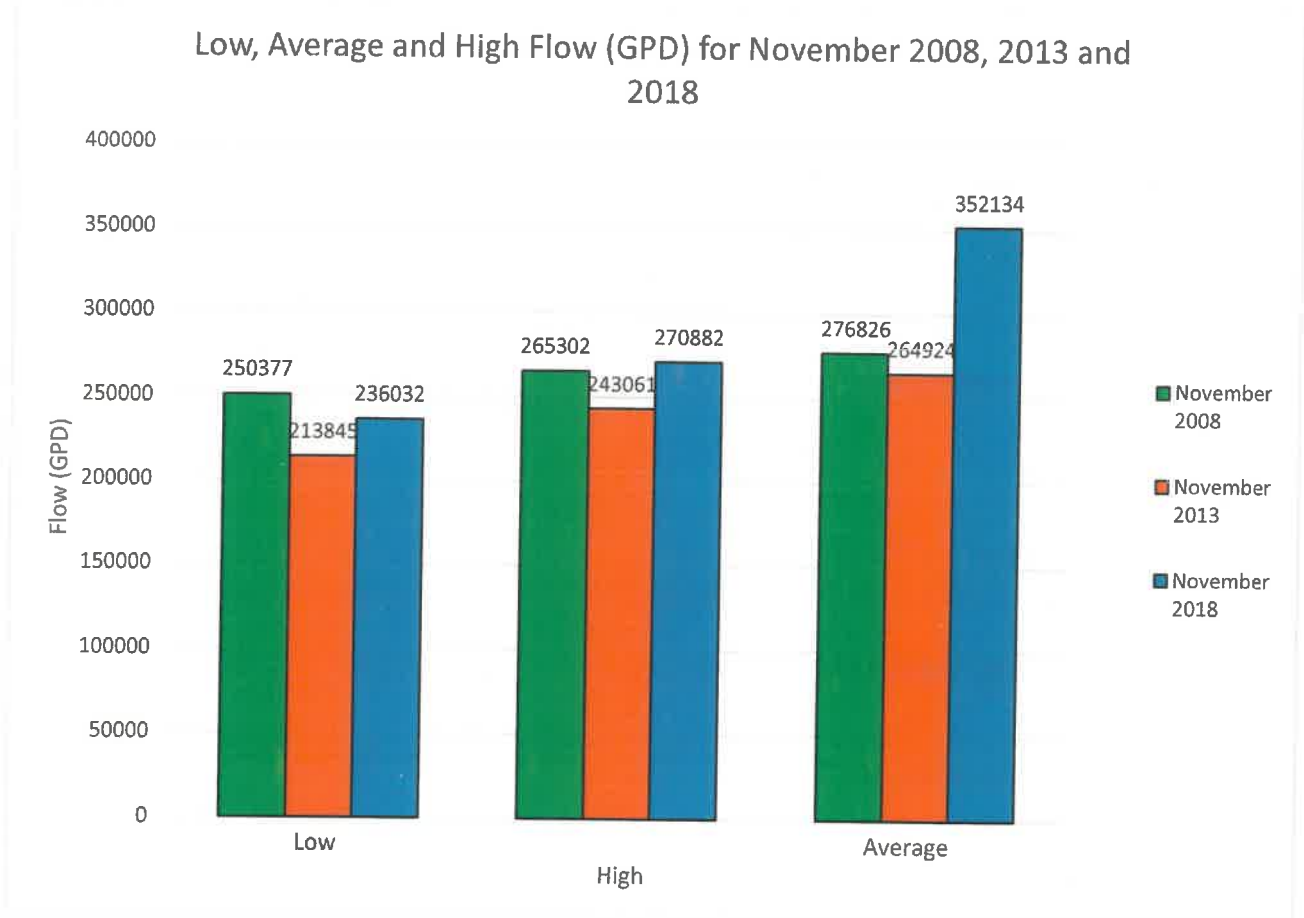
352134 gal

236032 gal

270882 gal

746 GPM

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



Notes:

- Data collected from electronic records dating back to 2008

Summary:

We started out the month of November finishing up reading meters. Everything went well and we had all readings to Karen as early as we could so that she had time to enter the readings when she was not collecting taxes. We sent out a few broken meter letters to a few customers and were able to schedule and replace a few meters. The broken meter list is getting very short and we only have a few customers that are not responding to the letters.

Matt and Scott attended the GMWWA fall trade show in Burlington. We sat in on some very productive classes and were able to talk and get a lot of information from the vendors that had their product on display.

Fire Hydrant line on Elm St. had to be moved as it was in the way of the new sewer line. Elm St main waterline had to be shut down for a few hours. All customers were told in advance and all went well.

Hydrus Control came and did our biannual maintenance on the PRV's and air cylinders on the plant filters. They installed a sensor that we provided at the Blush Hill Reservoir and now we are getting good level readings sent to us at the plant.

Ben & Jerry's fire tank was repaired and filled again this month. They were able to fill it on Thanksgiving week when they were shutdown from production, which helped prevent us from having high volume days during the refill.

With the rainy fall and cold weather coming the beavers have decided it is a good idea to plug the culverts that cross the road to the Old Filter Building on Barnes Hill. The water has not gotten close to our filter building, but we were worried about the road washing out so we have unplugged the culvert and hired a trapper to remove the beavers. He has caught four so far, but with increasingly cold temperatures will likely have to wait until spring to catch any remaining beavers, as their activity has pretty much ceased.

Matt and his wife have added two new members to the Hunt family. Twin boy and girl were born the last week of the month and Matt is now spending some quality time with the family for the next few weeks.

Well 1 was on in November for 7 days at ~210gpm, for a total flow of ~2,116,800 gallons. The Sweet Wells were used for 4 days in November at ~203gpm for a total estimated flow of ~731,697 gallons.

Attempt to reach	Account	Book	Seq	Name	Location	Meter #	Prev. Read	Comments
Letter 11/20/2018	958-0019-V	1	40	Nordle, Chris & Abajian, Michelle	19 Union Street	5777306	443110	10/31/2018 noted as broken
Letter 2/20/18	906-0009-V	1	1080	Marshall Robert & Russell Sheila	9 Moran Lane	6988158	8260	Broken meter
Letter 2/20/2018	950-0013-V	2	85	O'Brien Property Management	13 Railroad Street	54133129	133	11/5/2018 noted broken
	972-0013-V	2	380	Cubit	13 High St	173900		Broken meter
	958-0008-V	2	470	Masera	8 Leech Terrace	709074	714	Broken meter
Letter 11/20/2018	948-0054-V	2	690	Seeker, Rachel	54 Stewes Street	5908378	2237	11/5/2018 broken
	650-0255	6	470	Graves, David	255 Loomis Hill Road	GET THIS		Broken wire
Letter 11/20/2018	790-0095	6	670	Miller, Sue	95 Maple Street	08077248	147268	11/7/2018 noted as broken
	916-0135-V	8	180	Kadric, Dzehva	135 South Main Street	10A78126	656	Broken meter
Letter 11/20/2018	920-0021-V	9	1040	Mckenzie, Matthew	21 Randall Street	1078867	788	11/2018 noted as broken
Letter 11/20/2018	948-0013-V	9	280	Blue Stone	13-15 Stowe Street	59492347	5415	Broken meter
Letter 2/20/18	902-0023-V	9	620	Marshall, Jeffrey & Robert	23 Winoski Street	01172426	749	2/1 no change in meter reading
REPAIRED	200-0045-V	3	10	Best Western	Best Western Inn	08555790	26268	10/21 reading was the same. Noted as broken

MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received or pending in December 2018:

Pending Application:

Received information from the water department that Blush Hill Meadows Ten LLC was ready to hook up building #2 located at 141 Kimberly Lane

Invoiced for 2430 gallons of water \$9112.50

Invoiced for 2430 gallons of sewer \$13753.80

Invoice for 1 meter \$1,063.77

Total of invoice \$23,930.07

STILL PENDING:

Silas Power

212 Blush Hill Road

Connect to Municipal Water Service

Mr. Power's is working to get easements from Dean Salvas as well as his legal team to draft a letter stating responsibilities of the water line.

Tim Parks, 1 Lincoln Street has completed an application to increase his single family home to a two unit home. This was billed on 11/2/2018 – no payment received at this time

John Kirby, 43 Randall Street has completed an application to convert his carriage house to a one bedroom apartment. This was billed on 11/2/2018 – no payment received at this time

Zoning Administrator Dina Bookmeyr-Baker had referred two property owners to me for review:

Janet Cote, 17 East Street has completed an application to bring our records up to date. This needs to be reviewed and a letter drafted if applicable.

Zen Barn, 179 Guptil Road LLC, I have spoken to the property manager but not yet received an updated application.

Billing:

Invoices were sent along with a letter drafted by Bill on November 20th. The only inquiries I have received regarding the letter were 2 people asking who Edward Farrar is. If Skip would write a short biography detailing Edwards relationship to the water that would be great!

Progress Report

November 2018

December 10, 2018

- **Process:**

- CoMag Building Process floor flood repairs. Will submit finalized invoice total to VLCT for reimbursement for claim.
- CoMag process running well. Switched over to PAC Epic 70 with 17% ALS04 content. Dose much lower than last year by 70 ppm, yet still meeting permit TP.
- PLC4 SCADA HMI screen has been replaced by Hallam and works well
- Still troubleshooting effluent caustic pump PID issues. Switched back to A3, BW injection pump. Still cannot run pump in auto mode.
- Hallam completed survey and I/O verification of PLC4, will update existing prints
- Alec and Pete completing Land Application Permit this week.
- Flows

Influent: 6.32 MG, average 0.211 MGD

Effluent: 6.72 MG; process ran 12 days/month; avg. 0.560 MGD

Precipitation: 8.76 inches

- **Collection System:**

- Elm St. Project having some delays due to freezing with testing equipment, inclement weather, and unexpected issues. Hope to install temporary MH 54A this week and complete project prior to January 1, 2019.
- Collection System Man Hole Survey was 75% completed due to early snow. Located and recorded issues. Had P&P come in and jet some lines and remove debris in lines at Oakwood estates, North St., and River Rd Bottle Depot line.
- Alec continues work on Sewer Ordinance
- Organic loading and testing in system hopefully to begin in 2019fall.
- Awaiting FOG letter from Municipal Manager to Restaurant owners

- **Personnel**

- Continuing to work with communication and data entry problems. Need to address hiring and cross training Brad immediately, especially in light of Matt Hunt's departure.

- **2018 Projects:**

- Elm St. – 95% complete
- Land Application Permit certification submittal – 95% complete
- Organic Capacity Study, Phase II to increase BOD capacity from 170 lbs./day – not started
- MPS Grit Removal Screen Project- Obtaining Quotes for 2019 Budget
- 2018 Collection system flushing, pump station cleaning, and TV work – 80% 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

Non-Revenue Water 4th Quarter 2018

Water Production from leaving the Earl P Towne Treatment Plant:

August	8,721,117 gallons
September	8,174,208 gallons
October	9,680,665 gallons

TOTAL PRODUCTION FOR THE QUARTER 26,576,864 GALLONS

PRODUCTION CONVERSION TO CUFT 26,576,864 gallons / 7.48 gallons in 1 cuft = 3,553,056.6 cuft

Rates Billed Report Metered Usage

EFUD Water	2,378,325 cuft
Town Water	415,464 cuft
DMFD Water	230,950 cuft

TOTAL BILLED 4TH QUARTER 3,024,739.4 cuft

Non-Revenue Water

Production 3,553,056.6 cuft - Billed 3,024,739.4 cuft = 528,317.2 cuft
Production 3,553,056.6 cuft

Percent Non- Revenue 14.9%