

Edward Farrar Utility District  
Commissioners Meeting  
January 9, 2019  
4:30 P.M.

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

Members of the Public Present: J. O'Gorham Waterbury Record; A. Johnson; A. Imhoff

Chairperson Flanders called the meeting to order at 4:32 p.m.

C. Parks requested time on the agenda to discuss National Drinking Water Week. This will be added to agenda following the update of the Elm Street Sewer project. Agenda approved by consensus.

Public: no comments

Update on asbestos removal and deconstruction of building located at 51 South Main: B. Woodruff updated the commissioners the asbestos has been removed at a cost of \$6,400. Tom Shay of Deconstruction will continue to work weather permitting. 20% of the blown in insulation has been removed. Progress is slow to ensure they are able to salvage as much as possible. To date a number of items have been sold including 29 florescent lights, all the interior doors and the gable end attic windows.

Update on 2018 budget: See attachments A-F; W. Shepeluk stated the change in auditors has caused one favorable change to the tracking of fixed assets. These have now been placed in NEMRC to better visualize assets and liabilities. The depreciation schedule for water and sewer assets he believes to be 40 years. The UDAG fund has approximately \$500,000 available for loan. The tax stabilization fund came largely from the insurance money on 51 S Main. W. Shepeluk brought a calculation to the commissioners to determine EFUDs contribution to the Town for administrative support and building expenses. Attachment F illustrates the mathematics used to determine the funds. **L. Sayah made a motion to approve a payment of \$98,000 to be paid by EFUD to the Town of Waterbury for administrative fees and building expenses for 2019. C. Parks seconded the motion; a vote was held and passed unanimously.**

Update on annual audit: Four members of the Sullivan & Powers team were on site at the Municipal Office for a week and a half. The post backs for 2017 have been completed. W. Shepeluk is hopeful to receive a draft audit report for Town Meeting in March.

Update on Hubacz court case: The 2018 Supreme Court ruled the termination of Officer Hubacz's employment with the Village of Waterbury was lawful

Update on Elm Street sewer project: B. Woodruff updated the commissioners the Elm Street sewer project is nearing completion. Monday 1/14/2019 the sewer lines will be TV'd and a mandrel test will be performed. There is some cleanup work necessary in the spring when the weather clears.

National Drinking Water Week: C. Parks is interested in hosting an Open House at the water treatment plant on Saturday May 4, 2019 in recognition of National Drinking Water Week

Monthly Reports: No comments

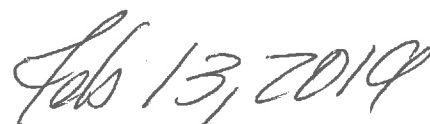
Minutes: C. Parks made a motion to approve the minutes of December 12, 2018 as written. L. Sayah seconded the motion; a vote was held and passed unanimously.

Adjourn: N. Sherman made a motion to adjourn. C. Parks seconded the motion; a vote was held and passed unanimously.

Approved:



Date:



**Edward Farrar Utility District  
Commissioners Meeting**  
Wednesday January 9, 2019  
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 and make motion to approve                |
| 4:31 pm | Public   |
| 4:36 pm | Update on asbestos removal and destruction of building at 51 South main Street |
| 4:45 pm | Update on 2018 budget  |
| 5:05 pm | Update on annual Audit   |
| 5:15 pm | Update on Hubacz court case  |
| 5:30 pm | Update on Elm Street sewer project   |
| 5:40 pm | Department Monthly Reports   |
| 5:50 pm | Minutes  |
| 5:55 pm | Adjourn  |

## MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Most of December was spent collecting payments for water & sewer invoices. We had a number of calls about the change of wording used by People's United Bank for ACH withdrawals. Two customers disputed the charge causing a return check fee, interest and penalty charges.

A refund in the amount of \$2,957.40 (\$1,407.60 from water; \$1,549.80 from sewer) was issued to Waterbury Equity Partners for the billing of Non Metered fees for the former mobile home park. This refund was calculated based on the information we had on hand regarding the removal of the 6 homes. The removal began in the fall of 2015 and was completed by the fall of 2017.

### **Applications received or pending in January 2019:**

#### **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.*

*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.*

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

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

Meter readings will begin again shortly with the next invoicing done in February due in March.

Happy New Year!

# MONTHLY Report December 2018

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## Items of Interest

- Ben and Jerrys Water Leak
- Locust Terrace Water Leak
- Beaver Dam Removal at Old Filter Building
- Culvert Repair at Old Filter Building
- Hach Fluoride Maintenance

## Chemical Deliveries

None

## Maintenance

*Regular*

Fluoride Analyzer Maintenance

Scheduled Maintenance on Post-Filter Chlorine Analyzer

## Water Sources Used

All Surface Sources Used

Sweet Field Wells

## Flow Data

### High Day

12/23/2018

331657 Gallons

### Low Day

12/25/2018

203502 Gallons

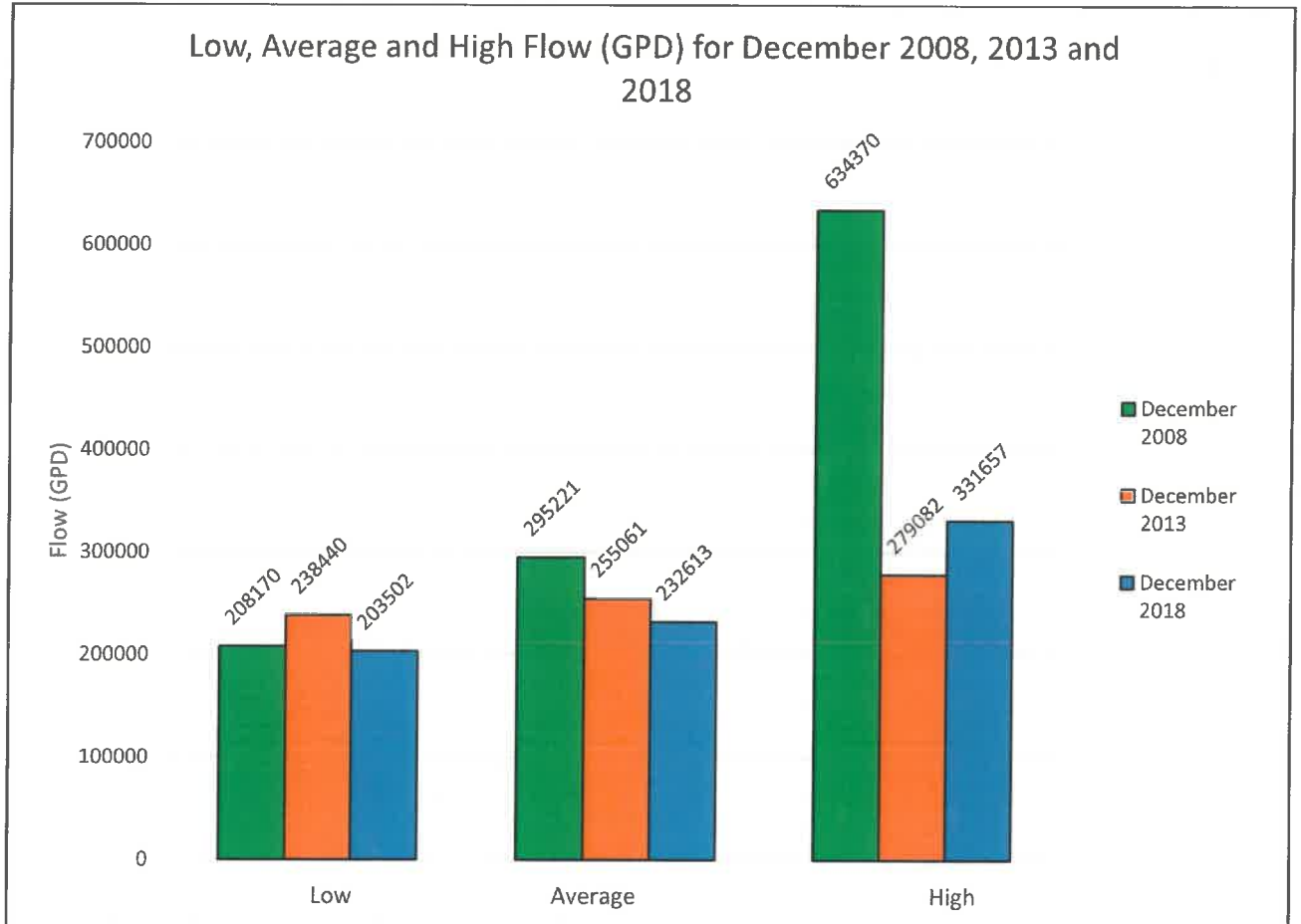
### Average Day

232612 Gallons

### Peak

12/16/2018

824 GPM



- Notes: Data collected from electronic records dating back to 2008

## Summary

The Month of December started out with a call from a local landlord reporting a basement water leak at his rental property on Locust Terrace. We were able to assist them in locating their curb stop and shutting off the water. We remained on-site while the landlords plumbing company responded to repair the issue. This worked out well for us, however, as we were able to get access to swap out the broken meter at this residence for a new one.

December brought decreased flows with the temporary shut down of Ben and Jerry's Manufacturing while they undergo maintenance projects and holiday vacations.

We had a few more minor beaver issues in December, and while finishing cleaning up the culverts and restoring proper flow to the brooks, accidentally damaged the upstream section of one culvert at the old filter building road. We were able to quickly get repairs to the culvert and headwall performed by Kingsbury, and have since had no issues with dams being rebuilt or with water flow through that section of stream.

A few days before Christmas, flows were noticeably higher; prompting a search for possible leak sites on Sunday, December 23<sup>rd</sup>. With heavy rains in the area, it was difficult to determine an exact site with any abnormal amounts of water. On the 24<sup>th</sup>, Scott was able to determine the cause of the increase in flow was from an approximately 100,000 gallon per day leak on the feed line that goes to the Ben and Jerry's fire tank. The line was able to be shut down for a couple of days over the holiday, at which point Ben and Jerry's hired a contractor to repair the broken section. There have since been no more issues. While this was an unfortunate waste of water, the good news for us was that it was an unfortunate waste of metered water that Ben and Jerry's will have to pay for.

A Hach company service technician performed regular bi-annual maintenance on our Fluoride analyzer (which is paid for by the State of Vermont for being part of their fluoridation program). This regular service both helps maintain the analyzer itself as well as the reliability of the readings we use from it. He discussed the option to buy into a service contract for our Chlorine and/or Turbidity analyzers as well. This is something we will be looking into in the future to see if it makes financial sense, as the contract includes basic service/maintenance as well as a variety of other benefits that may save money in the long-run.

Matt has been out on leave for December with his wife and newborn twins, who both arrived happy and healthy in late November. Our former summer employee, Brad Roy, has been filling in in his absence and learning some of the basic duties around the plant.

With fewer outdoor projects this time of year, it has also been a good time to catch up on housekeeping and end of the year paperwork.

Well 1 was not used during the month of December. The Sweet Well was on in December for ~3 days at ~174 GPM for a total flow of 719,460 Gallons.

# Wastewater Progress Report

December 2018

January 9, 2019

- **Process:**

- CoMag Building Process floor flood repairs. Submitted 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.
- Alec and Pete completed Land Application Permit and SMP's for Biosolids and submitted. Residuals planning a site visit, soon.
- Flows  
Influent: 5.95 MG, average 0.192 MGD  
Effluent: 6.36 MG; process ran 14 days/month; avg. 0.454 MGD  
Precipitation: 5.00 inches

- **Collection System:**

- Elm St. Project paving is complete. Mandrel testing and TV inspection to begin January 14<sup>th</sup>.
- Alec continues work on Sewer Ordinance
- Meeting with Hartigan discussing costs and fuel over charges. Will put Collection TV and flushing out to bid now
- Organic loading and testing in system hopefully to begin in 2019 fall.
- 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. – 98% complete
- Land Application Permit certification submittal – 100% 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