

Edward Farrar Utility District  
Commissioners Meeting  
July 10, 2019  
4:30 P.M.

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

Members of the Public Present: A. Imhoff, R. & P. Holibaugh, D. Einhorn, D. Rye, D. DiDomenico, N. Nikolaides, 2 unknown individuals

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

Consider Modifications to the Agenda: Agenda approved as written

Public: No comments

Consider Conflict of Interest Policy & Rules of Procedure: **R. Finucane made a motion to approve the Rules of Procedure as written. L. Sayah seconded the motion; a vote was held and passed unanimously. R. Finucane made a motion to approve the Conflict of Interest Policy as written. N. Sherman seconded the motion; a vote was held and passed unanimously.**

Short history of original Village sewer collection system including plans 1907: Commissioners enjoyed some time looking over a map that has been donated to the Waterbury Historical Society from Chuck Magnus.

Review Draft #1 of RFP for engineering study of the feasibility of possible extension of the domestic water and fire flows up Blush Hill from high pressure vault: C. Parks provided the other commissioners with a letter she drafted detailing considerations for the RFP. R. Finucane moved to pass over the discussion until the next meeting allowing W. Shepeluk, B. Woodruff and A. Tuscany to consider C. Parks notes.

Report on results of Mandrel Tests on Waterbury Commons Sewer and report on progress on resolution of the sewer issues: See memo from Alec Tuscany  
W. Shepeluk and B. Woodruff will work with developer to resolve any issues resulting from the excavation of a section of pipe.

Update on Parsons Contract for solar panels at WWTP – Certificate of Public Good: W. Shepeluk consulted with Green Mountain Power and was told EFUD cannot take two alternative power sources on the same meter. This presents an obstacle as the meter is already using alternative power from the Sweet Fields meaning that contract would have to be re-written. W. Shepeluk has a call into C. Parson's but at the time of this meeting they had not spoken.

Update on progress of correction of Inline Hydro Unit: Doug from Fuss & O'Neill has been on vacation for two weeks. B. Woodruff was assured EFUD has not been forgotten about but there is no update at this time.

Update on asbestos removal at 51 South Main Street and project schedule: The remaining roof and asbestos has been removed from the building. Tom Shea is due back this week and next to complete deconstruction.

Update on Main Street Reconstruction: Contractors are making progress faster than expected.  
From Park Row to Demeritt there are new sewer lines  
From Park Row to 104 South Main there are new water lines  
The road is open near 142 South Main  
Drainage work is being performed on Elm/Randall Streets

Audit Report 2017: W. Shepeluk presented the Commissioners with the 2017 Audit report. He hopes to have Sullivan & Powers come and speak to the Commissioners once the 2018 audit is also completed.

Consider engagement letter with Sullivan, Powers & Co. – 2018 Audit: The 2018 audit will need to be performed as the Village of Waterbury from January 1, 2018 – June 30, 2018 and the Edward Farrar Utility District from July 1, 2018 – December 31, 2018. The proposal is for a Time & Materials billing structure due to the complexity of the audit. **R. Finucane made a motion to approve the Municipal Manager to sign the engagement letter with Sullivan, Powers & Co. for the 2018 audits of the Village of Waterbury and the Edward Farrar Utility District. C. Parks seconded the motion; a vote was held and passed unanimously.**

Department Reports: no comment

August EFUD meeting – vacation schedule: Everyone is available on the scheduled day of August 14

Minutes: L. Sayah moved to approve the minutes of June 12, 2019 as written. R. Finucane seconded the motion; a vote was held and passed unanimously.

Adjourn: R. Finucane made a motion to adjourn, P. Flanders seconded the motion; a vote was held and passed unanimously. Meeting was adjourned at 6:15 pm

The next regularly scheduled meeting to be held on Wednesday August 14, 2019 at 4:30pm

*P. Flanders*  
*8/14/2019*

**Edward Farrar Utility District  
Commissioners Meeting**

Wednesday July 10, 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.
- 4:31 pm Public
- 4:36 pm Consider Conflict of Interest Policy and Rules of Procedure
- 4:41 pm Short history on original Village sewer collection system including plans 1907
- 4:53 pm Review Skips draft RFP for engineering study of the feasibility of possible extension of domestic water and fire flows up Blush Hill from the high pressure vault.
- 5:05 pm Report on results of Mandrel Tests on Waterbury Commons Sewers and report on progress on resolution of the sewer issues.
- 5:25 pm Update on Parsons contract for Solar Panels at WWTF - Certificate of Public Good
- 5:30 pm Progress report on correction of inline Hydro Unit.
- 5:35 pm Update on asbestos removal at 51 South and project schedule
- 5:40 pm Update on Main Street reconstruction.
- 5:50 pm Audit Report-2017
- 6:00 pm Consider engagement letter with Sullivan, Powers & Co. -2018 audit
- 6:05 pm Department Reports
- 6:15 pm August EFUD meeting – Vacation Schedule
- 6:20 pm Minutes
- 6:25 pm Adjourn

**EDWARD FARRAR UTILITY DISTRICT COMMISSIONERS**  
**CONFLICT OF INTEREST POLICY**

[For adoption by legislative body as a policy; applies to all public officers and employees]

**Article 1. Authority.** Under the authority granted in 24 V.S.A. § 2291(20), the Edward Farrar Utility District Commissioners hereby adopts the following policy concerning conflicts of interest.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to insure that all decisions made by municipal officials are based on the best interest of the community at large.

**Article 3. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A personal or financial interest of a public officer, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or financial interest in the outcome no greater than that of persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

B. **Emergency** means an imminent threat or peril to the public health, safety or welfare.

C. **Official act or action** means any legislative, administrative or judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.

D. **Public body** means any board, council, commission or committee of the municipality.

E. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.

F. **Public officer or public official** means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality.

G. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.

**Article 4. Disqualification.**

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A public officer shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- C. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.
- D. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.
- E. Public officers shall not use resources not available to the general public, including but not limited to District staff time, equipment, supplies, or facilities for private gain or personal purposes.

**Article 5. Disclosure.**

- A. A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the public body at a public hearing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.
- B. Nevertheless, the person or public body which appointed that public officer retains the authority to order that officer to recuse him or herself from the matter, subject to applicable law.

**Article 6. Recusal.**

- A. A public officer shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
  - 1. Any person may request that a member recuse him or herself due to a conflict of interest. Such request shall not constitute a requirement that the member recuse him or herself;
  - 2. A public officer who has recused him or herself from a proceeding shall not sit with the board, deliberate with the board, or participate in that proceeding as a board member in any capacity;
  - 3. If a previously unknown conflict is discovered, the board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
  - 4. The board may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then resume the proceeding with sufficient members present.

B. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.





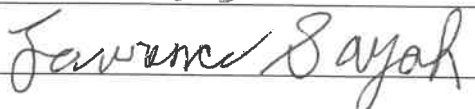
**Article 7. Enforcement; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where the conflict of interest procedures in Articles 5 and 6 have not been followed, the District Commissioners may take progressive action to discipline an offending public officer. In the discipline of a public officer, the board shall follow these steps in order:

- A. The chair shall meet informally, in private, with the public officer to discuss possible conflict of interest violation.
- B. The board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 V.S.A. § 313(4). The public officer may request that this meeting occur in public. If appropriate, the board may admonish the offending public officer in private.
- C. If the board decides that further action is warranted, the board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Upon majority vote, the board may request that the offending public officer resign from the board.
- E. In addition to any other remedies provided by law, the District Commissioners may seek injunctive relief in superior court, which may include, but not be limited to, an order to negate any vote or other action taken by the officer in the matter.

**Article 8. Exception.** The recusal provisions of Article 6 shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

**Article 9. Effective Date.** This policy shall become effective immediately upon its adoption by the District Commissioners.

Signatures:

  
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\_\_\_\_\_  
  
\_\_\_\_\_

Edward Farrar Utility District Commissioners

Date: July 10, 2019

## **EDWARD FARRAR UTILITY DISTRICT RULES OF PROCEDURE**

- A. PURPOSE.** The Commissioners of the Edward Farrar Utility District are required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Edward Farrar Utility District must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Commissioners so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the board. 1 V.S.A. § 312(h).
- B. APPLICATION.** This policy setting forth rules of procedure for Utility District meetings shall apply to all regular, special, and emergency meetings of the Utility District.
- C. PROCEDURES.**
1. The chair of the Utility District, or in the chair's absence, the vice-chair, shall chair all meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
  2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
  3. A majority of the members of the Commissioners shall constitute a quorum. If a quorum of the members of the board not present at a meeting, the only action that may be considered by the board is a motion to recess or adjourn the meeting.
  4. At the beginning of each meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the board may increase the time for open public comment and may adjust the agenda items and times accordingly.
  5. Each board meeting shall have an agenda, with time allotted for each item of business to be considered by the board. Those who wish to be added to the meeting agenda shall contact the District Manager, board chair, or District Clerk to request inclusion on the agenda. The board chair shall determine the final content of the agenda. Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. The reason for the addition shall be reflected in the minutes. Any other adjustments to the agenda may be made at any time during the meeting. The public shall be given a reasonable opportunity to express its opinion on matters added to the agenda at the commencement of the meeting and considered by the public body during the meeting as long as order is maintained.
  6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the board, the order of items to be considered and/or the time allotted may be modified.

7. Public comment on issues discussed by the board, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 5 minutes, unless by majority vote, the board increases the time for public comment.
8. Meetings may be recessed to a time and place certain.
9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
10. These rules may be amended by majority vote of the board, and must be readopted annually at the organizational meeting.

**EDWARD FARRAR UTILITY DISTRICT COMMISSIONERS**

Signatures:     RBS Finucan      
    Michael Hendle      
    C. Parker      
    Natalie Sherman      
    Lawrence Lopez    

Date: July 10, 2019



## Skip Draft # 1 7/8/2019 RFP

The Edward Farrar Utility District (EFUD) Waterbury, Vermont is a public utility owning and operating a public water system with a permitted capacity of 550,000 gpd from a source of surface water, springs and drilled wells servicing 1,100 customers in the towns of Waterbury, Duxbury and Moretown VT. The EFUD is seeking professional engineering proposals to investigate and prepare and present recommendations and preliminary costs and plans to the following two conditions.

1. Investigate and determine what areas along Blush Hill Road may be supplied with adequate residential water pressure and adequate fire flows from hydrants by connection to the existing high pressure water transmission line from Barnes Hill. Recommendations should include recommended pipe sizes and possible water line installation routes from the high pressure transmission line to potential development areas. Results shall include a computer analysis demonstrating ability to meet adequate flows and pressures under all system operating conditions
2. Investigate and recommend options to upgrade and replace the existing hydro-pneumatic water system serving Oakwood Estates with a gravity fed system from the high pressure transmission line from Barnes Hill. Recommendation should include preliminary costs to replace any inadequate existing water lines and possible route locations for upgrade of lines to provide adequate residential water pressure and adequate fire flows for fire hydrants. Evaluation shall include a system computer analysis to determine the ability of the system to meet adequate flows and pressures under all operating conditions.

Proposals should include the qualifications and experience of personnel conducting the investigations and recommendations along with references and examples of similar work. Also included with the proposal estimated time to conduct the work and proposed costs. All applicants shall include proof of professional liability insurance

### Attachments

Plan of Oakwood Estates with customers served by the system identified.

Plan of Waterbury showing location and size of transmission line from Barnes Hill and identifying potential areas for future development on Blush Hill.

To: Bill Shepeluk, Bill Woodruff, and EFUD Commissioners  
From: Cindy Parks  
Date: July 10, 2019

General Comments on RFP

1. Be clear that this is a planning study
2. Indicate that State Revolving Loan Fund monies are being sought
3. Suggest adding:
  - a. Objectives;
  - b. Assumptions;
  - c. Level of Effort Table by task with individual staff and associated hours identified; and
  - d. Weighting of proposal evaluation criteria including "Proposed Approach."
4. One way for EFUD to save money is to provide as much of the system description and hydraulic data as possible, thereby eliminating the need for the consultant to conduct an information collection phase. Examples include: providing the elevations of hydraulic control structures for the clearwell and the Blackberry Lane Tank; and hydrant flows and pressures measured in the existing distribution system. Existing hydraulic evaluation reports could be scanned and provided to the perspective consultants. Is there an existing hydraulic model and if so, is it up to date?
5. It should be stated what the standards for materials in the water system are, *i.e.* ductile iron pipe, *etc.*
6. The number of condo units and single-family residences in the Oakwood Estates development needs to be provided. Also, the fact that the fire protection system needs to be charged using a tanker connected to the last hydrant on Kennedy Drive should be pointed out. If there are any field hydraulic measurements for this system, they should also be provided with the RFP.
7. Do the design drawings for the former Village of Waterbury Water System and the Oakwood Estates Water System use the same datum?
8. EFUD should not take ownership of the Oakwood Estates Water System if and until it is in full compliance with federal and state regulations.
9. Do we not want the consultant to provide alternatives as part of the planning evaluation? For example, if the Oakwood service area was to be subsumed

into the EFUD water system, various alternative scenarios for consideration include:

- a. Adding additional storage at the Blackberry Tank and tying their distribution system there;
- b. Placing a tank within Oakwood Estates to meet their domestic and fire flow needs;
- c. Replacing their booster pumps with two jet pumps in casings, connected to the EFUD distribution line; or
- d. Connecting to the EFUD system by tying into the existing transmission main.

10. Suggest waiting until after Labor Day before issuing the RFP.

11. Other consultants in addition to Stantec, who might be interested in the RFP are:

- a. Dufresne Associates;
- b. Otter Creek Engineering in Rutland; and
- c. East Engineering in Hinesburg.

I am available to assist in drafting and editing the RFP.

Thank you for considering these comments.

Draft # 1 7/8/2019 RFP

The Edward Farrar Utility District (EFUD) Waterbury, Vermont is a public utility owning and operating a public water system with a permitted capacity of 550,000 gpd from a source of surface water, springs and drilled wells servicing 1,100 customers in the towns of Waterbury, Duxbury and Moretown VT. The EFUD is seeking professional engineering proposals to investigate and prepare and present recommendations and preliminary costs and plans to the following two conditions.

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MEMO TO: Bill Woodruff  
FROM: Alec Tuscany  
DATE: 26 June 2019  
SUBJECT: Mandrel Testing @ Arnot Development 20 June 2019  
Supplemental Information

NOTE: moderate to heavy rain starting around 11 AM, on June 20<sup>th</sup>, slowed mandrel testing activities.

#### Phase 2 Mandrel Testing (mandrel testing passed in all sewer segments)

- Mandrel pulled MH 7 to MH 8
- Mandrel pulled MH 6 to MH 7
- Mandrel pulled MH 5a to MH 6
- Mandrel pulled MH 5b to MH 5a
- Mandrel pulled MH 5c to 5b
- Mandrel pulled 5c to MH 3 (Phase 1)
- At MH 5a the MH frame/cover appeared to be pushed slightly off top of MH precast concrete section. Grout inside MH frame was loose or missing. Probably caused by plowing during winter.

#### Phase 1 Mandrel Testing

- Attempted to pull mandrel from MH 3 to MH 4 but mandrel could not enter the 8" SDR 35 PVC sewer pipe in the upstream side of MH 3.
- Attempted to pull mandrel from MH 4 to MH 3. Flushed sewer in downstream direction utilizing fire hydrant with 1-1/2" fire hose. Mandrel could not be pulled beyond 35 ft +/- . Pulled out mandrel and flushed sewer line again. Utilizing a push camera the existing 8" sewer was TV'd from MH 4 downstream to MH 3. No significant blockage found. Inserted mandrel in MH 4 but again mandrel stopped at 35 ft +/- downstream from MH 4. Mandrel became stuck and could not be pulled back to MH 4.
- On June 21<sup>st</sup> contractor excavated and exposed a segment of existing 8" SDR 35 PVC sewer between MH 4 and MH 3. EFUD provided trench box. There was a bell joint exposed (40 feet +/- downstream from MH 4), in the excavation, which showed slight horizontal and vertical misalignment. Contractor cut into top of sewer at approximately 38 ft downstream from MH 4 but mandrel found to be 3-4 feet upstream. Contractor found mandrel could be pushed, fairly easily, upstream. *NOT SURE WHY MANDREL COULD NOT BE PULLED BACK TO MH 4 THE PREVIOUS DAY.* Utilizing 4 lengths of bell/socket PVC electrical conduit the contractor pushed the mandrel back into MH 4. Contractor cut out a 30" spool of existing 8" SDR 35 PVC sewer pipe. Sewer pipe at both ends showed pipe no longer round but slightly squashed (8" vertical OD and 9" horizontal OD). JAMcD provided a length of 8" SDR 35 PVC sewer pipe and two 8" PVC solid sleeves for replacement of 30" spool piece but solid sleeves could not be used due to out of roundness of sewer pipe. EFUD provided two 8" fernco couplings but **this is a temporary repair and not a permanent repair.** Contractor bedded repair spool in stone and backfilled excavation.
- NOTE-Upon arrival on June 21<sup>st</sup> we noticed the invert of MH 3 showed a few inches of standing sewage/solids in MH 3. May have been partially caused by downstream pull rope in sewer.
- Note-Dan Einhorn walked up 2 times on the 22<sup>nd</sup> while we were on the Phase 1 side of the development. I reviewed with him what had transpired and what we found.
- Testing resumes on Monday June 24 at 10:40 am with EJP , Bill W , Scott G

- Begin testing Manhole 3 to Manhole 2 . Float and pull string is flushed from MH# 3 downstream to MH# 2. Attempt to pull mandrel up from MH# 2 approximately 278 ft. before mandrel stops. Footage indicates a restriction just outside of MH# 3.
- Mandrel is unable to enter pipe on downstream 8" of MH # 3
- Begin testing MH# 2 to MH# 1. Suck balloon from MH# 1 to MH# 2 and attach pull string and begin pulling mandrel from 2 to 1. At approximately 97 ft. downstream of MH # 2 the mandrel could not be pulled any further.
- Attempt to place mandrel in MH#1 and work upstream toward MH#2 is unsuccessful with a failure at pipe entrance
- Attempt to pull from MH#1 to Clover Lane MH#00 . At approximately 26 ft. downstream of MH#1 the mandrel is a no go. Abort all testing at this point.
- Existing Clover Lane MH#00 has misaligned ladder rungs and a difficult access hole location
- Off site at 1:15 pm.
- In a nutshell all of Phase II passes and all of phase I has issues

# Wastewater Progress Report

## June 2019

- **Process:**

- CoMag process running well. Summer season and the warm temperatures enhance the process
- L2-4 lagoon motor VFD replaced. Ran well for 2 weeks, motor failed. Replaced motor then the new VFD was destroyed via a damaged cable by high winds. Put in a claim to VLCT
- All other lagoon motors and Grid Bee circulators running well.
- Sludge barge training for set up at Jeffersonville WWTP went well and enabled us to make some custom changes to the unit we will be getting end of July
- WR's submitted July 8th
- Brushed hogged corn fields and banks. Sprayed Round around lagoons for second application.
- Monthly Flows June
  - Influent: 8.8 MG
  - Effluent: 8.3 MG
  - Precipitation: 6.10 inches

- **Collection System:**

- Cleaned and flushed 15 inch line behind Skip's and all the way through the Dac Rowe Ball Field to the MPS. Bad sag and build up from MH #37 to MH#38. Will TV. Also flushed the Thatcher Brook line
- Brush hogged and cleaned up cross country man holes for maintenance. Heavy growth.
- Main St. project continues.
- Alec continues work on Sewer Ordinance
- Awaiting FOG letter from Municipal Manager to Restaurant owners.

- **Personnel**

- Pete K. California Dreaming from July 9<sup>th</sup> to 18<sup>th</sup>. Brad Roy will handle all process and collection responsibilities. Still getting married next month.

- **2019 Projects:**

- Main St. Project 2019 – 2021
- Recreation Building MH Replacement - completed
- Lagoon #1 Sludge Sled purchase and set up – August 1st
- Sludge Disposal to Asbestos, Quebec
- Raise Sludge Storage Bunker back wall - completed
- Repair existing catch basin drying bed walls - completed
- Organic Capacity Study, Phase II to increase BOD capacity from 170 lbs./day – not started
- 2019 Collection system flushing, pump station cleaning, and TV work – first week completed
- Man-hole repairs – On going
- SCADA drawing I/O mapping;- Hallam

**July 2019**

**MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS**

**UTILITY BILLING CLERK**

Phyllis Simon

143 South Main Street

Convert 2<sup>nd</sup> floor units into 2 bedroom apartment.

It appears the property is over allocated. I will review the file with Bill and send Ms. Simon a letter explaining her options.

Aaron Flint / Jason Wulff

11 North Main Street & 28 Stowe Street application

Converting 11 North Main Street to mixed use including office space and rental dwellings.

Building a commercial/office use property at 28 North Main Street

Water Allocation fee 850 gallons \$2,873.00

Sewer Allocation fee zero

Total to be billed \$2,873.00

**STILL PENDING:**

Grace Investment Properties, LLC

3579 Waterbury Stowe Road

Proposed 8 unit 3 bedroom condominium development

Water Allocation fee 3,240 gallons \$12,150.00

Meter Fee \$1,280.00

Total to be billed \$13,430.00

Marc & Melissa Coviello

Lot #2 The Knolls

Waterbury Center

We received an application for hook up of a 3 bedroom home in the development off Guptil Road.

Processed an invoice for \$1,515.20

Cris Jones

Finlum LLC

30 Foundry Street

Waterbury

Change of use application to zoning prompted a review of the water & sewer allocation. This property is current over allocated having 600gpd and needing 135gpd. Letter has been sent to the owner advising them of options to keep or let go of allocations – no response to our letter

Silas Power

212 Blush Hill Road

Connect to Municipal Water Service

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



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; a lien has been placed on the property.

James Quinn  
Quinn Properties II

Addition of Ion Science at the North Main Street location. Processed an invoice for 41 gpd; \$370.64 – no payment has been received.

**Other duties this month have included:**

Yesterday 7/9 was tax bill printing day! A busy day of activities working with Chris from NEMRC, Dan Sweet and Bill to ensure the accuracy of details so we generate the correct funds – the remainder of the staff assist me getting the bills stuffed and in the mail.

Thanks to George McCain and Cindy Parks we have a copy of the new Wastewater System and Potable Water Supply Rules. I'm still learning this book as it's written for engineers by engineers.... It appears to simplify some of the mathematics regarding allocations. There is no long a discount for low flow fixtures.

Water and Sewer collections on 6/20 went well. There were a few surprises from rate payers and I made a clerical error on ACH that needed my attention. Everything has been corrected now and invoices are paid in full.

# MONTHLY Report June 2019

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## Items of Interest

Dams Online

Main Street Project

Seasonal Tasks – Mowing, Valve Adjustment, Curbstops, Pool, etc

Other Departments – Assisted Several Projects

Process Adjustment – Addressing Storms / Heavy Rain

## Chemical Deliveries

None

## Maintenance

*Regular*

Hach Service Plan Scheduled to Begin

## Water Sources Used

All Surface Sources Used

Springs

Well 1

## Flow Data

### High Day

6/12/2019

373477 Gallons

### Low Day

6/3/2019

256256 Gallons

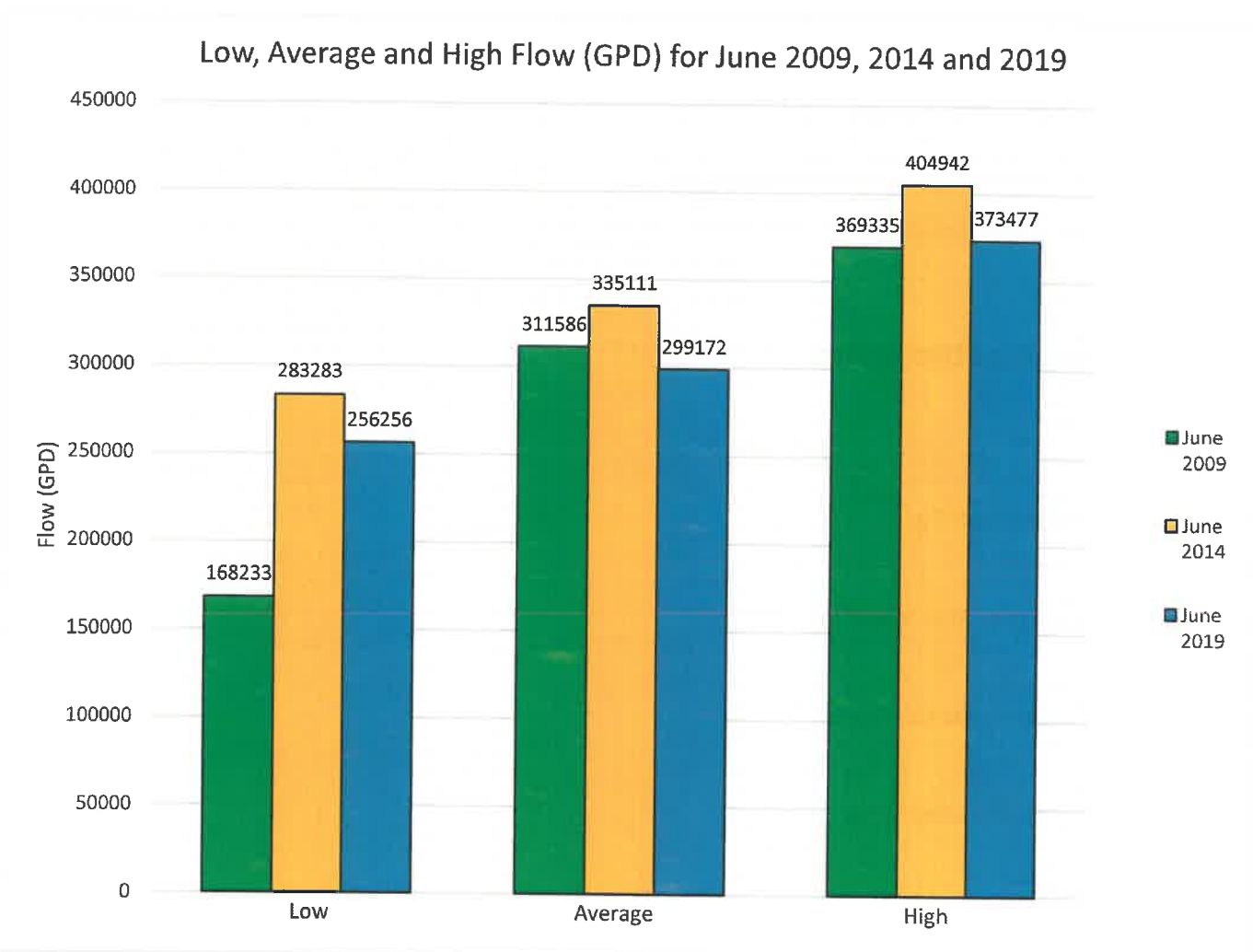
### Average Day

299172 Gallons

### Peak

6/9/2019

720 GPM



- Notes: Data collected from electronic records dating back to 2009

## Summary

After a spring which saw a large portion of the water production supplied by springs, June's warmer temperature and (slightly) decreased rainfall saw the return to surface water towards the second half of the month. We had cleaned out the dams earlier this spring, so much of the buildup of gravel and debris from the winter and early season rainstorms was already removed, however there was still a fairly significant amount of gravel in the Merriam dam which we manually removed. With the dams all cleaned out, we are now back to primarily surface water production.

As has been the case the past few months (and surely will be for the rest of the summer), we devoted a good chunk of time to the main street project. Now that things are under way, we were not there quite as often as earlier in the year, but still had several water breaks to address, as well as various other issues relating to the system such as hydrant installations, valve replacement, etc.

We also found time for regular summer tasks such as mowing the plant and our other locations, valve adjustment for the reservoir, plant cleanup, pool work, curbstop location and/or repairs, Digsafe marking, etc. We assisted with several other projects in addition to our regularly scheduled Water Department tasks as well, including a sewer excavation in the Waterbury Commons development, an excavation project on the corner of Stowe x Union and the reseed/repair of the site afterwards.

One process change we've had good luck experimenting with is shutting the plant off entirely for short periods of time rather than closing valves and running on spring water or needing to turn on wells. During thunderstorms and heavy rain events, we have previously sometimes attempted to either run the plant with adjusted polymer dosing or flow reductions, or gone to other sources (Sweet Wells, or Well 1 + springs) overnight in anticipation of turbid surface water. This spring, we've more frequently found success by simply turning off the filters entirely for a short while when a storm is coming through, then shortly thereafter, turning it back on after the turbid water has had a chance to settle out. This has worked very well in reducing electrical consumption via wells and reduced dependence on higher polymer dosing to account for increased turbidity. It does require the operators to be on top of weather conditions to properly time the plant off/on cycles, and often requires remote access via log-in software, but ultimately has been a method we've found to work well so far.

Well 1 was used in June; the Sweet Wells were not. Well 1 was used on 20 days with an average flow of ~210gpm for a total flow of ~6,048,000gal.