

Edward Farrar Utility District  
September 11, 2019  
Minutes

Present: P.H. Flanders, L. Sayah, N. Sherman, R. Finucane by phone, Commissioners;  
B. Woodruff, W. Shepeluk, K. Petrovic staff; A. Imhoff, public; Alison Friedkin, Downstreet  
Housing

Chairperson Flanders requested a moment of silence in recognition of the 9/11 tragedy, the meeting was then called to order at 4:30 p.m.

**Consider Modification to the agenda:** By consensus the agenda was approved

**Public:** No public comment was made.

**UDAG/Downstreet Housing Stimson & Graves:** W. Shepeluk gave an overview of the history of the Stimson & Graves building. Details relating to the acquisition of the building and previous monetary contributions that helped fund the restoration project. A. Friedkin was in attendance to answer questions about the intended upgrades Downstreet Housing has planned for the building now.

With a budget of \$2.2 million to pay off debt and make upgrades including all new windows on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, new mechanical upgrades including a pellet heating system and cosmetic upgrades to each individual living unit. Downstreet Housing hopes to close the financial obligations in November and begin the renovations in early 2020. There are currently 2 vacant apartments in the building that will be the first to receive upgrades, and then current residence will be moved to those units in order to access their current space for similar upgrades.

Residence can choose at that time to stay where they are or relocate back to their previous unit. A. Friedkin explained that capital improvements such as painting, a new roof and upgrades to individual units have been made over time but this is a “reset” in order to continue the next 20 years. There will be no impact to monthly rental fees as a result of this “reset”.

Downstreet Housing has sent a letter requesting EFUD consider waiving the compounded interest in the amount of \$65,402.55 if paid in November 2019 so those funds can be placed back into the working project. A final decision was tabled until the next meeting.

**Update on Main Street Reconstruction:** B. Woodruff updated the Commissioners on the Main Street Reconstruction project. Project is still on schedule, contractors have been accommodating to local businesses and individual needs.

**Update briefing on uncompleted projects:** B. Woodruff updated the Commissioners on projects around town.

51 South Main Street is now being used as a parking lot. B. Woodruff provided quotes for lighting and paving. East Coast Signals provided a quote of approximately \$3,500 for three downward facing light posts to be installed by way of underground conduit. **N. Sherman made a motion to approve B. Woodruff to have 3 lights installed at 51 South Main Street as described as approximately \$3,500.00. L. Sayah seconded the motion; a vote was held and passed unanimously.**

B. Woodruff provided the Commissioners with data regarding a water loss report. This report indicated a water loss of 24% however; the Main Street Reconstruction Project has greatly impacted these numbers.

B. Woodruff reported to the Commissioners that Red Dufrense is interested in conducting a feasibility study at Oakwood Estate. See A. Tuscany's memo attached

B. Woodruff reported that A. Tuscany has been working on the solar array project as described in previous meetings between EFUD and C. Parsons. C. Parsons needs more information regarding the roof materials and life expectancy in order to move forward with a contract. W. Shepeluk stated he has an email from the attorney regarding the contract but at the time of the meeting had not yet been able to review the details of the email.

B. Woodruff updated the Commissioners on the sewer line at Parker Court. JAM will install the sewer line after the sewer main on Main Street becomes active. This should be in the upcoming weeks.

**Monthly Reports:** No comments

**Minutes: L. Sayah made a motion to approve the minutes of the commissioners' meeting held on August 14, 2019. R. Finucane seconded the motion; a vote was held and passed unanimously.**

N. Sherman would like an agenda item on the next meeting to discuss EFUD properties.

N. Sherman made a motion to adjourn at 6:07 p.m. L. Sayah seconded the motion and it was approved unanimously.

*R. Sayah* 10/19/2019

**Edward Farrar Utility District  
Commissioners Meeting**  
Wednesday Sept 11, 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 UDAG/Downstreet Housing Stimson & Graves
- 4:56 pm Update on Main Street Reconstruction
- 5:05 pm Update briefing on uncompleted projects
- 5:15 pm Department Reports
- 5:25 pm Minutes
- 5:30 pm Adjourn



22 Keith Avenue, Suite 100  
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William A Shepeluk  
Waterbury Municipal Manager  
Town of Waterbury  
28 N. Main St, Suite 1  
Waterbury, VT 05676

9/5/2019

Dear Bill,

On November 14<sup>th</sup> 1991 Downstreet Housing and Community Development borrowed \$202,500 in UGAD Funds. After 360 months, with interest, the total due would be \$273,312.26.

With our upcoming development project, Downstreet plans to fully pay the \$202,500 that was borrowed in November of this year. We are requesting that the interest due at that time, (\$65,403.55) be waived. In exchange for the waiver of interest in the amount of \$65,402.55 that will accrue through November 14<sup>th</sup> of this year, Downstreet is willing to pay off the loan 2 years early.

We are extremely grateful for this partnership and how it has helped Stimson and Graves. We are very excited for our upcoming development project at Stimson and Graves that will be under construction this November and how these upgrades will benefit our tenants.

Thank you for your time and consideration with this request.

A handwritten signature in black ink, appearing to read "Eileen Peltier", written over a horizontal line.

Eileen Peltier  
Executive Director

MEMO TO: Bill Woodruff

FROM: Alec Tuscany

DATE: 10 September 2019

SUBJECT: Status Proposed Blush Hill Area Water Engineering Study

1. Contacted Dufresne Group (Red Dufresne) and discussed DG conducting the study with the caveat that Red will be heavily involved. DG committed to the project and appreciated being awarded the work. Told Red we will forward the scope of work and then meet to discuss proposal.
2. Contacted Stantec Consulting Services to request Water System Computer Model . Stantec forwarded the model with the following noted:
  - Water system hydraulic model maintained in WaterCAD software.
  - May need tweaking to make it work for the current WaterCAD version.
3. Forwarded model to Dufresne Group (DG) for initial review. DG were able to pen and run the model OK. Asked if there was a base map. We have base map.
4. Gathering record drawings of all water distribution projects since model created in 2008
5. Gathering GIS generated Town of Waterbury mapping from CVRPC on
  - Public Utilities and Facilities Map
  - Land Use/Land Cover Map
  - Significant Natural Resources Map
  - Historic District
  - Overlay of Potential Growth areas around perimeter of EFUD
6. Completed draft of Scope of Work (attached)
7. Tentative meeting with DG week of 9/16/2019.

# Wastewater Progress Report

## August 2019

- **Process:**

- CoMag process running well. Summer season and the warm temperatures enhance the process
- Sludge barge set up August 21, and after some initial pump and motor issues, sludge removal process from lagoon #1 is running very well, processing 100,000 gallons 3% solids so far. Goal is to remove 200,000 gallons this year. Incremental sludge removal from the lagoons will possibly eliminate the need for future lagoon cleanouts and result in significant cost savings. The 4 hp motor is slightly undersized and looking into options to increase to a 6 hp motor/pump
- Hallam ICS and NEISA assisted in setting up the CL2 pump and analyzer to the SCADA system for remote and flow paced control. This will enhance process control.
- Monthly Flows August
  - Influent: 5.4 MG
  - Effluent: 4.3 MG
  - Precipitation: 3.4 inches

- **Collection System:**

- Main St. project continues. Anne Imhoff connection still scheduled. EFUD supplied materials.
- Mad River Cabinet Design pump station installation and connection. Pete and Woody met with Kingsbury and Tom to discuss project. EFUD will assume ownership from road and approx. 150 ft. to existing sewer. Cost, \$11,500.
- Alec continues work on Sewer Ordinance
- Awaiting FOG letter from Municipal Manager to Restaurant owners.

- **Personnel**

- Pete K. chosen to participate in the Operator Exchange Program this year and will spend the week in Maine touring and networking with other Operator's and treatment plants and attend the annual conference
- Brad Roy will handle all process and collection responsibilities.

- **2019 Projects:**

- Main St. Project 2019 – 2021
- Recreation Building MH Replacement - completed
- Lagoon #1 Sludge Sled purchase and set up – completed
- 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 – fist week completed
- Man-hole repairs – On going
- SCADA drawing I/O mapping;- Scheduled with Hallam ICS

**August & September 2019**

**MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS**

**UTILITY BILLING CLERK**

Charles Taylor  
819 Maple Street  
2 lot sub division  
Water Allocation fee 360 gallons \$2,700.00  
Meter Fees \$320.00  
Total to be billed \$3,020.00

Stephen Henzel & Jennifer Lajoie  
18 Meadow Crest Lane  
Added accessory dwelling to single family home  
Sewer Allocation Fee \$1,188.60

Cole Shea  
Lot #1 The Knolls  
Waterbury Center  
We received an application for hook up of a 3 bedroom home in the development off Guptil Road.  
Water Allocation Fee \$1,186.45  
Meter Fee \$160.00  
Total Fee: \$1,346.45

Chris Noyes  
75 North Main Street  
Establish service at Commercial Building for 12 employees  
Water Allocation Fee \$675.00  
Sewer Allocation Fee \$1,693.80  
Existing meter N/C  
Account credit of \$1,106.60 for base charges paid between November 2015 to January 2019 when no allocation was requested or granted.  
Total Fee: \$587.20

**STILL PENDING:**

\*adjusted to reflect new water supply rules  
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 Stowe Street  
Water Allocation fee 170 gallons \$574.60  
Sewer Allocation fee zero  
Total to be billed \$574.60

\*Requested review of previous invoice – new water supply rules  
Grace Investment Properties, LLC  
3579 Waterbury Stowe Road

Proposed 8 unit 3 bedroom condominium development  
*Previous: Water Allocation fee 3,240 gallons \$12,150.00 Adjusted: 2,880 gallons \$10,800.00*  
Meter Fee \$1,280.00  
*Previous Total to be billed \$13,430.00 Adjusted: \$12,080.00*

\*Review of previous invoice – new water supply rules

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.  
Revised invoice to reflect new total of \$1,346.45 and requested immediate payment

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 these months have included:**

August was busy for me! The Tax payment deadline was the 9<sup>th</sup> immediately followed by water invoices needing to be in the mail. Billing was done on the 15<sup>th</sup> because I was scheduled to be off from work the 16<sup>th</sup> – 26<sup>th</sup> Michelle was able to do the billing with me a second time so she's more familiar with the process in the event I'm ever unable to perform that duty. Carla, Pam, Michelle and others stepped up and got the bills in the mail on Friday 8/16 in my absence and included a wastewater pamphlet for Pete. 😊

Since that time collections have gone smoothly. I have continued to use an email service provided by NEMRC for reminder notices of ACH withdrawals. I do not like the program, it's difficult to use and there is no means to preview my notice so once again I made an error reporting the dates. I continue to use it because it's effective for getting customers informed quickly and much more cost effective than mailing 100 notices.

August ended for me by sending my youngest to kindergarten, he's adjusting well.

September has begun with reviewing and mailing allocation letters to individuals that applied in August that I did not have an opportunity to follow up with. Bill and I reviewed the applications, applied the new water rules and invoices have been mailed.

September 20<sup>th</sup> is the payment due date for the current water billing. There are some accounts with delinquent amounts but none that are grossly delinquent. I will review delinquent accounts again in the spring for possible water shut offs.



# MONTHLY Report July & August 2019

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## Items of Interest

Main Street Project

Brush Hogging, Mowing

Hydrants, Curbstops, Valves

Pool

Meter Reading

Hach Service

Water Plant Tour

## Chemical Deliveries

Chlorine

Fluoride

Polymer

## Maintenance

*Regular*

Hach Contract Service (CL17, CA610, Turbidimeters)

## Water Sources Used

All Surface Sources Used

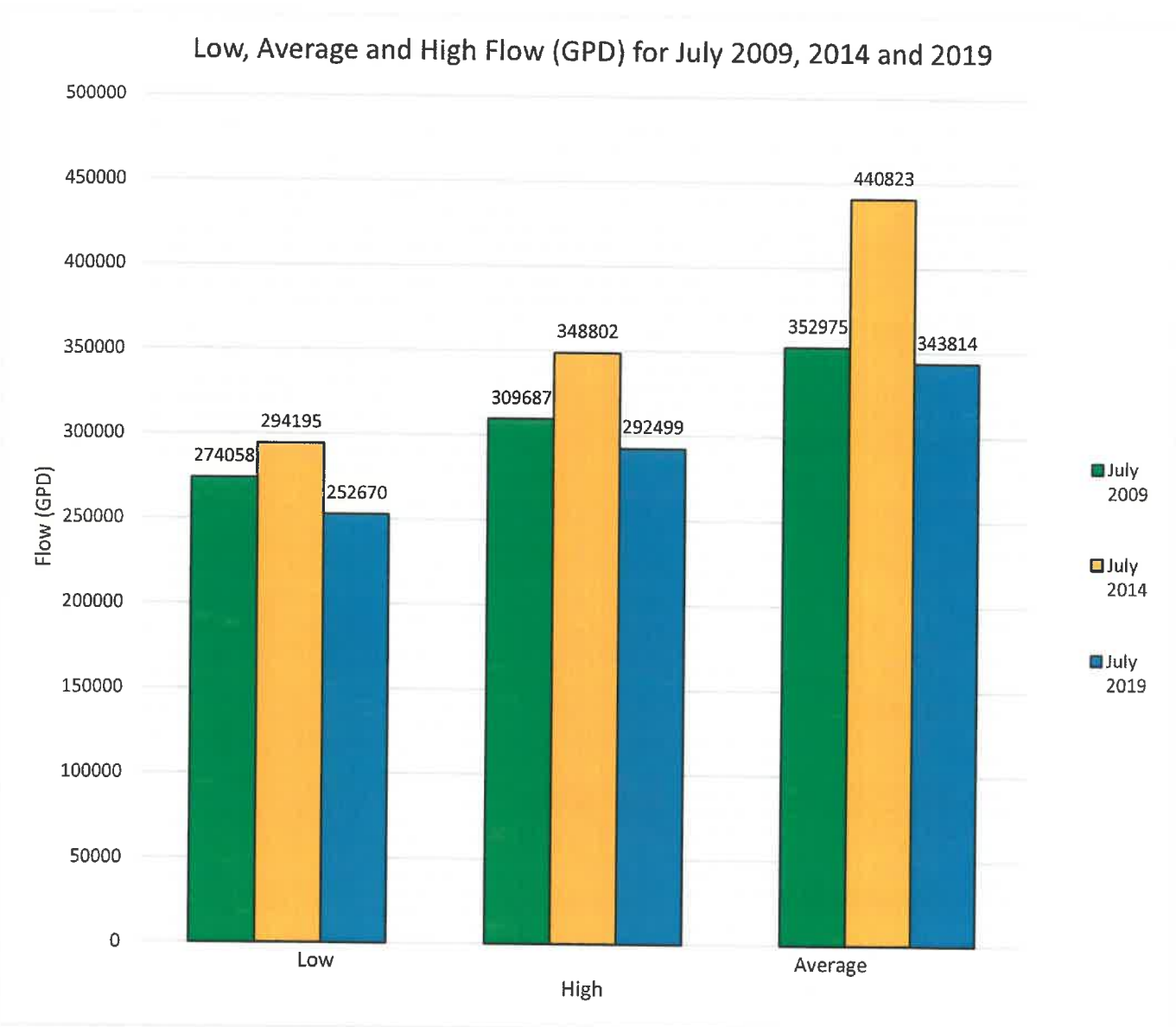
Springs

Well 1

Sweet Wells

## Flow Data (JULY)

High Day	Low Day	Average Day	Peak
7/25/2019	7/1/2019		7/30/2019
343814 Gallons	252670 Gallons	292499 Gallons	1196 GPM

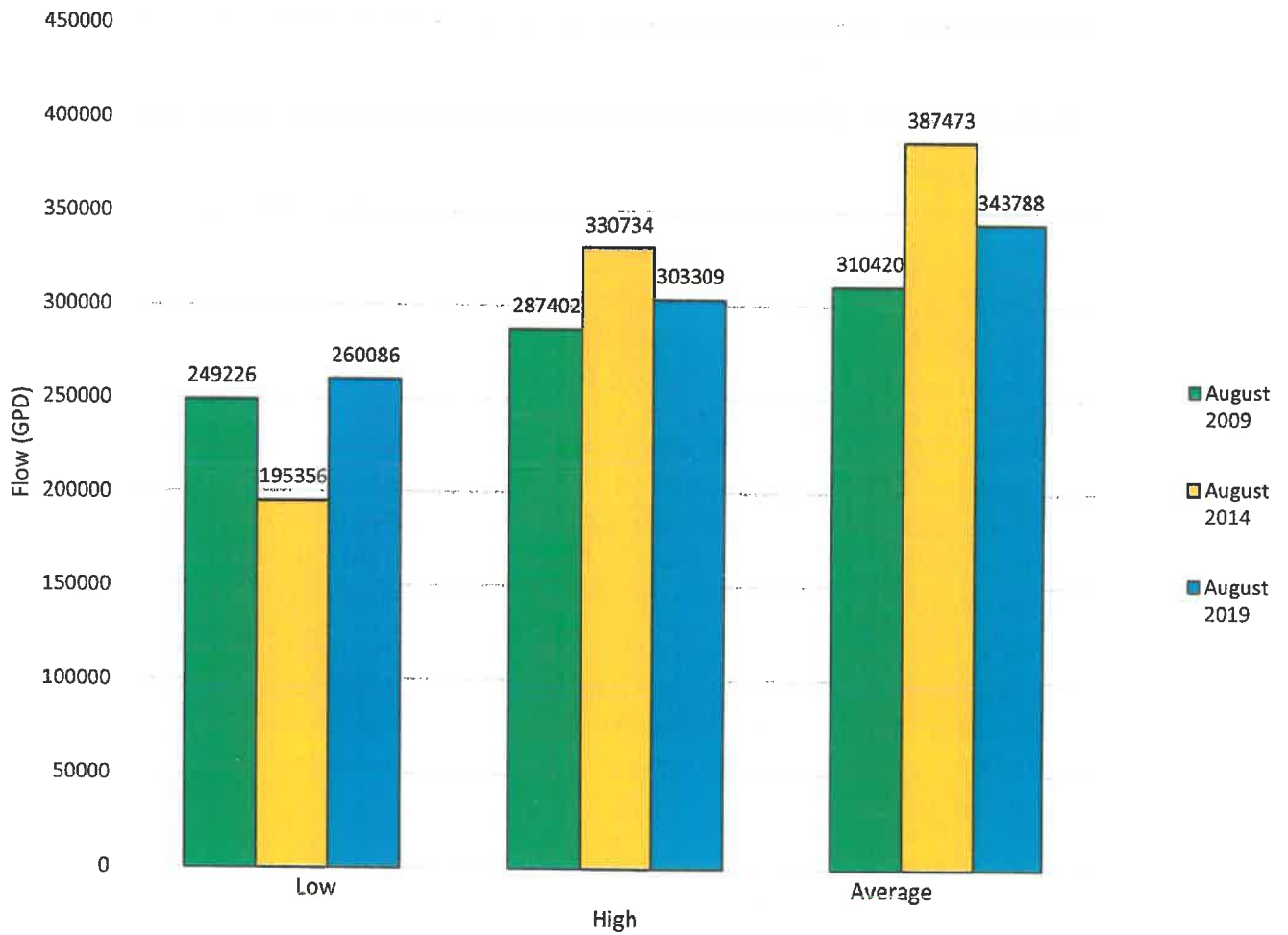


- Notes: Data collected from electronic records dating back to 2009

## Flow Data (AUGUST)

High Day	Low Day	Average Day	Peak
8/15/2019	8/24/2019		8/6/2019
343788 Gallons	260086 Gallons	303309 Gallons	728 GPM

Low, Average and High Flow (GPD) for August 2009, 2014 and 2019



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

## Summary

A significant portion of our time over the past 2 months has been devoted to the main street project. Our responsibilities there have continued to include valve and line location, hydrant flushing, addressing breaks and the occasional boil water notice, meeting with J.A. McDonald to coordinate workflow related to the water infrastructure, etc.

We gave a tour of the Water Plant to all of the Waterbury Rec summer campers in July, which was a lot of fun (and a little chaotic!). Bill Shepeluk and Bill Woodruff assisted on the tour, since there were far too many campers (around 150) to have them all tour in one group. Between Matt, Woody and Bill we cycled all of the campers through the plant, describing the purpose of water treatment, how it's accomplished, what the equipment and filters did, and a little bit about the Waterbury system overall. It's always fun to interact with the kids, and we look forward to doing the tour again next year!

Summer meter reading was in July, and went pretty smoothly. We discovered a handful of broken meters as we typically do during reading, but nothing out of the ordinary.

We also found time for regular summer tasks such as mowing the plant and our other locations, plant and truck cleanup, pool work, curbside location and/or repairs, DigSafe marking, hydrant painting and weedwacking etc. Towards the latter half of the summer we have moved onto brush hogging all of the areas we usually do, and despite a few bee stings along the way, are about done with that for the season. We assisted with several other projects in addition to our regularly scheduled Water Department tasks as well for the Recreation and Wastewater departments.

We shut the pool down for the season around the middle of August. This season went very well at the pool. The only issue we ran into was an electrical glitch early in the season which caused the CL2 pump to operate with the filter pumps shut off. An electrician was called in, and was able to pinpoint the cause so that we can avoid a repeat, and know how to quickly fix it should it arise again. The pool chemical usage this summer was in line with what we expect, and we were able to collaborate and communicate very well with the pool staff who kept us up to date on any issues they felt we might need to address, and were extremely reliable and consistent with the daily adjustments and record keeping. This had been an area we wanted to improve upon this season, and we're happy to report that it was indeed much improved, and allowed for more efficient pool operation this summer.

The Hach field service plan began this summer as well. The technician was able to service all of the contracted equipment in one day, which resulted in minimal interruption to our workflow, and since the service, all equipment has been operating very smoothly. They perform all maintenance and calibration on 2 Turbidimeters, 2 Chlorimeters and on the Fluoride meter. We were very pleased with the service after the first field visit.

Well 1 was used for 5 days in August; the Sweet Wells were 6 days in July and 2 in August. Well 1 flow averaged ~210gpm over the 5 day usage period for a total flow of ~1,500,000gal. The Sweet Wells averaged 200gpm over the total 8 day usage for a total flow of ~2,300,000gal.