

Edward Farrar Utility District
October 9, 2019
Minutes

Present: P.H. Flanders, L. Sayah, C. Parks, R. Finucane by phone, Commissioners; B. Woodruff, W. Shepeluk, K. Petrovic staff; A. Imhoff, public; A. Friedkin, Downstreet Housing; K. Nevin, A. Mondlak, A. Johnson, K. Kassis, Revitalizing Waterbury

Chairperson Flanders called the meeting to order at 4:35 p.m.

Consider Modification to the agenda: By consensus a discussion of a walk-through of the water works property on October 20th was added to the agenda following the 5:20 Dufresne Group discussion

Public: No public comment was made.

UDAG/Downstreet Housing Stimson & Graves: W. Shepeluk gave a brief overview of details for the benefit of C. Parks who was not present for the last meeting. **L Sayah moved to accept the agreement with Downstreet Housing to payback the \$202,500.00 UDAG loan in November 2019 forgiving all accrued interest in the amount of \$65,402.55 C. Parks seconded the motion; a vote was held and passed unanimously**

Additionally the Stimson & Graves project received funds from a CBDG loan. These funds were not lent from any municipal account and therefore at the time they were loaned it was assumed they would be forgiven. The loan process was necessary due to tax credits for other lenders. **L. Sayah moved to forgive the \$535,000.00 CBDG loan with interest to Downstreet Housing for the Stimson & Graves project. C. Parks seconded the motion; a vote was held and passed unanimously**

RW Presentation of Main Street Beautification Project: K. Nevin spoke on behalf of RW – a committee has been formed to assist with the necessary work to keep this initiative moving forward. The funding proposed as EFUD's contribution is the interest made off investments of the UDAG funds. This is projected to be roughly \$20,000.00 per year for three years beginning in 2020. At this time K. Nevin is seeking a volunteer from EFUD to be on the project committee. She also seeks assistance in obtaining a local contractor willing to volunteer his/her time to the committee so they can bring knowledge of project costs for applicants. **L. Sayah made a motion to commit \$20,000.00 per year of UDAG earned interest for the next 3 years to the Main Street Beautification Project contingent on a MOU and other related documents. C. Parks seconded the motion; a vote was held and passed unanimously**

Consider Blush Hill Study proposal from Dufresne Group: B. Woodruff presented the Commissioners with an Engineer Services Agreement from Dufresne Group for the Water Model Update and Blush Hill Extension Survey (see attached). **C. Parks made a motion to authorize the Municipal Manager, W. Shepeluk, to sign the agreement with Dufresne Group to complete the study at a cost of \$38,000.00. L. Sayah seconded the motion; a vote was held and passed unanimously.**

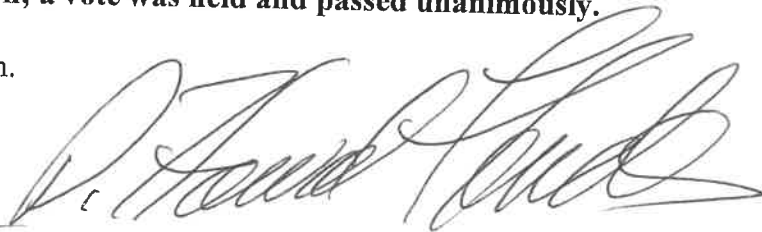
Request for permission to use the Waterworks property: Please see email from Andrea Shortsleeve. **By consensus the commissioners agree to allow the walk provided the organizer contact Bill Woodruff with details about where they intend to park, where they intend to have the walk and other details of their planning.**

Discuss Cyber Security and Fraud Protection: W. Shepeluk provided the Commissioners with a memo (see attached) detailing measures the Town of Waterbury and EFUD have in place at this time.

Department Reports: no comments

Minutes: L Sayah made a motion to approve the minutes of September 11, 2019 as written. C. Parks seconded the motion; a vote was held and passed unanimously.

Meeting adjourned at 6:35 p.m.

Approved 

**Edward Farrar Utility District
Commissioners Meeting**

Wednesday Oct 9, 2019
4:30 pm at Steele Community Room
28 North Main St
Waterbury VT

Agenda

- | | |
|---------|--|
| 4:30 pm | Opening |
| 4:31 pm | Public |
| 4:35 pm | Downstreet UDAG Loan |
| 4:55 pm | RW presentation of Main Street Beautification Project |
| 5:20 pm | Consider Blush Hill Study proposal from Dufresne Group |
| 5:40 pm | Discuss Cyber Security and Fraud Protection |
| 5:50 pm | Department Reports |
| 6:00 pm | Minutes. |
| 6:05 pm | Adjourn |

Beautify Waterbury

A Façade Improvement Grant Program through Revitalizing Waterbury

Beautify Waterbury is a façade & building improvement program where downtown businesses and property owners can apply for matching funds up to five thousand dollars (\$5,000) or 50% of the total cost of the project. The program is administered by Revitalizing Waterbury, fulfilling the organizational mission to *preserve, promote and enhance the economic, historic and social vitality of Waterbury, Vermont* and specific strategic initiatives. The intent of Beautify Waterbury is to work in conjunction with Main Street Reconstruction. While Main Street Reconstruction enhances the sidewalks and roads of Waterbury, Beautify Waterbury will extend from the sidewalk to the front of the house or building.

Projects must adhere to the design standards set forth by the Beautify Waterbury and/or Revitalizing Waterbury Design Committee, as well as the current town of Waterbury codes including those for building, property maintenance, historic preservation, signage, and zoning including all applicable code requirements set forth by state and county codes. All projects must be approved in advance by the Beautify Waterbury committee in order to receive funding. Any modifications to the project made prior to completion must be approved.

Eligibility:

- All properties must be on Main Street, Stowe Street, and Elm Street along the route of the Main Street Reconstruction project.
- Applicants must be the property owners or tenants with clear written permission from the property owner.
- Eligible projects include but are not limited to:
 - Walkway repair, replacement, or improvements for accessibility
 - Landscaping including trees, shrubs, and gardens
 - Cleaning and/or repairing the façade including windows, siding, doors, awnings, and business signage
 - Painting, masonry repairs, or brick pointing
- Work is to be designed and completed by professionals. Professional design and labor fees are eligible for Beautify Waterbury funds; “sweat equity” (work done by the property owner or another non-professional) is not eligible. For discussion. I believe there are many options available for DIY to be used, such as powerwashing, planting flowers/shrubs. I am not saying we should pay hours, but certainly allow for the expenses to be covered, maybe a small stipend to help maximize the outcome.
- Generally, Beautify Waterbury funds will be disbursed upon successful completion of the project and are to be used solely for material reimbursement (with receipts) and/or professional design/labor (paid directly to professional).
- This project is intended to work in conjunction with Main Street Reconstruction, therefore projects started prior to reconstruction (before April 2019) are not eligible.
- Beautify Waterbury funds are intended to be matched by funds from the applicant in order to be eligible. Interested parties with a financial barrier to participation (i.e., unable to pay for 50% of the project) may be eligible for a higher percentage of funding. (for discussion).

Timeline and Scoring:

- Applications will be available starting in 2020.
- The first round of grants will be reviewed in April 2020. Preference will be given to properties in Segments #3 and #4 at the south end of Main Street, coinciding with the reconstruction work.
- The second round of grants will be reviewed in fall 2020. Preference will be given to properties in Segments #1 and #2 at the north end of Main Street, coinciding with reconstruction work.
- Applications for projects that are not funded during their first round of review may be funded during another round.
- All projects supported by Beautify Waterbury grants must be completed by December 2021.
- All applications will receive a score out of 100 points as part of the approval process. Suggested rubric, from Wilmington façade program: 5 categories, each worth a maximum of 20 points:
 - Quality of Application – Beautify Waterbury seeks thorough applications with comprehensive plans, drawings, budget, and timeline information.
 - Quality of Proposed Project – Projects that are expected to follow the design standards put forth by the committees and town.
 - Impact on Property – Improvements should benefit the property's marketability.
 - Impact on Town – Improvements should benefit the town's marketability.
 - Additional Matching Dollars – Applications will receive 4 points per whole \$1,000 committed above the required match amount.

For Discussion.

Application Materials:

In addition to a completed application, Beautify Waterbury must receive:

- Full project budget, including any quotes or supporting materials, and detailed information on the source of matching funds.
- Any renderings, photographs, or other materials depicting the intended project outcome.
- List of any state and/or local permits required for the proposed project and an anticipated timeline for permit approvals. RW to provide contact information for where people can find this information, so RW does not become the default point of contact.

Applicant Information:

- Name:
- Mailing Address:
- Phone Number:
- Email Address:
- Are you the property owner or a tenant? Please circle one.
- If you are not the property owner, please provide their full contact information:

Building Information:

- Physical Address:
- Is this a residential or commercial property? Please circle one.

Project Information:

- Please describe the project in as much detail as possible:
- Please describe how the final product of this project will be maintained to ensure long-standing beautification and preservation:
- Intended Project Start Date:
- Intended Project Completion Date:

Budget Information:

- Please itemize all anticipated expenses below, with the estimated cost of each. In addition to this application, please attached any invoices for quotes to support your funding request.
 - (Area for itemized list) Item, Paid To, Cost
 - Total Project Cost:
 - Total Funding Request:
 - Total Matching Funds:
 - Source of Matching Funds: Question from RW Board member – what does the detail look like answering this question? Could we just ask for a commitment, without the additional information? Is it really necessary to know where the matching funds are coming from?

Beautify Waterbury Grant Application
Façade & Building Improvement Projects in conjunction with Main Street Reconstruction

Submittal and Deadline: One (1) original of this application must be delivered to Beautify Waterbury Project, Revitalizing Waterbury, PO Box 473, Waterbury, VT 05676

Identification of Building

Building Name _____

Street Address _____

Is this a residential or commercial property? Please circle one.

Applicant Information

Name _____

Mailing Address _____

Email Address _____

Daytime Phone _____ Alternate Phone _____

Are you current on all taxes and fees to the Town of Waterbury _____

Are you the property owner or tenant? Please circle one.

If you are not the property owner, please provide their full contact information: _____

Project Description

Please describe the project in as much detail as possible:

Please describe how the final product of this project will be maintained to ensure long-standing beautification and preservation:

Intended Project Start Date _____

Intended Project Completion Date _____

Please include any photographs that will help support your application.

Estimated Budget

Please itemize all anticipated expenses below, with the estimated cost of each. IN addition to this application, please attach any invoices for quotes to support your funding request.

Proposed expenditures: (example: new awning)

Item/Work	Description/Paid to	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Project Cost	\$ _____
--------------------	----------

Total Funding Request Amount: _____

Matching Fund Sources:

Funding Source	Description	Amount
<u>Owner Contribution</u>	<u>Minimum 50% of project Cost</u>	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Matching Funds	\$ _____
----------------------	----------

Attachments (please check):

- Photo Documentation.
- Professional drawings of the proposed work (to scale).
- Construction/Design cost estimate.
- List of state and local permits required for the proposed project and anticipated timeline for permit approvals.

Applicant Signature

Date

Applicant Name Printed or Typed

Beautify Waterbury project
Revitalizing Waterbury
PO Box 473
Waterbury, VT 05676

<p>Staff Use Only Received on (date) _____ Initials: _____ Current on Taxes and Fees _____ Reviewed by Beautify Waterbury Committee on (date) _____ Initials: _____</p>

Beautify Waterbury Grant Application Scoring System
(For applicant reference)

NEEDS TO BE EDITED FOR WATERBURY PROJECT

Matching Resources and Efforts

Item	Description	Points
Additional Matching Dollars	Amount of additional matching dollars COMMITTED to project versus grant amount requested.	Renovation Applications: 4 points for every whole \$1,000 of matching funds above the required match. 20 points max
Quality of the Application	Thoroughness and quality of the application, including drawings, budget, construction plans and timeline.	20

Interpretive Strength and Impact of the Work Proposed

Item	Description	Points
Impact on the Property	The degree to which the proposed work will benefit the property, its marketability, and the public view of the building.	20
Impact on the Town	The degree to which the proposed work will benefit the TOWN, its marketability, and the public view of the town. Including the prominence of the building's location in the town and nature of approaches and views of the building.	20
Quality of Work Proposed	Exemplary work as it relates to aesthetics and rehabilitation standards.	20

Total Score _____

PROJECT LOGISTICS SHEET

NAME OF PROJECT: Beautify Waterbury – Façade Grant Program

GOAL/PURPOSE: The goal of the Beautify Waterbury program is to work in conjunction with Main Street Reconstruction. While Main Street Reconstruction enhances the sidewalks and roads of Waterbury, Beautify Waterbury will extend from the sidewalk to the front of the house or building.

DESCRIPTION:

Beautify Waterbury is a façade improvement and building restoration program where downtown businesses and property owners can apply for matching funds up to \$5000 or 50% of a project.

The intent of Beautify Waterbury is to work in conjunction with Main Street Reconstruction. While Main Street Reconstruction enhances the sidewalks and roads of Waterbury, Beautify Waterbury will extend from the sidewalk to the front of the house or building.

The program is administered by Revitalizing Waterbury, fulfilling the organizational mission to *preserve, promote and enhance the economic, historic and social vitality of Waterbury, Vermont* and specific strategic initiatives.

PRIMARY PLANNERS: Revitalizing Waterbury, Beautify Waterbury Grant Committee

PARTNERS: Town of Waterbury, Edward Farrar Utility District

TARGET ATTENDEES: businesses and property owners directly affected by the Main Street Reconstruction project (Main Street, Stowe Street, Foundry Street and Elm Street)

WHEN: beginning 2020

NEXT STEPS/TO DO's

1. Select Project grant committee (1 RW staff, 1 RW board member, 1 Design Committee member, 1 EFUD member)
2. Present draft Project documents to EFUD (October meeting)
3. Host first Project Committee meeting (have committee make recommendations for amount of grant, percentage of project, timing of projects, scoring rubric, financial barrier solutions and professional vs. non-professional work and labor)
4. Finalize Project Documents
5. Plan roll out/introduction of program for Winter 2020
6. Continue with fundraising activities
 - Oak Tree fundraiser
 - targeted solicitation
 - Include Beautify Waterbury in 2020 Downtown Transportation Grant application

DUFRESNE GROUP CONSULTING ENGINEERS ENGINEERING SERVICES AGREEMENT

This AGREEMENT, dated on the day last signed below, is made between Dufresne & Associates, PC d/b/a DUFRESNE GROUP (DG) and:


CLIENT: Edward Farrar Utility District
ADDRESS: 28 North Main Street, Suite 1
Waterbury, VT 05676

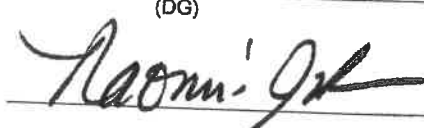
The services, terms and conditions provided in this AGREEMENT and any attachments represent all such provisions and supercede any prior written or oral understandings. The AGREEMENT may only be modified by a written amendment executed by authorized representatives of the CLIENT or DG.

PROJECT: Water Model Update and Blush Hill Extension Survey

STANDARD PROVISIONS: As shown in Attachment 1
SCOPE OF SERVICES: As shown in Attachment 2
FEE: As shown in Attachment 3
SCHEDULE: As shown in Attachment 4

The authorized signatures representing the CLIENT and DG so execute this AGREEMENT and authorize initiation of services unless otherwise provided.

Edward Farrar Utility District
(CLIENT)
Signed 
By William Skopelick
(printed name)
Title Municipal Manager
Date 10/9/19

DUFRESNE GROUP
(DG)
Signed 
By Naomi R. Johnson, PE
(printed name)
Title President
Date 10.7.19

*Dufresne Group is owned by Dufresne & Associates, PC



Dufresne Group Consulting Engineers

ATTACHMENT 1 - STANDARD PROVISIONS

1. **PAYMENTS TO DG:** Invoices will be submitted monthly and are payable within thirty (30) days from date of invoice. Interest may be charged at the rate of 1.5 % per month on any balance that remains unpaid 30 days after the date of the invoice. Failure to pay within 30 days will also permit DG to suspend or terminate services 10 days after written notice of intent to suspend or terminate. The CLIENT agrees to be liable for all reasonable collection costs, including attorney's fees, and the DG time and expenses. CLIENT agrees to accept responsibility for securing sufficient funds to ensure prompt payments to DG.
2. **DEFINITIONS CONCERNING PAYMENT:** Where the term "time and expense" (T&E) is used, it shall mean that hourly rates of pay for various employees plus incidental expenses such as mileage, lodging, printing, postage, or other project related items are invoiced to the client. Work by others including subconsultants or specialty firms are marked up by an additional 8% for administration. Where an amount is established as a budget for a T&E amount, DG can exceed the budget by 10% without specific authorization by the CLIENT. DG agrees to cease scope activities at or below the 110% budget amount until the budget is increased by the CLIENT. DG cannot assure completion of scope items for any budget amount using the T&E method of payment.
3. **STANDARD OF CARE:** The standard of care applicable to services provided by DG is based on the standards, skills and diligence normally provided by other engineers performing similar services at the same time, in the same area, and under the same circumstances
4. **COST ESTIMATES:** Estimates of construction or total project cost provided by DG are based on experience and judgment. Actual costs will differ from the estimates given due to market conditions or unforeseen circumstances. DG does not warrant that these estimates will represent actual costs.
5. **USE OF DOCUMENTS:** The CLIENT agrees that all documents provided to the CLIENT by DG are instruments of service to be utilized solely for this PROJECT exclusively by the CLIENT. The CLIENT agrees to indemnify and hold harmless DG and DG's sub-consultants from all claims, damages, losses and expenses, including attorney's fees arising from reuse of these documents.
6. **LIMITATION OF LIABILITY:** The CLIENT agrees to limit DG's total liability from claims to the total compensation received by DG under this AGREEMENT. The CLIENT agrees not to personally charge any employee of DG with any liability arising from the performance of services provided in this AGREEMENT.
7. **SEVERABILITY AND REFORMATION:** The parties agree that any provisions held to be void or unenforceable shall be stricken without invalidating the intent of this AGREEMENT. The parties agree to reform the remaining terms and provisions and to replace the stricken provision or part thereof with a valid and enforceable provision which best represents the original intent.
8. **ENGINEERING SERVICES DURING CONSTRUCTION:** The CLIENT recognizes that construction review is a vital element of DG's complete service to minimize problems during construction. Such services allow rapid response to unanticipated or changed conditions, or errors or omissions committed by design professionals, contractors, materials providers or others. The CLIENT recognizes that construction review is a technique employed to minimize the risk of problems arising during construction; that construction review by DG is not insurance and does not constitute a warranty or guarantee of any type. In all cases, Contractors, et al. (that is, the General Contractor, subcontractors, subcontractors, material-persons and others) shall retain responsibility for the quality of their work and for adhering to plans and specifications. The CLIENT agrees to utilize DG for on-site resident engineering services during the construction phase of the PROJECT or hold DG harmless for any claims made during construction.
9. **TERMINATION:** The CLIENT or DG may terminate this AGREEMENT for cause without penalty. Such termination requires 21 days written notice. In the event of termination by either party DG shall be paid for services rendered up to the date of termination. The CLIENT may terminate the AGREEMENT for convenience after a termination expense of 10% of the fee or estimate for services is provide to DG in addition to payment for services rendered up to the date of termination.
10. **ESTIMATED FEE:** DG will attempt to estimate the total fee involved for the project for budgeting purposes. The CLIENT should be aware that the estimate is based on the project scope as outlined to us by the CLIENT. If the project scope changes, the original estimated fee may change. In addition, specific project conditions such as local/state permit requirements may affect project costs. When such factors appear to affect the project estimate, DG will endeavor to contact the CLIENT to discuss alternatives to limit the work or modify the estimate.

**ATTACHMENT 2
SCOPE OF SERVICES
WATER MODEL UPDATE AND BLUSH HILL EXTENSION STUDY
EDWARD FARRAR UTILITY DISTRICT (EFUD)
WATERBURY, VT
October 7, 2019**

I. General

- A. DG shall perform preliminary phase engineering services for Edward Farrar Utility District (CLIENT) for a computer water model update and Blush Hill Extension study.

II. Basic Services

- A. Obtain and review existing information provided by the CLIENT for the water system including:

1. The following list of items identified by Alec Tuscany:

- a) Village of Waterbury Ashford Lane/Kennedy Drive Watermain Replacement Project, by Grenier Engineering, P.C., dated 3/14/17. These are design plans as project has not been constructed.
- b) Village of Waterbury, Crossroad Road, Watermain Replacement, by Grenier Engineering, P.C., dated 7/15/2019, bid plans, project has been completed.
- c) Arnot Development (Sparks Holding, Maple Basin), by McCain Consulting, dated November 26, 2012
- d) Blush Hill Reservoir Watermain, Asbuilt Plans by Charles Grenier Consulting Engineer, P.C., dated 11/1/2010
- e) Lincoln Street Extension Water Main (Letter Report) by Dufresne-Henry, Project # 195111530 dated September 17, 2010
- f) Blush Hill Water Main-Water Age Analysis Report from Stantec Consulting Services, Project # 195111530, dated June 16, 2009 with distribution system mapping and age analysis for three alternates.
- g) Laurel Road Water Main Interconnection Project, Contract 2W by Stantec Consulting Services, Project #195111936 dated June 2009. These drawings are the Bid Documents as the contractor never furnished Record Drawing information.
- h) Village of Waterbury, Water System Map, Sheet 1 of 1 by Stantec Consulting Services, Project #195111530, dated March 2008
- i) Evaluation Report Potential Water Connection for Blush Hill Meadows Housing Project Waterbury, VT, Final Report by Dufresne & Associates, PC dated May 8, 2006.
- j) Village of Waterbury, Water Model, Waterbury Water System Base Map, Sheet 2 by Dufresne Henry, dated June 2005
- k) Waterbury Water System, Computerized Model (aerial photo plan), Sheets 1 & 2, by Dufresne Henry, dated October 2000
- l) Duxbury-Moretown Fire District No. 1, 8" Water Transmission Main, by Dufresne-Henry, Project #614049, Record Drawings, dated January 1998
- m) Water Distribution Improvements Contract 94-7, Blush Hill/Kennedy Drive Site Plan and Water Main Profile Record Drawings by Dufresne-Henry, Project # 614005, dated 8/24/1995.

n) Oakwood Estates

- 1) Water Distribution Plan-As Designed by Dufresne Henry, Project # 616005-01, dated April 1986, Sheet W1 of W8
 - 2) Pump Station Plan and Isometric by Dufresne Henry, Project #616005-05, dated May 1986 with Revisions, Sheet W5 of W8
 - 3) Pump Building Plan, Project 6169005-06, dated May 1986 with Revisions, Sheet W6 of W8
2. The computerized hydraulic model of the system, WaterGEMS compatible format, as developed by Stantec Consulting Services in 2008 with orthophoto background base mapping of the water system.
 3. The latest Insurance Service Organization reports for Needed Fire Flow by location.
 4. Hydrant test results completed by TriState Sprinkler.
 5. Ben and Jerry's average, maximum day, and peak instantaneous demands and Needed Fire Flow based on interviews and data provided by facilities operational staff.

B. Demand Analysis

1. Review and analyze total system daily flow for the past three calendar years and determine the current average and maximum day demand values.
2. Compare current system demands with those reported in the Blush Hill Water Main-Water Age Analysis Report by Stantec Consulting Services June 16, 2009.

C. Field Data: The EFUD Water Department will assist during field data collection, including access to facilities, installation of gauges, operation of hydrants, freeze protection of pressure recorders, flow mitigation, traffic control and coordination with property owners. The level of effort is based on completing the site visits and recorder installations in one day, completing the flow tests during one night-time period and completing the survey in one day.

1. Using calibrated pressure gauges, observe the pressure regulating valves and obtain current upstream and downstream pressure settings and deviation pressure range.
2. Establish two pressure calibration points for use during hydrant flow testing. Provide and install self-contained pressure recorders to monitor and record system pressure and determine hydraulic gradeline.
3. Perform up to three fire flow tests in the system upstream of the Colbyville PRV. Review proposed locations of the flow tests with the CLIENT prior to field activities.
4. Perform a survey to obtain elevations of hydrants used for flow tests, pressure recorders installed for monitoring during the tests, pressure gauges at PRV vaults and two tank overflow elevations.
5. Perform a site visit to the Oakwood Estates development to observe the condition and operation of the existing booster pump station.

D. Model Update:

1. Update the model using the existing data files, records and collected field data. Verify that boundary conditions and operational parameters are accurately represented in the computer model by using information obtained through the CLIENT or by field visits. The following items are identified to be updated or confirmed for accuracy.
 - a) Piping and other infrastructure installed since the last model update, in 2008.
 - b) Control logic for surface water source of supply.
 - c) Storage tanks (two).
 - d) Pressure reducing valves (two active PRVs and one PRV not in operation).
The PRV upstream of the WTP filters is not represented in the model.
 - e) Source representation, modeled as a reservoir with flow control valve
 - f) Demands: Update demands for the 10 largest customers using data provided by the CLIENT. Apply a multiplier to other demands as necessary to adjust the total model average day demand to current average day demand.

E. Model Calibration:

1. Calibrate the model to the fire flow tests using a steady state analysis. Document calibration attempts and specific changes made for calibration.
2. Prepare a narrative in memorandum form to document how the water model was prepared, reviewed, and calibrated.

F. Hydraulic analysis:

1. Investigate and recommend options to provide service to Oakwood Estates and eliminate the existing hydro-pneumatic water system serving Oakwood Estates with a gravity fed system from the high pressure transmission line from Barnes Hill.
2. Evaluate alternatives to the pressure zones established by the Colbyville and Guptil Road PRVs including the areas downstream of the Colbyville PRV, east of VT 100. Provide recommendations for PRV modifications, water extension size, service area limits, water main locations and other system modifications to provide domestic and fire suppression water service to Oakwood Estates and adjacent areas, including the Ben & Jerry's facility, without booster pumps. Alternatives to be considered for service to areas downstream of the Colbyville PRV with a connection upstream of the PRV include:
 - a) Maintain the Colbyville and Guptil Road PRVs' settings
 - b) Eliminate the Guptil Road PRV
 - c) Modify the Colbyville PRV upstream setting
3. Provide recommendations for replacement of any inadequate existing water lines within the Oakwood Estates development, based on age, condition as reported by the Oakwood Estates representatives and hydraulic limitations.

4. Delineate the existing and proposed service areas upstream and downstream of the PRVs, defined by a minimum of 35 psi pressure during average day demand conditions and 20 psi minimum pressure during maximum day plus fire flow conditions.
 5. Meet onsite with Brad Small to discuss the issues and limitations of the Route 100 PRV system and any beneficial modifications to stabilize the operational pressure at this control vault. EFUD will be responsible for the cost of Brad Small's services separate from this contract.
- G. Develop conceptual figures, construction costs estimates, a summary of total project costs and an implementation schedule for the recommended improvements.
- H. Incorporate the results and prepare five copies of a 90% complete bound document that encompasses all findings, narrative descriptions, figures and tables for review by the CLIENT. The report format will not follow the standard PER format outlined in RUS Bulletin 1780-2.
- I. Revise the report to address any written review comments. Prepare five copies of the final bound report to the CLIENT and make a presentation of the final report to the EFUD commissioners.
- J. Meet with the CLIENT two times during the PROJECT (in addition to normal field visits) and discuss findings and receive input. Prepare agenda and written minutes of these proceedings. Distribute copies to those attending the meeting.

**ATTACHMENT 3
FEES AND CHARGES
WATER MODEL UPDATE AND BLUSH HILL EXTENSION STUDY
EDWARD FARRAR UTILITY DISTRICT
WATERBURY, VT
October 7, 2019**

A. General

1. DG agrees to provide the Engineering Services described in Attachment 2 upon receipt of signed copy of the AGREEMENT.
2. The CLIENT agrees to pay DG for the services described in Attachment 2 as described below:

B. Fees and Charges

1. The fees are as follows:
 - a) Basic services as described in Attachment 2
Part II. A-J, a fixed fee of..... \$38,000

This AGREEMENT provides for a total of \$38,000 as outlined above.

C. Definitions Concerning Payment

1. Items paid on a time and expense basis shall be based on the rate table as shown in Table 1 included in this Attachment. Mileage is charged at the rate shown. DG reserves the right to revise the Rate Schedule once per year on the first day of each calendar year. The maximum increase at any time shall be ten percent per year.
2. Reimbursable expenses shall mean the actual expenses incurred directly or indirectly in connection with the project for independent professional associates or consultants. Costs for work by others shall be charged to the CLIENT at 108% of the actual cost incurred. Charges for transportation and subsistence; mail, reproduction of reports, drawings, specifications; meals and lodging; and project related telephone charges shall be charged at the actual cost incurred without mark up.
3. Services provided under the time and expense method of payment shall not exceed the limit shown. DG agrees to cease all activity under such items until the limits are formally modified. Where individual estimates are shown DG can modify individual estimates as necessary as long as the total limiting sum for special services is not exceeded. DG will assist the CLIENT in formalizing such budget flexibility with the funding agencies if necessary. The "level of effort" showing the anticipated hours for the various scope items is shown in Table 2. Significant deviations from the hours shown may require an engineering amendment.
4. Services provided under a fixed fee or lump sum basis shall be billed on a percent complete basis and include all charges necessary to provide the finished product to the CLIENT.

TABLE 1
SCHEDULE OF RATES AND TERMS FOR YEAR ENDING 2019

FEES:

Engineering and Technical Services:

President/Director	\$175.00-\$190.00 per hour
Vice President/Regional Manager I.....	\$130.00 " "
Project Manager	\$100.00-\$105.00 " "
Regional Manager II.....	\$95.00 " "
Construction Manager.....	\$95.00 " "
Project Engineer	\$85.00 " "
Engineering Technician/Construction Engineer.....	\$65.00-\$72.00 " "
Engineering Intern.....	\$45.00-\$50.00 " "

Administrative Services:

Clerical Office Manager.....	\$65.00 per hour
Office Assistant.....	\$50.00 per hour

EXPENSES:

Mileage - passenger car.....	Current IRS Rate
Mileage - survey truck and related equipment.....	\$0.68 per mile

Copying:

24" x 36"	\$2.50 each
8½" x 11" B&W	\$.10 each
8 ½" x 11" Color	\$.20 each
11" x 17" B&W	\$.49 each
11" x 17" Color.....	\$.98 each

Subcontracted and subconsultant services if required at cost plus 8%

TERMS AND CONDITIONS:

1. Time provided in excess of 40 hours per week or after 9 PM for night time construction observation shall be provided at 150% of the rates shown.
2. Time and expense charges are valid through December 31, 2019.

**ATTACHMENT 4
PROJECT SCHEDULE
WATER MODEL UPDATE AND BLUSH HILL EXTENSION STUDY
EDWARD FARRAR UTILITY DISTRICT
WATERBURY, VT
October 7, 2019**

A. General

1. The CLIENT and DG recognize the project schedule is based on the initiation of services on the notice to proceed date/start date shown below. Delays in the initiation of the start date or CLIENT and regulatory review may delay other interim dates as shown herein.
2. Engineering services as provided under this AGREEMENT begin with the execution of this AGREEMENT.

B. Schedule:

1. Services are expected to commence upon receipt of a signed agreement and proceed along the following general schedule:

<u>Item</u>	<u>Completion Date</u>
a) Kickoff Meeting	October 11, 2019
b) Field Work.....	November 1, 2019
c) Submit Draft Report	January 15, 2020
d) Submit Final Report	February 15, 2020

Some of the services listed above are based upon review times by regulatory agencies or construction activities. In these cases, completion of services by DG is dependent on parties beyond the control of either the CLIENT or DG. If regulatory review times extend beyond the times normally expected the interim dates and completion dates listed may be affected.

From: Skip Flanders [mailto:wtbskip@comcast.net]
Sent: Wednesday, October 9, 2019 12:08 PM
To: 'Shortsleeve, Andrea' <Andrea.Shortsleeve@vermont.gov>
Cc: WShepeluk@WaterburyVT.com; 'aothompson@gmail.com' <aothompson@gmail.com>; 'Bill Woodruff' <bwoodruff@waterburyvt.com>; 'Tom Sweet' <Tom@HungerMountainForestry.com>
Subject: RE: Request for permission to use the Waterworks Property

Hi Andrea, thank you for your note on the proposed Oct 20th walk. We have the monthly Utility Commissioners meeting at 4:30 pm today and I will share the request with the Manager and water Department Staff on the proposal. The Commissioners generally support the efforts to preserve the Shutesville Wildlife Corridor consistent with the goal to manage the property watershed protection and acceptable public use. I will have someone let you know if we have further questions or need any further information. Thank you for letting us know. Skip Flanders
Chairman EFUD

From: Shortsleeve, Andrea [mailto:Andrea.Shortsleeve@vermont.gov]
Sent: Wednesday, October 9, 2019 10:07 AM
To: Bill Woodruff <bwoodruff@waterburyvt.com>; wtbskip@comcast.net
Cc: aothompson@gmail.com
Subject: Request for permission to use the Waterworks Property

Hello Skip and Bill –

As you've heard, the Shutesville Hill Wildlife Corridor group is planning a public walk on Sunday, October 20th to discuss forest management activities that private landowners can implement on their own properties as a way to improve wildlife habitat and forest health. We were planning on holding this walk at the Waterworks Property, but it has been brought to my attention that we made an error and skipped the step of asking for your permission to actually use the property before moving ahead with our plans! I sincerely apologize for this misstep, I'm not personally familiar with the property and had heard that other public events had happened at the property, so I did not think to reach out to either of you. My apologies.

So, I'm writing to request permission to use the Waterworks Property to hold this public walk. We're anticipating about 20 or so people, all landowners within the Shutesville Hill Wildlife Corridor, to attend. The event would run for about 2 hours on Sunday (Oct 20th) morning, and is a follow-up event to a presentation on the same topic that I will be giving at the Green Mountain Club in the evening of October 15th. The walk will center around recent forest management that has been done to demonstrate the activities I will be describing during the presentation. It will be led by myself and Dan Singleton, the Washington County Forester, and I'm suspecting that Allan Thompson and Steve Hagenbuch will also be in attendance. I don't have a plan yet for where exactly we would be walking, but I will be figuring that out over the next week. I have the Forest Management Plan for the property and will be reading through that today to help become more familiar with the resources there. If allowed to use the Waterworks Property for this event, we would ensure that the walk wouldn't conflict with the property's priority of water protection. To that end, are there areas where you'd like us to avoid during the event?

Thank you for your understanding and for your consideration of this request. Please let me know if you have any concerns or questions. I look forward to your response.

-Andrea

Andrea Shortsleeve
Private Lands Habitat Biologist
VT Fish and Wildlife Department
5 Perry Street, Suite 40
Barre VT 05641
Office: 802-479-4439
Cell: 802-477-2257
andrea.shortsleeve@vermont.gov

From: Municipal Manager
To: Elected Boards
Date: October 9, 2019

Re: Internal Controls/Cyber Security for Money and Personal Information

There has been much in the news of late concerning losses of public funds through electronic wire fraud, e-mail "phishing", electronic ransom wear and even simple, old fashioned breaches of trust. The Town of Norwich recently had in the vicinity of \$250,000 stolen when money was wired to an outside account on the direction of a fraudulent e-mail "from the town manager. In another instance, public and private businesses in the Upper Valley region of Vermont and New Hampshire had losses of \$1.4 million dating back to 2012, when it was recently discovered that payroll processing company kept withheld federal and state taxes, as well as FICA withholdings rather than paying the IRS and state tax departments as expected.

While one should never say "It can't happen here", the Waterbury municipalities, their boards and staff have taken important steps to prevent fraudulent losses of financial assets and personal information. The public through the adoption of budgets recommended by Waterbury's elected officials provide a reasonable budget for the education and training of staff in a wide range of areas. Training has been and continues to be provided to staff members who have access to bank accounts, vendor accounts and even taxpayer/rate payer accounts to reduce the risk of and to detect fraud. While still in the early stages, the town and the utility district are "upping their game" as pertains to cyber security as well.

There is a "three legged stool" the existence of which allows almost all fraudulent acts. The legs are "motivation or need, rationalization, and opportunity. Except in the case of hardened, pathological criminals, fraud is committed by people who have a need, have convinced themselves that their actions are reasonable and when there is an opportunity to steal. Motivation or need are somewhat subjective and the ability to rationalize is a human trait that most are guilty of from time to time and in varying degrees. It is difficult for us as an organization or as a community to knock out either of those legs. While it is impossible for us to eliminate all opportunity for bad acts by bad actors, we do and must continue to reduce the opportunity for fraudulent acts to be perpetrated against us.

Having hard cash on hand in the workplace and cash payments by the public for government services and fees is the area where Waterbury municipal government is at greatest risk. Procedures are in place and practices are employed to reduce the risk of theft. They include:

- No "petty cash box" exists.
- All cash drawers are closed out balanced every day.
- Tax, utility bills and all bills for receivables are generated electronically and when received are entered to and accepted into the general ledger through an electronic cash/receivables coding system
- Automatic receipts are generated, printed and provided to the payer whenever cash is used to pay a bill.
- Cash and checks are deposited to the bank on the day they are received, with the exception of payments made late in the day, which after having been accounted for and "balanced out" are kept in the vault.

Payroll & Accounts Payable:

- Employees and vendors are all paid by check or electronic transfer. NO CASH payments are made.
- Payroll is processed after time cards are reviewed by department heads and approved by the manager. Employees' pay is automatically deposited to their bank accounts. Insures against fraudulent cashing or checks "going stale".
- Department heads transmit Expense Coding Sheets with related invoices and statements to bookkeeper for all accounts payable.
- All vendors are electronically entered into accounting system. If not in the system, a vendor cannot be paid until all necessary paper work is filed with the bookkeeper.
- Bookkeeper prepares checks and warrant orders for all payable, including payroll
- Warrant orders must be reviewed and signed by at least one member of appropriate elected board.
- After warrant orders are signed, the treasurer signs the checks and returns them to the bookkeeper
- Bookkeeper sends two electronic files to the bank—one for all electronic payroll or payables to vendors by ACH, ~~one with a listing of all paper checks.~~
- ~~Bank sends an electronic file to the treasurer.~~ Treasurer must approve all electronic payments in the aggregate and must approve all payments issued by check according to check #

Unless all payments satisfy this test, the bank should not honor a payment request.

In general funds are not wired or moved electronically from one municipal bank or investment account. Checks are generally issued to or by Edward Jones or Morgan Stanley when invested money is moved from or to the general fund checking accounts of the town or EFUD.

The bookkeeper has been instructed to only accept signed memos that have been hand delivered (no e-mails accepted) when instructions are provided by the manager or treasurer to change a practice or to send money to a new account. If employees want to change the account to which pay or benefit payments are deposited, it must be done in person.

Insurance:

Both municipalities have insurance to guard against fraud or cyber theft/ransom. Limits are in the \$25,000-\$50,000 range.

MONTHLY Report September 2019

Items of Interest

Main Street Project

Brush Hogging, Mowing

Hydrants, Curbstops, Valves

Hydrant Painting

Prepare for Projects – Digsafe and planning

Potential Blush Hill Water System Expansion

Chemical Deliveries

Chlorine

Fluoride

Polymer

Maintenance

Regular

Water Sources Used

All Surface Water Sources Used

Springs

Well 1

Sweet Wells

Flow Data

High Day

9/19/2019

323667 Gallons

Low Day

9/1/2019

262274 Gallons

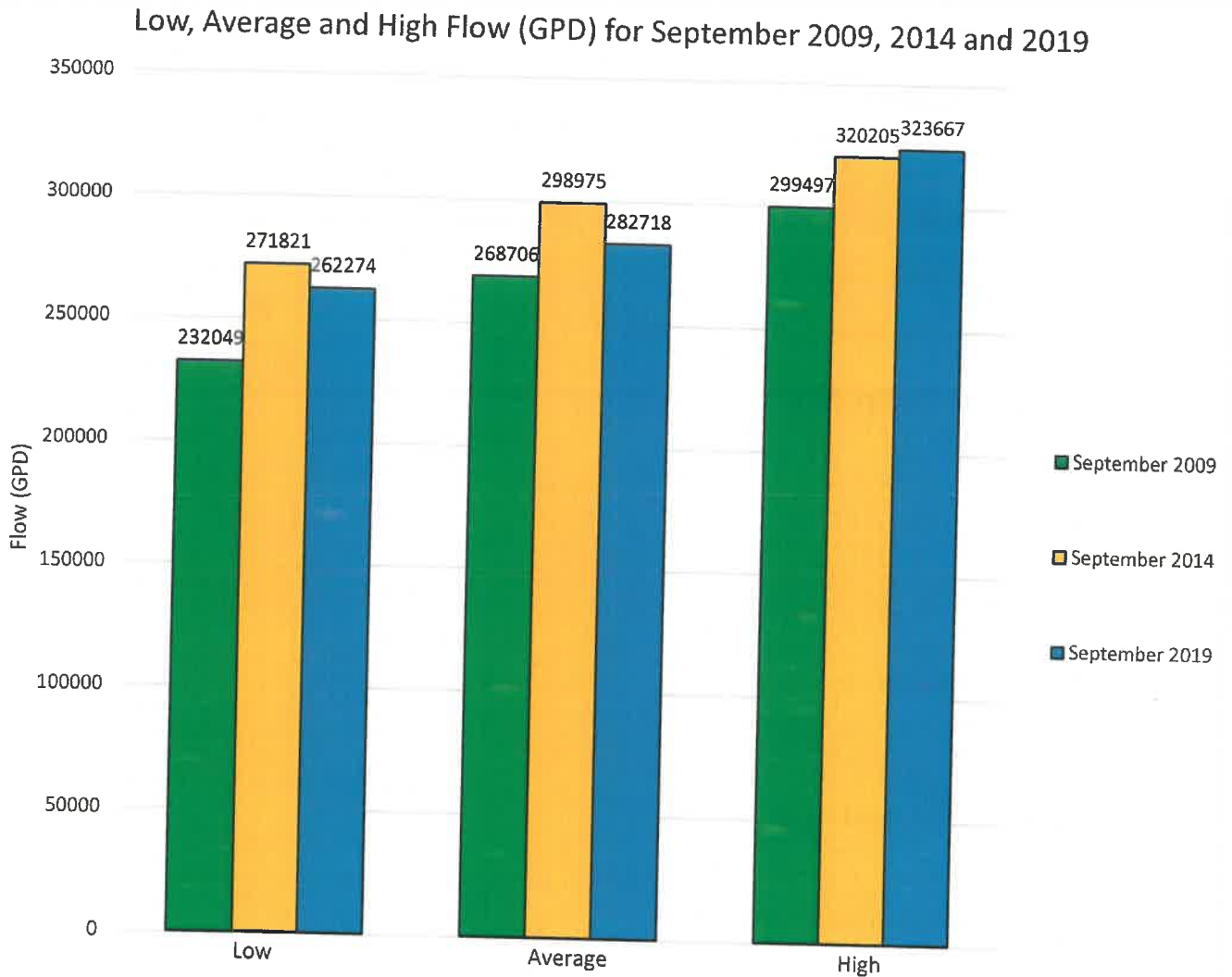
Average Day

282718 Gallons

Peak

9/20/2019

744 GPM



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

Summary

A significant portion of our time over the past month has again been devoted to the main street project. Our responsibilities there have continued to include valve and line location, hydrant flushing, addressing breaks and meeting with J.A. McDonald to coordinate workflow related to the water infrastructure, etc. The month of September saw two planned shutdowns for significant parts of the water system. The first was on South Main Street from Elm Street to Park Row. This was shut down to allow removal of an abandoned (but live) hydrant line in front of Prohibition Pig to make room for stormwater infrastructure. The shutdown lasted the better part of the day, but went smoothly without any additional interruptions or issues impacting the system. The second was for work in front of the J.A. McDonald building, and required shutdown of the system from that point all the way through the Duxbury/Moretown district.

We also found time for regular end of summer / fall tasks such as mowing the plant and our other locations, plant and truck cleanup, curbstop location and/or repairs, DigSafe marking, hydrant painting and weedwacking etc. We finished all of the brush hogging for the season in September. We assisted with several other projects for the Recreation and Wastewater departments in addition to our regularly scheduled Water Department responsibilities.

We have a couple of projects on the radar for this fall, and have begun preparation (planning, Dig Safe markings, etc) for them. They are: Repair curbstop on Intervale requiring excavation, install standpipe spigot in Stowe Street minipark and plant trees and place pylons at micro-hydro site on Guptil Road.

We met with folks from Dufresne Group and Alec+Woody to initialize a project to determine viability of expansion of water service further up Blush Hill. Mainly, the objective is to determine whether the existing system can provide the required flow/pressure to service the area, and what the impact would be on the reservoir, on existing customers, impact on micro-hydro turbine and on operation of the pressure vaults along the mains. The first steps from our end have been to begin collecting daily usage data for Ben and Jerrys (biggest customer in the area), as well as up/down pressures from the turbine as well as surrounding pressure vaults.

Well 1 was used for 14 days in September due to dry conditions and lack of sufficient available surface water; the Sweet Wells were 3 days in September. Well 1 flow averaged ~230gpm over the 14 day usage period for a total flow of ~4,650,000gal. The Sweet Wells averaged 190gpm over the total 4 day usage for a total flow of ~1,100,000gal.

Wastewater Progress Report

September 2019

• Process:

- CoMag process running well. Cooler temperatures and the fall lagoon turnover affecting lagoon 3 influent. Still meeting permit limits
- Sludge barge operation continues until colder temperatures suspend this year's operation. Although more sludge has been removed than anticipated in the past month, still the sludge pockets in the middle of lagoon #1 have been deep and will require more pumping. Process running well
- Hallam ICS back on site to work on MPS controls alarm programming and wiring up the larger A3 chlorine pump for full SCADA interfacing and remote control. Automated control is based on flow and not TRC.
- September Monthly Flows
 - Influent: 5.3 MG
 - Effluent: 5.3 MG
 - Precipitation: 4.8 inches

• Collection System:

- Main St. project continues. Anne Imhoff connection completed. Will follow with adding material to driveway and future blacktop repair.
- Awaiting Mad River Cabinet Design pump station installation and connection.
- Alec attended State sponsored Pre-Treatment Program round table and VT DEC Inspector Nick Giannetti has requested input from EFUD. However, EFUD needs to demonstrate more initiative regarding the Sewer Ordinance and FOG with restaurant owners. Still awaiting the letter from Municipal Manager to Restaurant owners.

• Personnel

- Pete K. participated in the Operator Exchange Program and attended the MEWA Fall Conference in Northport, Maine. He toured lagoon treatment plants and composting facilities and had excellent interfacing with operators and officials. Much information was gleaned regarding the PFAS issue in wastewater sludge and the possible future impact testing will have on sludge removal in Vermont.
- Brad Roy begins Wastewater Certification Classes next week.

• 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 – first week completed
- Man-hole repairs – On going
- SCADA drawing I/O mapping;- Scheduled with Hallam ICS

October 2019

MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS

UTILITY BILLING CLERK

DMFD #1
180 Gallagher Acres
New 3 bedroom home
Water Allocation Fee \$1,350.00

Revised application:

Jeffrey Atwood
3250 Waterbury-Stowe Road
Change to original application from 05/27/2016
Previous request to construct 2 x Duplex's and a single family home (along with existing single family home) all containing 14 bedrooms
New application request is for 3 living units with a total of 8 bedrooms
Water Allocation Fee \$2,531.25
Meter Fee \$320.00 (one existing meter)

STILL PENDING:

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

*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

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.

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:

Late September our office was shorted staffed on certain days due to vacation schedules. I kept busy filling in for the Transportation Liaison assisting with Main Street Reconstructions updates, Route 100 updates, postings and emergency calls. On top of answering and directing incoming calls, taking care of the mail and processing payments for water and sewer. Our bookkeeper was out one afternoon so I was able to assist in processing a special UDAG check for Flint/Wulff loan. Payments for the September water bills were due on 9/20 and have generated a number of angry complaints due to bank checks arriving to our office late.

There are currently 105 delinquent water/sewer accounts.

October we begin meter readings again for the next billing cycle