

**Edward Farrar Utility District  
Commissioners Meeting**

Wednesday Jan 8, 2020  
4:30 pm at Steele Community Room  
28 North Main St  
Waterbury VT

*Agenda*

- |         |                                                                          |
|---------|--------------------------------------------------------------------------|
| 4:30 pm | Opening                                                                  |
| 4:31 pm | Public                                                                   |
| 4:36 pm | Consider MOU on "Beautify Waterbury Program" with Revitalizing Waterbury |
| 4:55 pm | Consider amendments to Purchasing Policy                                 |
| 5:05 pm | EFUD Forest Management Plan                                              |
| 5:15 pm | Update on Blush Hill water pressure study                                |
| 5:15 pm | Budget Report                                                            |
| 5:40 pm | Department Reports and updates                                           |
| 5:50 pm | Minutes                                                                  |
| 5:55 pm | Adjourn                                                                  |

Edward Farrar Utility District  
January 8, 2020  
Minutes

Present: P.H. Flanders, L. Sayah, C. Parks, R. Finucane by phone, N. Sherman Commissioners; B. Woodruff, W. Shepeluk, K. Petrovic staff; A. Imhoff, public; K. Nevin, RW

Chairperson Flanders called the meeting to order at 4:34 p.m.

**Public:** No comment

**Consider Modification to the agenda:** N. Sherman requested time on the agenda to briefly speak to the Commissioners about the Dog Park; this will be added to the agenda before the Minutes. C. Parks requested time on the agenda to talk about a Sanitary Survey that was performed for the Water Department; this will be discussed along with Department Reports.

**Consider MOU on “Beautify Waterbury Program” with Revitalizing Waterbury:** A final draft of an MOU was presented to the Commissioners. C. Parks suggested some edits to the document that need to be implemented before it can be signed. The terms were adjusted to indicate two payments of \$30,000.00 one in 2020 the second in 2021. **N. Sherman moved to approve the MOU between Revitalizing Waterbury and the Edward Farrar Utility District for the Beautify Waterbury Project with the proposed language changes. C. Parks seconded the motion; a vote was held and passed unanimously.**

**Consider amendments to the Purchasing Policy:** W. Shepeluk presented the Commissioners with a copy of the 2020 EFUD Purchasing Policy – section 5 has been updated to reflect a change to the amount Department heads can spend, a Purchase Order is needed for invoices totaling \$1,200.00 or more. **N. Sherman made a motion to approve the adoption of the Edward Farrar Utility District Purchasing Policy as presented. L. Sayah seconded the motion; a vote was held and passed unanimously.**

**EFUD Forest Management Plan:** W. Shepeluk informed the Commissioners that the March 2019 plan is now fully implemented having received the signature of the Lamoille County Forester. Literature and information regarding Bush Honeysuckle was included in the packet from the State of Vermont. A short discussion regarding the species followed.

**Update on Blush Hill water pressure study:** B. Woodruff updated the Commissioners on the progress of the study. A draft report is being prepared and expected to be available by January 15<sup>th</sup>, we can expect an update at the February meeting.

**It was decided to change the order of the next two agenda items to allow certain staff to leave before budget discussions.**

**Department Reports and updates:** C. Parks shared details of a Sanitary Study with the Commissioners. There was notation in the reports regarding access to Stevens Spring. B.

Woodruff has assured the Commissioners we have access but it's complicated. Research should be done to ensure we know our rights regarding this access.

**Waterbury Dog Park:** N. Sherman reminded the Commissioner's an MOU was signed back in March of 2019 and came with certain responsibilities of the park organizers. She has spoken to them and reminded them to submit an Annual Report by March 2020 for the EFUD Annual Meeting in May.

**Budget Report:** W. Shepeluk reviewed the budget reports for all EFUD accounts with the Commissioners.

**Minutes:** N. Sherman made a motion to approve the minutes of November 13, 2019 as written. C. Parks seconded the motion; a vote was held and passed unanimously.

The manager informed the commissioners the contractor responsible for construction of the pad, required by EFUD and necessary for truck to access the sewer manhole, left an unstable banking that had to be repaired to avoid damage to the Einhorn property and to insure continued access to the manhole. The Einhorns paid \$4,950.00 for the wall. After the discussion, **C. Parks made a motion authorizing EFUD to reimburse Don and Anne Einhorn the sum of \$3,000.00 for their construction of a retaining wall on their property, but adjoining the EFUD Right-of-Way.** N. Sherman seconded the motion; a vote was held and passed unanimously.

**L. Sayah made a motion to adjourn. C. Parks seconded the motion; a vote was held and passed unanimously**



2/12/20

MEMORANDUM OF UNDERSTANDING between  
Edward Farrar Utility District and Revitalizing Waterbury  
Beautify Waterbury Program

WHEREAS, the Edward Farrar Utility District (EFUD) and Revitalizing Waterbury (RW) agree that successfully supporting our community through the Main Street Reconstruction Project is essential, and

WHEREAS, RW supports the Town of Waterbury and its local residents and businesses through a variety of services including economic development, beautification, and marketing and promotion, and

WHEREAS, RW has developed a new façade improvement grant program, called the Beautify Waterbury Program, to provide financial assistance to businesses and properties adjacent to Main Street impacted by the Reconstruction Project, and those improvement projects may include:

- walkway and entrance repair, replacement or construction to improve accessibility,
- landscaping including trees, shrubs, and perennial gardens,
- cleaning and pressure washing the façade including windows, siding, doors, awnings, porches and business signage,
- repairing and replacing the façade, including windows, siding, doors, awnings, porches and business signage,
- painting, masonry repairs or brick pointing, and

WHEREAS, EFUD and RW agree that two types of adjacent properties are eligible for funding,

- those properties that have had a higher impact from Main Street Reconstruction and are eligible for funding for all types of projects (Level 1). These properties are identified as being in the active construction zone,
- those properties that had a lesser impact from Main Street Reconstruction and are eligible for funding only for projects that clean up from any impact related to construction (Level 2). These properties are identified as being on streets that were directly adjacent to the active construction zone.

WHEREAS, EFUD and RW agree that applicants must be property owners or tenants with clear written permission from the property owner, and

WHEREAS, EFUD seeks to support the Beautify Waterbury Program by committing funds, up to \$60,000 over two years, between January 1, 2020 and December 31, 2021, from its UDAG Fund, and

WHEREAS, RW plans to raise additional funds to supplement the \$60,000 funding commitment from EFUD, and

WHEREAS, EFUD and RW agree all funds raised by RW to supplement the \$60,000 funding commitment from EFUD shall be deposited into a separate and restricted Beautify Waterbury Program account, owned by RW, to be used solely for the Beautify Waterbury Program and that all disbursements of the UDAG funds by EFUD for the Program shall be made to RW, after matching requirements described below are certified, and shall be deposited into the same Beautify Waterbury Program account and all administrative costs for the program will be covered by RW's general operations budget, and

WHEREAS, EFUD and RW agree that all grant funds disbursed from the Beautify Waterbury Program shall be matched by grant recipients, in a ratio as approved by RW, but in no case shall a grant exceed 50% of the project cost, and that RW will certify that any named recipient of the grant shall have agreed in writing and met the required cash match before Beautify Waterbury Program funds are disbursed, and

WHEREAS, the Beautify Waterbury program will be administered by an RW Committee made up of a representative from EFUD, a RW Board Member, a RW Design Committee member, a RW staff member and a

local contractor, and that such RW Committee shall certify that all projects funded through the Beautify Waterbury Program shall have been completed in accordance with the project plan approved by said Committee,

WHEREAS, RW will provide an annual report of receipts and disbursements including a summary of funded projects to EFUD by February 1 of each year of the program,

THEREFORE, IT IS AGREED that EFUD will support Revitalizing Waterbury's Beautify Waterbury Program with a donation of up to \$60,000 over two years between January 1, 2020 and December 31, 2021.



P. Howard Flanders, EFUD Chairperson



Karen Nevin, RW Executive Director

Date: Jan 9, 2020

# BEAUTIFY Waterbury

## A Façade Improvement Grant Program through Revitalizing Waterbury

Beautify Waterbury is a façade and building improvement program where downtown businesses and property owners can apply for financial assistance to complete eligible projects. 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 current state and 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 major modifications to the project made prior to completion must be approved.

### Eligibility

- All eligible properties must be directly adjacent to the Main Street Reconstruction project as defined below or illustrated on the corresponding map.
- Adjacent properties that had a higher impact from Main Street Reconstruction will be eligible for funding towards all types of projects (Level 1).
  - Level 1 = properties along Main Street, sections of Stowe Street, Elm Street, Bidwell Lane, Park Row, and Park Street
- Adjacent properties that had a lesser impact from Main Street Reconstruction will be eligible for funding towards projects that clean up from any impact related to construction (Level 2).
  - Level 2 = properties along Randall Street, sections of Winooski Street, Parker Court, Foundry Street, Warren Court, Batchelder Street, State Drive, Healy Court, Demeritt Place, and any other streets directly adjacent to construction.
- Applicants must be the property owners or tenants with clear, written permission from the property owner.
- Projects are intended to be completed by a combination of funds from Beautify Waterbury and the applicant. Interested parties with a financial barrier to participation may be eligible for a higher percentage of funding.
- Eligible projects include but are not limited to those listed below. Please note that Level 2 properties are only eligible for funding towards projects that clean up from any impact related to construction. Level 1 properties are eligible for all projects:
  - Walkway and/or entrance repair, replacement, or construction to improve accessibility
  - Landscaping including trees, shrubs, and perennial gardens

- Cleaning and/or pressure washing the façade, including windows, siding, doors, awnings, porches, and business signage
- Repairing the façade, including windows, siding, doors, awnings, porches, and business signage
- Painting, masonry repairs, or brick pointing
- Beautify Waterbury funds are to be used solely for materials and/or professional design/labor.
- Eligible material expenses with receipts will be reimbursed upon successful completion of the project.
  - For applicants unable to outlay the cost of materials upfront, arrangements may be made in advance at certain local businesses to provide “vouchers” for specific amounts, determined by the approved list of eligible materials and expenses.
- Payment will be made directly to the contracted professional for design, labor, and materials costs. Labor completed by non-professionals is not eligible for Beautiful Waterbury funds.
- Applicants are eligible for a maximum \$\$ or % of XX per property, at the discretion of the Beautify Waterbury committee.

#### **Timeline**

- A survey to determine the types of projects and overall interest level will be distributed in mid-January 2020.
- Applications will be available starting in mid-February 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 first year of 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 the second year of reconstruction work.
- The third and final round of grants will be reviewed in early 2021. Preference will be given to projects that applied during previous rounds but were not funded.
- All projects supported by Beautify Waterbury funds must be completed by December 2021.

#### **Scoring**

- All applications will be scored on the following three criteria, each of which is worth 5 points, for a total of 15 possible points:
  - Impact on the Town – Projects must have a strong, positive impact on the whole town, including its streetscape.
  - Impact on the Property – Projects must have a strong, positive impact on the property.
  - Creativity – Projects are encouraged to be creative, unique, thoughtfully designed, and contribute to the beautification of the property and town.

# BEAUTIFY Waterbury

Revitalizing Waterbury is launching an exciting façade and building improvement program for businesses and residents in downtown Waterbury named Beautify Waterbury. Interested parties can apply for financial assistance to complete eligible projects that improve the façade of their building, such as pressure washing, painting, landscaping, and more. 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 Beautify Waterbury committee is conducting this survey to gauge interest and the types of projects desired in order to best plan for distributing grant funds. Please note that this survey is only an indication of interest, not an application or commitment. All interested parties must submit an application and all projects must adhere to the requirements of Beautify Waterbury, in addition to any local and state codes and guidelines. Applications will be available in early 2020 and eligible property owners will be notified.

## Contact Information

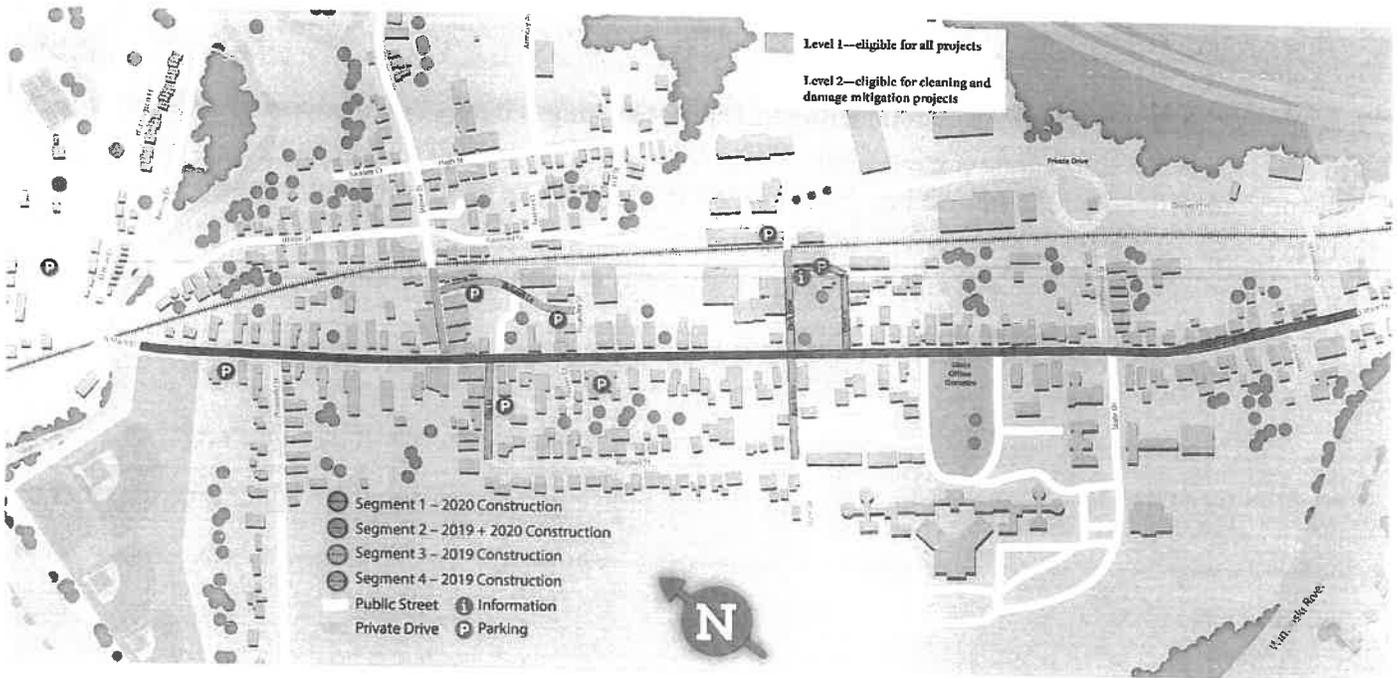
- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Are you the property owner or a tenant? Please select one below.
  - Property Owner
  - Tenant

## Building Information

- Physical Address: \_\_\_\_\_
- Is this a residential or commercial property? Please select one below.
  - Residential
  - Commercial (please describe): \_\_\_\_\_
  - Mixed Use (please describe): \_\_\_\_\_

To maximize grant funds, eligible projects are determined by the impact of construction on the property.

- Adjacent properties that had a higher impact from Main Street Reconstruction will be eligible for funding towards all types of projects (Level 1, indicated below in red). Level 1 includes properties along Main Street, sections of Stowe Street, Elm Street, Bidwell Lane, Park Row, and Park Street.
- Adjacent properties that had a lesser impact from Main Street Reconstruction will be eligible for funding towards projects that clean up or mitigate any impact related to construction (Level 2, indicated below in light blue). Level 2 includes properties along Randall Street, sections of Winooski Street, Parker Court, Foundry Street, Warren Court, Batchelder Street, State Drive, Healy Court, Demeritt Place, and any other streets directly adjacent to construction.



**Please consult the map to determine your property's level and circle the type of eligible project you would like to complete from the list below. Please be as specific as possible.**

- Walkway and/or entrance repair, replacement, or construction to improve accessibility
- Landscaping including trees, shrubs, and perennial gardens
- Cleaning and/or pressure washing the façade, including windows, siding, doors, awnings, porches, and business signage
- Repairing and the façade, including windows, siding, doors, awnings, porches, and business signage
- Painting, masonry repairs, or brick pointing
- Other (please describe): \_\_\_\_\_

For questions, comments, or concerns, please contact Ariel Mondlak at [ariel@revitalizingwaterbury.org](mailto:ariel@revitalizingwaterbury.org).

**PURCHASING POLICY  
EDWARD FARRAR UTILITY DISTRICT**

**Section 1: Title, Authority, and Purpose**

This policy shall be known as the **Purchasing Policy of the Edward Farrar Utility District**. It has been adopted by the **Commissioners of the Edward Farrar Utility District** pursuant to 24 VSA §§ 1301, 1308, 1314.

The purpose of this policy is to establish guidelines for the purchases of supplies, materials, equipment, services, and other items included in the budgets of all Funds of the Edward Farrar Utility District.

**Section 2: Authority of Municipal Manager or Utility District Manager as Purchasing Agent**

The Municipal Manager or Utility District Manager shall be the purchasing agent for the **Edward Farrar Utility District** as authorized by 24 VSA § 1236(3). The authority to purchase for the **Edward Farrar Utility District** includes, but is not limited to the purchases of supplies, materials, equipment, services and other items which allow for the normal operation of the utility district and its departments provided that appropriations for such purchases have been included in the budget. During periods of the fiscal year when a budget has not been approved, the manager shall have authority to spend for purchases as established in the budget for the previous year, unless otherwise directed by the legislative body charged with the oversight of the budget of the village or a particular department.

**Section 3: Authority to Execute the Budget**

The Municipal Manager or Utility District Manager shall execute the budget and do so in a manner that best reflects the intention of the legislative body and the voters. It is understood that the budget of each Fund is a spending plan for the year and that it is likely that overspending or under spending will occur in one or more of the line items of the budget and the manager shall have the authority to approve purchases even if the purchase causes the particular line item to be overspent. If the cost of a necessary item is significantly higher than the cost anticipated in the budget or if due to unforeseen circumstances, it becomes necessary for the manager to consider a purchase that is not included in the budget, the manager shall seek and receive permission for such expenditure from the legislative body prior to making the purchase.

**Section 4: Emergency Spending**

In an emergency when the general safety and welfare of the public is endangered or if the buildings or infrastructure of the village is imperiled, the Municipal Manager or Utility District Manager is authorized to make emergency expenditures in excess of the budget which are prudent and necessary to protect public safety and or the property of the utility district. As soon as practicable, the manager shall inform the legislative body of the actions taken and shall make an accounting of such spending.

**Section 5: Delegation of Authority**

The Municipal Manager or Utility District Manager may choose to delegate purchasing authority up to \$1,200 to department heads or other employees to facilitate the day to day operations of the utility district and its departments. Purchases by department heads or other authorized employees, of single items or items in the aggregate ordered at the same time from the same vendor that cost more than \$1,200 must be approved in writing by the Municipal Manager or Utility District Manager. The Municipal Manager or Utility District Manager shall provide Purchase Order forms to be used in such instances.

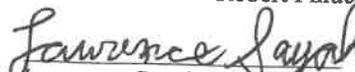
The foregoing Policy is hereby adopted by the Commissioners of the Edward Farrar Utility District this ~~11<sup>th</sup>~~ day of ~~December, 2019~~ <sup>September, 2020</sup> and shall be effective January 1, 2020 until amended or repealed.

  
P. Howard Flanders

  
Natalie Sherman

  
Robert Finucane

  
Cynthia Parks

  
Lawrence Sayah

# EFUD BUDGET REPORT

## PROPERTY MANAGEMENT FUND

### REVENUES

	Budget 2019	Actual 2019	Percent Received	Proposed 2020
15-6-00-1-001.00 VILLAGE CURRENT YEAR TAX	-	-		
15-6-00-2 OTHER GOVERNMENTS				
15-6-00-2-001.00 FROM WATER ADMIN	-	-		
15-6-00-2-002.00 FROM SEWER ADMIN	-	-		
15-6-00-2-010.00 VT STATE - PILOT	-	-		
15-6-00-2-010.01 PILOT & AGENCY ASSIST-TWN	-	-		
15-6-00-2-010.02 PILOT-NOT FOR PROFITS	-	-		
15-6-00-2-011.00 VT STATE PRISON BEDS	-	-		
15-6-00-2-011.01 VT STATE PRISON CONTRACT	-	-		
15-6-00-2-011.02 SOLAR LEASE	-	-		
15-6-00-2-012.00 GAS TAX REFUND	-	-		
15-6-00-2-014.00 CURRENT USE	-	21.00		
15-6-00-2-022.02 WATERBURY TRAFFIC CONTROL	-	-		
15-6-00-2-022.03 STATE GRANT-POLICE	-	-		
15-6-00-2-022.04 MISCELLANEOUS GRANTS	-	-		
<b>SUB-TOTAL</b>	-	21.00		-
15-6-00-3 USER FEES				
15-6-00-3-001.00 RENT-BLDG & GROUNDS	3,525	3,536.00	100.31%	
15-6-00-8 INVESTMENT & DEBT INCOME				
15-6-00-8-001.01 Interest on Investments	-	35.68		
15-6-00-8-001.02 Securities Gain/Losses	-	636.95		
15-6-00-8-002.00 TAX MMK, TAN INTEREST	-	(1,184.36)		
15-6-00-8-003.00 LOAN PROCEEDS	-	-		
15-6-00-8-004.00 TRANSFER FROM RESERVE	124,000	124,000.00	100.00%	
<b>SUB-TOTAL</b>	124,000	123,488.27	99.59%	-
15-6-00-9 MISCELLANEOUS				
15-6-00-9-002.00 SALE OF ASSETS/EQUIPME	-	-		
15-6-00-9-021.01 INSURANCE & MISC PAYMENTS	-	-		
15-6-00-9-099.00 MISCELLANEOUS	-	-		
<b>SUB-TOTAL</b>	-	-		-
<b>TOTAL REVENUE</b>	127,525	127,045.27	99.62%	-

<b>EXPENDITURES</b>	<b>Budget 2019</b>	<b>Actual 2019</b>	<b>Percent Spent</b>	<b>Proposed 2020</b>
<b>15-7-10 GENERAL PROPERTY MANAGEMENT</b>				
15-7-10-1-115.00 GG-Trustees	-	-		
15-7-10-1-115.01 GG-Treasurer	-	-		
15-7-10-1-115.02 GG-Clerk	-	-		
15-7-10-1-220.00 GG-Ins-Social Sec	-	-		
15-7-10-2-330.00 GG-Computer Service	-	-		
15-7-10-2-330.01 GG-Profess & Consult Serv	-	-		
15-7-10-2-333.00 GG-Legal Expense	1,000	-	0.00%	
15-7-10-2-340.00 GG-Clerical & Video Servi	-	-		
15-7-10-2-540.00 GG-Advertising	-	-		
15-7-10-2-550.00 GG-Printing	-	214.23		
15-7-10-2-550.02 GG-Printing Annual Report	-	320.20		
15-7-10-3-411.00 GG-Water Fees	-	-		
15-7-10-3-411.01 GG-Sewer Fees	-	-		
15-7-10-3-430.00 GG-Building Maintenance	40,000	58,437.55	146.09%	
15-7-10-3-622.00 GG-Utilities-Elect	-	306.58		
15-7-10-3-624.00 GG-Fuel-Heat	-	-		
15-7-10-5-310.00 GG-Administrative Service	-	-		
15-7-10-5-310.01 GG-Abated taxes to Town	-	-		
15-7-10-6-330.00 GG-Professional Audit	1,500	3,361.66	224.11%	
15-7-10-6-520.00 GG-Ins-All Other	350	350.00	100.00%	
15-7-10-6-520.01 GG Insurance-Deductables	-	-		
15-7-10-6-560.00 GG-Association Dues	-	-		
15-7-10-6-830.00 GG-Bank Charges & Supplie	-	-		
15-7-10-6-990.00 GG-Unclassified	-	-		
<b>SUB-TOTAL</b>	<b>42,850</b>	<b>62,990.22</b>	<b>147.00%</b>	<b>-</b>
<b>15-7-22 POLICE DEPARTMENT</b>				
15-7-22-1-110.00 PD-Regular Pay	-	-		
15-7-22-1-120.00 PD-Part-time Pay	-	-		
15-7-22-1-120.01 PD-PT Clerical	-	-		
15-7-22-1-120.02 PD-Special Details	-	-		
15-7-22-1-120.03 PD-Parking Enforcement At	-	-		
15-7-22-1-210.00 PD-Ins-Health	-	-		
15-7-22-1-210.02 PD-Life,Disability LTC In	-	-		
15-7-22-1-210.03 PD-Health membership	-	-		
15-7-22-1-220.00 PD-Ins-Social Sec	-	-		
15-7-22-1-230.00 PD-Retirement	-	-		
15-7-22-1-250.00 PD-Ins-unemployment	-	-		
15-7-22-1-260.00 PD-Ins-Workers Comp	-	-		
15-7-22-1-290.00 PD-Clothing Allowance	-	-		
15-7-22-2-330.00 PD-Cad System	-	-		
15-7-22-2-330.01 PD-Professional Service	-	-		
15-7-22-2-330.02 PD-Computer Service	-	-		
15-7-22-2-333.00 PD-Legal	-	-		
15-7-22-2-431.00 PD-Equipment Maint	-	-		
15-7-22-2-530.00 PD-Utilities-Tele/TV/Inte	-	-		
15-7-22-2-531.00 PD-Postage	-	-		
15-7-22-2-540.00 PD-Advertising	-	-		
15-7-22-2-610.00 PD-Office Supplies	400	345.00	86.25%	
15-7-22-2-610.01 PD-Training-Firearm Suppl	-	-		
15-7-22-3-430.00 PD-Building Maintenance	-	-		
15-7-22-3-430.01 PD-Cleaning	-	-		
15-7-22-3-441.00 PD-Rent	-	-		
15-7-22-4-431.00 PD-Equipment Maint	-	-		
15-7-22-4-432.00 PD-Vehicle Maintenance	-	-		
15-7-22-4-626.00 PD-Fuel-Gas	-	-		
15-7-22-5-240.00 PD-Tuition	-	-		
15-7-22-5-241.00 PD-Association Dues	-	-		
15-7-22-5-320.00 PD-Training	-	-		
15-7-22-5-535.00 PD-Special Events	-	-		
15-7-22-5-580.00 PD-Travel	-	-		
15-7-22-6-520.00 PD-Ins-Prop & Liability	-	-		
15-7-22-6-990.00 PD-Unclassified	-	-		
15-7-22-7-741.00 PD-New Equipment	-	-		
<b>SUB-TOTAL</b>	<b>400</b>	<b>345.00</b>	<b>86.25%</b>	<b>-</b>

15-7-80 DEBT MANAGEMENT  
15-7-80-8-820.07 GENERAL DEBT  
15-7-80-8-830.00 Short Term Borrow Int

**SUB-TOTAL**

-	-	-
-	-	-
<hr/>		
-	-	-

15-7-90-9-950 SPECIAL ARTICLES  
15-7-90-9-950.00 GG-Special Articles

**SUB-TOTAL**

-	-	-
<hr/>		
-	-	-

**TOTAL EXPENDITURES**  
**REVENUE minus EXPENDITURES**  
**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

43,250	63,335.22	146.44%
84,275	63,710.05	
41,416	41,416.00	
125,691	105,126.05	-

**WATER DEPARTMENT**

	Budget 2019	Actual 2019	Percent Received	Proposed 2020
21-6-00-2-001.00 FROM SEWER DEPT	42,855	42,854.00	100.00%	
21-6-00-2-002.00 FROM TOWN HYW DEPT	66,315	66,315.00	100.00%	
21-6-00-2-003.00 GAS TAX REFUND	500	500.00	100.00%	
21-6-00-2-011.02 SOLAR LEASE	5,500	5,500.00	100.00%	
21-6-00-2-020.01 STATE GRANT	-	-		
21-6-00-3-001.00 WATER RENT BILLING	870,000	870,967.32	100.11%	
21-6-00-3-001.01 LABOR/EQUIPMENT/MATERIALS	1,500	854.10	56.94%	
21-6-00-3-002.00 WATER RENT INTEREST	2,000	3,582.58	179.13%	
21-6-00-3-003.00 WATER PENALTY	3,000	5,040.75	168.03%	
21-6-00-7-001.00 WATER OPERATIONS REVENUE	25,000	15,199.85	60.80%	
21-6-00-7-002.00 SALE OF ASSETS/EQUIP	-	-		
21-6-00-8-003.00 LOAN PROCEEDS	200,000	-		
21-6-00-9-001.00 INTEREST	32,000	49,329.55	154.15%	
21-6-00-9-001.01 SECURITIES GAINS/LOSS	-	88,056.88		
21-6-00-9-003.00 SPECIAL PROJECT INCOME	-	-		
21-6-00-9-021.01 INSURANCE PROCEEDS	-	-		
21-6-00-9-099.00 WATER MISC INCOME	-	-		
<b>TOTAL REVENUE</b>	<b>1,248,670</b>	<b>1,148,200.03</b>	<b>91.95%</b>	<b>-</b>

EXPENDITURES	Budget 2019	Actual 2019	Percent Spent	Proposed 2020
21-7-31-1-110.00 WR-Regular Pay	224,615	227,125.23	101.12%	
21-7-31-1-115.00 WR-Commissioners Pay	3,500	3,125.00	89.29%	
21-7-31-1-120.00 WR-Part-time Pay	10,000	-	0.00%	
21-7-31-1-210.00 WR-Ins-Health	44,715	44,204.56	98.86%	
21-7-31-1-210.02 WR-Life, Disability LTC I	2,200	1,907.48	86.70%	
21-7-31-1-220.00 WR-Ins-Social Sec	18,214	17,490.27	96.03%	
21-7-31-1-230.00 WR-Retirement	9,635	10,436.57	108.32%	
21-7-31-1-250.00 WR-Ins-unemployment	640	639.00	99.84%	
21-7-31-1-260.00 WR-Ins-workers Comp	19,970	21,670.40	108.51%	
21-7-31-1-290.00 WR-Clothing Allowance	2,000	949.24	47.46%	
21-7-31-2-330.00 WR-Engineering & Prof Ser	25,000	11,555.06	46.22%	
21-7-31-2-330.01 WR-Lab Testing	5,000	3,720.00	74.40%	
21-7-31-2-333.00 WR-Legal Fees	3,500	300.00	8.57%	
21-7-31-2-340.00 WR-Clerical Services	300	325.00	108.33%	
21-7-31-2-340.01 WR-Professional Ser-Other	8,000	12,252.04	153.15%	
21-7-31-2-431.00 WR-Equip & Instru.Main Pl	12,000	7,252.37	60.44%	
21-7-31-2-431.01 WR-Equip Maint-Blush Hill	2,500	-	0.00%	
21-7-31-2-431.02 WR-Equip Maint-Old Plant	500	-	0.00%	
21-7-31-2-431.03 WR-Equip Maint-Wells	12,000	-	0.00%	
21-7-31-2-431.04 WR-Equip Maint-Other	5,000	7,980.79	159.62%	
21-7-31-2-431.05 WR-Meter Repair & Replace	5,000	3,075.34	61.51%	
21-7-31-2-441.00 WR-Lease Cv Railroad	350	672.07	192.02%	
21-7-31-2-490.00 WR-Property Taxes	16,575	15,849.96	95.63%	
21-7-31-2-530.00 WR-Utilities-Tele/Interne	6,000	4,125.75	68.76%	
21-7-31-2-531.00 WR-Postage	1,875	2,088.60	111.39%	
21-7-31-2-535.00 WR-Public Relations & Edu	500	100.00	20.00%	
21-7-31-2-540.00 WR-Advertising	200	33.97	16.99%	
21-7-31-2-610.00 WR-Office Supplies	1,500	623.18	41.55%	
21-7-31-2-611.00 WR-Chemicals & Purificati	16,000	9,915.03	61.97%	
21-7-31-2-611.01 WR-Lab Chemicals	3,500	3,011.38	86.04%	
21-7-31-2-660.00 WR-State Fees	7,500	4,156.08	55.41%	
21-7-31-2-741.00 WR-Small Tools	1,500	293.50	19.57%	
21-7-31-3-424.00 WR-Grounds Maintenance	5,000	1,040.77	20.82%	
21-7-31-3-430.00 WR-Building Maintenance	12,000	8,448.01	70.40%	
21-7-31-3-622.00 WR-Utilities-Elect	28,000	39,529.42	141.18%	
21-7-31-3-623.00 WR-Propane-Heat/Generator	7,500	2,313.90	30.85%	
21-7-31-3-623.01 WR-Propane-Well/Generator	1,000	2,930.41	293.04%	
21-7-31-4-432.00 WR-Vehicle Maintenance	3,500	2,269.25	64.84%	
21-7-31-4-626.00 WR-Fuel-Gas	8,285	7,421.36	89.58%	
21-7-31-5-240.00 WR-Training	2,000	1,036.00	51.80%	
21-7-31-5-241.00 WR-Dues	1,250	1,173.00	93.84%	
21-7-31-5-310.00 WR-Admin Fee-Town	98,000	98,000.00	100.00%	
21-7-31-5-310.01 WR-Admin Fee-Village	-	-		
21-7-31-5-460.00 WR-Water Main Maint-Sourc	1,000	-	0.00%	
21-7-31-5-460.01 WR-Water Main Maint-Distr	80,000	27,696.38	34.62%	
21-7-31-5-460.02 WR-Water Shed Management	2,500	5,002.00	200.08%	
21-7-31-5-460.03 WR-Dry Hydrants	-	-		
21-7-31-5-580.00 WR-Mileage Reimb	800	903.64	112.96%	
21-7-31-6-520.00 WR-Ins-Building & Other	19,920	19,740.00	99.10%	
21-7-31-6-520.01 WR-Insurance-Deductible	-	-		
21-7-31-6-830.00 WR-Bank Charges	150	-	0.00%	445
21-7-31-6-990.00 WR-Unclassified	-	-		
21-7-31-7-460.00 WR-Tank Repair	-	-		
21-7-31-7-741.00 WR-New Equipment	3,500	944.10	26.97%	
21-7-31-7-741.01 WR-Pick-up #1	-	-		
21-7-31-7-741.02 WR-Pick-up #2	-	-		
21-7-31-7-741.03 WR-Pick-up #3	-	-		
21-7-31-7-741.04 WR-ATV/Snowmobile/Trailer	-	-		
21-7-31-7-741.05 WR-Backhoe	-	49.07		
21-7-31-7-741.06 WR-Equip,Computers,Furnit	28,000	477.49	1.71%	
21-7-31-7-741.07 WR-Lawn Tractor	7,000	6,396.86	91.38%	
21-7-31-7-741.08 WR-Brush Mower	-	-		
21-7-31-7-743.00 WR-Bldg Improvements	5,000	-	0.00%	
21-7-31-7-743.01 DEPRECIATION EXPENSE	-	-		
21-7-31-8-820.00 WR-Construction Luce Bond	128,845	-	0.00%	
21-7-31-8-820.02 WR-Other Debt	107,305	-	0.00%	
21-7-31-8-830.00 WR-Interest Expenses	117,605	120,190.87	102.20%	
<b>TOTAL EXPENDITURES</b>	<b>1,137,949</b>	<b>760,440.40</b>	<b>66.83%</b>	<b>445</b>
<b>REVENUE minus EXPENDITURES</b>	<b>110,721</b>	<b>387,760</b>		<b>(445)</b>
<b>BEGINNING FUND BALANCE</b>	<b>5,543,363</b>	<b>5,543,363</b>		<b>5,931,123</b>
<b>ENDING FUND BALANCE</b>	<b>5,654,084</b>	<b>5,931,123</b>		

<b>SEWER DEPARTMENT</b>	<b>Budget 2019</b>	<b>Actual 2019</b>	<b>Percent Received</b>	<b>Proposed 2020</b>
22-6-00-2-002.00 FROM TOWN HYW DEPT	935	2,110.00	225.67%	
22-6-00-2-003.00 GAS TAX REFUND	200	222.04	111.02%	
22-6-00-2-020.00 Federal Grants	-	-		
22-6-00-2-020.01 State Grants	-	-		
22-6-00-2-020.02 SWR-STATE GRANT CDBG-DR	-	-		
22-6-00-3-001.00 SEWER RENT BILLING	770,000	769,499.56	99.94%	
22-6-00-3-002.00 SEWER RENT INTEREST	2,000	2,799.96	140.00%	
22-6-00-3-003.00 SEWER PENALTY	2,400	4,436.74	184.86%	
22-6-00-7-001.00 SEWER OPERATIONS REVENUE	15,000	4,871.55	32.48%	
22-6-00-7-002.00 Sales of Assets/Equipment	-	-		
22-6-00-8-003.00 LOAN PROCEEDS	275,000	-	0.00%	
22-6-00-8-003.01 SW-ANR Batchelder	-	-		
22-6-00-8-003.02 SW-ANR Randall	-	-		
22-6-00-9-001.00 INTEREST	2,000	1,264.95	63.25%	
22-6-00-9-001.01 SECURITIES GAINS/LOSS	-	6,751.89		
22-6-00-9-003.00 SPECIAL PROJECT INCOME	-	24,500.00		
22-6-00-9-021.01 INSURANCE PROCEEDS	-	-		
22-6-00-9-099.00 SEWER MISC INCOME	-	-		
<b>TOTAL REVENUE</b>	<b>1,067,535</b>	<b>816,456.69</b>	<b>76.48%</b>	<b>-</b>

	Budget 2019	Actual 2019	Percent Spent	Proposed 2020
<b>EXPENDITURES</b>				
22-7-32-1-110.00 SW-Regular Pay	100,460	114,273.57	113.75%	
22-7-32-1-115.00 SW-Commissioners Pay	3,500	3,125.00	89.29%	
22-7-32-1-120.00 SW-Part-time Pay	7,200	-	0.00%	
22-7-32-1-210.00 SW-Ins-Medical	29,510	21,135.44	71.62%	
22-7-32-1-210.02 SW-Life Disability LTC I	1,500	1,030.48	68.70%	
22-7-32-1-220.00 SW-Social Sec	8,505	8,930.45	105.00%	
22-7-32-1-230.00 SW-Retirement	5,715	6,502.49	113.78%	
22-7-32-1-250.00 SW-Ins-unemployment	315	313.00	99.37%	
22-7-32-1-260.00 SW-Ins-Workers Comp	8,970	9,883.60	110.19%	
22-7-32-1-290.00 SW-Clothing Allowance	1,100	1,155.69	105.06%	
22-7-32-2-330.00 SW-Engineering	5,000	306.06	6.12%	
22-7-32-2-330.01 SW-Testing Services/lab	5,500	4,802.80	87.32%	
22-7-32-2-333.00 SW-Legal Fees	500	1,350.00	270.00%	
22-7-32-2-340.00 SW-Clerical Services	300	325.00	108.33%	
22-7-32-2-340.01 SW-Profess Service-Other	3,000	14,942.43	498.08%	
22-7-32-2-441.00 SW-Railroad Leases	350	50.00	14.29%	
22-7-32-2-450.00 SW-Contractors	-	-		
22-7-32-2-530.00 SW-Utilities-Tele	4,000	4,228.77	105.72%	
22-7-32-2-531.00 SW-Postage	1,250	1,322.09	105.77%	
22-7-32-2-535.00 SW-Public Relations	200	-	0.00%	
22-7-32-2-540.00 ADVERTISING	-	66.10		
22-7-32-2-610.00 SW-Office Supplies	1,400	792.86	56.63%	
22-7-32-2-611.00 SW-Chemicals	50,000	43,002.83	86.01%	
22-7-32-2-611.01 SW-Lab Supplies & Maint	5,000	5,050.72	101.01%	
22-7-32-2-660.00 SW-State Fees	1,800	1,623.42	90.19%	
22-7-32-3-411.00 SW-Water	6,000	5,110.31	85.17%	
22-7-32-3-424.00 SW-Grounds	17,200	10,114.01	58.80%	
22-7-32-3-430.00 SW-Building Maintenance	17,500	8,694.40	49.68%	
22-7-32-3-622.00 SW-Utilities-Elect/Solar	98,000	69,972.69	71.40%	
22-7-32-3-623.00 SW-Fuel-Propane	2,500	1,983.87	79.35%	
22-7-32-3-624.00 SW-Fuel-heat	6,415	5,235.06	81.61%	
22-7-32-3-624.01 SW-Fuel-Equip & Service	300	404.72	134.91%	
22-7-32-4-432.00 SW-Vehicle Maintenance	5,000	1,430.14	28.60%	
22-7-32-4-626.00 SW-Fuel-Gas	3,370	2,118.42	62.86%	
22-7-32-4-627.00 SW-Fuel-Diesel	445	2,106.74	473.42%	
22-7-32-5-240.00 SW-Tuition	1,000	350.00	35.00%	
22-7-32-5-241.00 SW-Dues	800	796.00	99.50%	
22-7-32-5-310.00 SW-Admin Service Fee-Town	-	-		
22-7-32-5-310.01 SW-Admin Service Fees-Vil	-	-		
22-7-32-5-310.02 SW-Admin Service Fee-Wate	42,855	42,854.00	100.00%	
22-7-32-5-320.00 SW-Training	1,000	72.00	7.20%	
22-7-32-5-431.00 SW-Plant & Process Maint	52,000	43,292.14	83.25%	
22-7-32-5-431.01 SW-Equipment Maintenance	3,000	3,268.40	108.95%	
22-7-32-5-460.00 SW-Collection Sys Maint	55,000	47,064.85	85.57%	
22-7-32-5-460.01 SW-Coll Sys Emerg Rpr/Rpl	5,000	3,447.77	68.96%	
22-7-32-6-520.00 SW-Ins-Prop & Gnral Libil	18,880	18,737.00	99.24%	
22-7-32-6-520.01 SW-Ins-Deductibles	-	-		
22-7-32-6-830.00 SW-Bank Charges	150	-		
22-7-32-6-990.00 SW-Unclassified	-	-		
22-7-32-7-450.00 SW-Bldg Remodel/Upgrade	-	-		
22-7-32-7-460.00 SW-Lagoon Cleanout	5,000	-	0.00%	
22-7-32-7-460.01 SW-Phosphorus Removal	-	-		
22-7-32-7-460.02 SW-Stowe St Bridge #36 Ma	-	-		
22-7-32-7-460.03 SW-School Main	-	-		
22-7-32-7-460.04 SW-Main Pump Station & Fo	-	-		
22-7-32-7-460.05 SW-Sewer Main Repair/Repl	131,000	47,649.90	36.37%	
22-7-32-7-460.06 SW-Aeration System	11,000	2,961.46	26.92%	
22-7-32-7-460.07 SW-Plant Upgrade	20,000	16,430.00	82.15%	
22-7-32-7-460.08 SW-Upgrade/Phosphorus Eng	2,500	-	0.00%	
22-7-32-7-460.09 SW-Batchelder	-	-		
22-7-32-7-460.10 SW-Randall	-	-		
22-7-32-7-460.65 SW Flood 8/28 Main Pump S	-	-		
22-7-32-7-741.00 SW-New Equipment	42,500	39,568.57	93.10%	
22-7-32-7-742.00 SW-2007 Chevrolet Truck	-	-		
22-7-32-7-743.00 SW-Bldg Fixtures	-	-		
22-7-32-7-743.01 DEPRECIATION EXPENSE	-	-		
22-7-32-8-820.00 SW-Plant & Line Debt Serv	229,435	-	0.00%	
22-7-32-8-830.00 SW-Interest Expenses	31,940	32,012.99	100.23%	
<b>TOTAL EXPENDITURES</b>	<b>1,054,865</b>	<b>649,888.24</b>	<b>61.61%</b>	<b>-</b>
<b>REVENUE minus EXPENDITURES</b>	<b>12,670</b>	<b>166,568</b>		
<b>BEGINNING FUND BALANCE</b>	<b>8,112,895</b>	<b>8,112,895</b>		<b>8,279,463</b>
<b>ENDING FUND BALANCE</b>	<b>8,125,565</b>	<b>8,279,463</b>		

# Wastewater Progress Report

## December 2019

- **Process:**

- CoMag process running well. Still meeting permit limits. Lagoon 3 frozen over. Aerator freezing issues; able to thaw and free up 4 lagoon #1 units
- Cleaned Sludge Tank #2. Tank walls and mixers inspected and in good condition.
- CoMag Reaction tanks and clarifier maintenance take down scheduled for January 9th
- PAC Epic 70 delivery, 3400 gallons. Higher % aluminum and lower alkalinity will enhance the process during colder temperatures.
- December Monthly Flows
  - Influent: 5.54 MG
  - Effluent: 7.10 MG
  - Precipitation: 4.0 inches

- **Collection System:**

- Main St. Sewer upgrade suspended for winter.
- Meeting with Randy Bean Consulting for FOG and Brewery waste study to begin in January.

- **Office & Personnel**

- Comcast change over 12/31. Concern with down time with the Comcast line for plant alarms. Hallam ICS recommends staying with Consolidated hard line for alarms. WTP and Municipal Manager have already experienced down time using Comcast phone line.
- Began working on 2020 budget
- Brad Roy continues Wastewater Certification Classes. Will sit for exam in spring.
- Pete ate too much steak and empanadas in Argentina. Phenomenal experience.

- **2019 Projects: - 90% completion**

- 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 – scheduled for 2020.
- 2019 Collection system flushing, pump station cleaning, and TV work – first week completed
- Man-hole repairs – On going
- SCADA drawing I/O mapping;- Completed

# MONTHLY Report December 2019

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## Items of Interest

Water Main Breaks (Blush Hill, Rt 100)

Main Street Project Wrap-up

Sanitary Survey Results

Laurel Lane Vault Repair

SCADA System Upgrade Initialized

## Chemical Deliveries

None

## Maintenance

*Regular*

## Water Sources Used

All Surface Water Sources Used

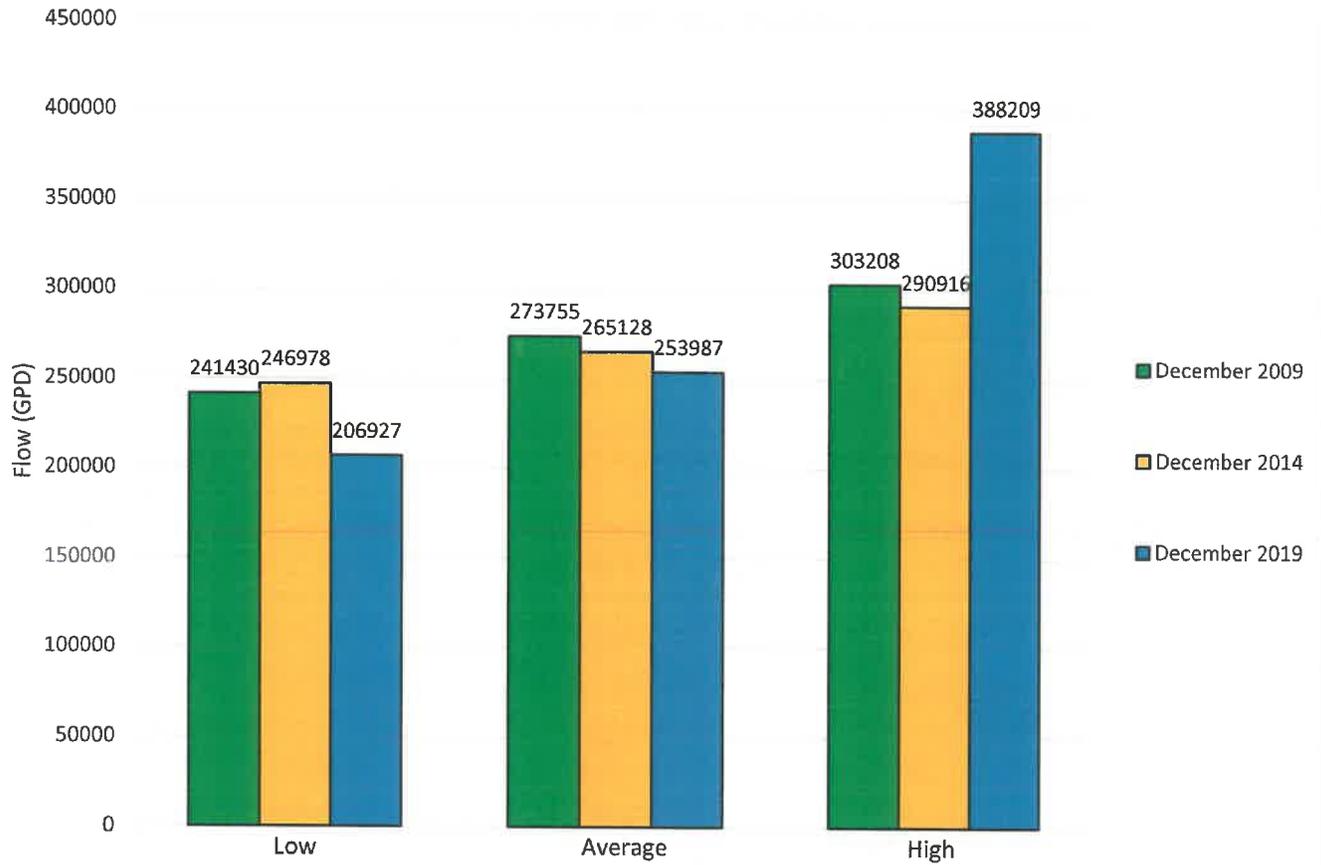
Springs

Sweet Wells

## Flow Data

<b>High Day</b> 12/6/2019	<b>Low Day</b> 12/25/2019	<b>Average Day</b>	<b>Peak</b> 12/6/2019
388209 Gallons	206927 Gallons	253987 Gallons	1218 GPM

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



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

## Summary

December 6<sup>th</sup> proved to be one of the most action packed days of the year for the Water Department. We began the day with Kingsbury excavating a leak on the Blush Hill water main, which was flowing water over the bank and into a storm drain at the gas station below. While not a catastrophic leak, it was large enough that we needed to address it Friday, rather than wait until the following week. During the course of this work, we shut down the line to allow for repair. While

shutting down the line, we suddenly received high flow alarms, alerting us to another break in the system, with much higher flow rates than the original Blush Hill break. This new break was quickly located over the bank near the Mobile station on Rt 100. We shut down the affected line, and focused attention on resolving the original leak because it was already excavated. Repair was completed late in the afternoon, and given the poor weather conditions (snow squalls and limited visibility), we decided the safest course of action was to have the second leak repaired the following morning. In the end, both repairs were completed without issue, and are in good working order again. It was determined that the Blush Hill leak was caused by a bell joint with deflection in the line which broke. The larger break appears to have been a puncture caused by a rock. This was likely caused when pressure changes during shut-down shifted the pipe slightly.

Work on the main street project wrapped up for the season in December. Overall, we were very pleased with the progress made on the water component of the project this year. It was completed on the 2 phases which were planned, and some additional progress was made up to the key Elm Street valve (key because it was among our less reliable valves, leaking if not able to be seated perfectly!). We're hoping a similar pace of work will be on tap for 2020, which would likely allow the water portion to be finished on time, or even ahead of schedule.

We received results from the sanitary survey which occurred in November, and as expected they did not contain any major violations. We've already addressed several, including a loose bolt on a well head and repair to a plugged drain line on the Laurel Lane vault. We have plans in place to address the other issues which need remediation, and will have them buttoned up in line with the timetable put forth by the VT DEC.

We received back the first of two PFAS tests which we submitted as part of the mandated state sampling plan. The first was clean and contained no detectable PFAS. We anticipate the same for the second, but of course won't know for sure until results are received.

Finally, we initialized the SCADA system upgrade, and it is now underway. Hallam ICS has ordered the hardware, and we have met with them on site to coordinate specifics of the system integration. As of late December, the system is being installed and configured by Hallam at their facility, and we anticipate it being brought into service at the plant in early 2020. While functionality will remain essentially the same, the new system will be much more user friendly, compatible with modern software, drivers etc, allow for more data storage and ease of access to that data, and generally be a very nice upgrade for the water plant.

The Sweet Wells were used for 3 days in December, Well 1 was not used this month. The Sweet Wells averaged 180gpm over the total 3 day usage for a total estimated flow of ~775,000gal.

November / December 2019

**MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS**

**UTILITY BILLING CLERK**

Perry Hill Partners

11 N. Main & 28 Stowe Street

We received an application and payment for additional allocations needed for these properties

Water Allocation Fee \$794.30

Sewer Allocation Fee \$141.50

Total Fee: \$935.80

No meters were needed for these projects – invoice has been paid and billing updated.

**STILL PENDING:**

In October I mailed “Friendly Reminder” to the following customer – will follow up again in the coming weeks. \*These customers have still NOT paid the allocation fees

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

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)

\*Mr. Atwood has requested we remove this allocation request from our records. He does not intend to develop the property at this time. If/When development happens he will re-request

Pending without reminders

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.**

**Other duties this month have included:**

December: Billing was completed on 11/19/2019 many folks have already mailed or been in to pay their invoices. Friday 12/6 I emailed and mailed ACH reminder notices for the roughly 200 folks using that service. It's approximately 10% of the customers.

There are now fewer broken meters as the water department has been out to repair several. There are currently 9 broken meters with appointments scheduled to repair 2 of them.

There were 158 late paying customers at the 12/20 due date. I have received calls from individuals whose payments arrived late, most likely a result of the holiday and delays with mail services.

150490

Mikes Land Maintenance

CUSTOMER'S ORDER NO.	DEPT.	DATE: 10/10/19
NAME: Don + Anne Disher		
ADDRESS: Tyler Ridge		
CITY, STATE, ZIP: Waterbury Vermont		

SOLD BY:	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RTD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Boulders + gravel		3750 00
2	Labor		1200 00
3	2 mt Bobcat		
4			
5	Boulders were placed		
6	to stabilize front		
7	yard. Front yard		
8	was collapsing and		
9	trees/shrubs had root		
10	balls exposed and		
11	yard was in need of		
12	immediate stabilizing		
13	or yard and trees		
14	would have suffered		
15	severe damage.		4950 00

RECEIVED BY: *Phil Disher*







