

Edward Farrar Utility District  
March 11, 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

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

**Public:** No comment

**Consider Modification to the agenda:** B. Woodruff requested time on the agenda to discuss a request for reimbursement from Executive Car Wash as well as finalizing a request to conduct Storm Water recommendation on EFUD property located near the Ice Center.  
Agenda approved with amendments.

**Proposed Budgets for 2020 Water & Sewer:** W. Shepeluk provided updates regarding the Water Department and Sewer Department budgets. Going forward he would like budgets completed by the end of each year rather than Annual Meetings in May.

**Explanation of Liability Insurance for EFUD; Discussion on liability for providing fire flows in the water system:** W. Shepeluk would like to invite a representative from VLCT to attend an EFUD meeting to discuss these topics with the Commissioners.

**Discussion on planning and funding of possible Blush Hill system improvements:** Current projected cost for improvements to the water system on and near Blush Hill estimated at \$330,000 not including design. A project of this size will likely require some financing; there are advantages of placing this on the warning of the Annual meeting to avoid having to warn a special meeting at a later date.

**Annual Report on Dog Park:** see memo provided by Anne Imhoff.

**Burn Permit at Old Dump Site:** N. Sherman made a motion authorizing Municipal Manager W. Shepeluk to sign the letters related to acquiring an Act 244 – Permitted Burn Site permit on EFUD property located near the Ice Center. C. Parks seconded the motion; a vote was held and passed unanimously.

**Executive Car Wash Request for Reimbursement:** B. Woodruff presented the Commissioners with a letter from Chip Spillane requesting reimbursement for expenses he incurred due to a failed backflow preventer at his business location on Route 100. The Commissioners discussed the failed equipment at length and ultimately R. Finucane made a motion to provide a credit on account in the amount of \$300.00 towards the invoice for replacement of a backflow preventer as an act of good will but stressed all customers must maintain their own equipment. N. Sherman seconded the motion; a vote was held and passed unanimously.

**Storm Water Recommendation:** Central Vermont Regional Planning has been working with S. Lotspeich and has identified an area near the Ice Center that is over 3 acres of impervious land that does not currently have a storm water permit. This identified land is possible 1 of 10 in the region that they would consider for a study. This study would develop 30% design plans to meet water

quality goals on the previously unpermitted site. There is no cost to EFUD for the preliminary investigation. **N. Sherman made a motion authorizing CVRP Watershed Consulting to look at the Ice Center property as a possible site for storm water improvements. L. Sayah seconded the motion; a vote was held and passed unanimously.**

**Department Reports and updates:** No comments

**Minutes:** L. Sayah made a motion to approve the minutes of February 12, 2020 as written. C. Parks seconded the motion; a vote was held and passed unanimously.

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

Topics for April Meeting:  
Dufrense Group Presentation  
2020 Budgets for Water-Sewer Operations and Reserve Funds

approved  
March 18, 2020  
P. Howard Parks

**Edward Farrar Utility District  
Commissioners Meeting**

Wednesday Mar 11, 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      Proposed Budgets for 2020 for Sewer and Water.
- 5:05 pm      Explanation of Liability Insurance for EFUD. Discussion on liability for providing fire flows in water system.
- 5:20 pm      Discussion on planning and funding of possible Blush Hill system improvements.
- 5:45 pm      Annual report on Dog Park
- 5:55 pm      Burn Permit at old dump site
- 6:05 pm      Department Reports and updates.
- 6:15 pm      Minutes
- 6:20 pm      Adjourn

# 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%	3,600
15-6-00-8 INVESTMENT & DEBT INCOME				
15-6-00-8-001.01 Interest on Investments	-	35.68		2,000
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%	2,000
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%	5,600

<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- Grounds Maintenance	40,000	58,437.55	146.09%	5,000
15-7-10-3-622.00 GG-Utilities-Elect	-	348.45		350
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	4,466.66	297.78%	1,000
15-7-10-6-520.00 GG-Ins-All Other	350	350.00	100.00%	350
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>64,137.09</b>	<b>149.68%</b>	<b>6,700</b>
<b>15-7-22 POLICE DEPARTMENT</b>				
15-7-22-2-610.00 PD-Office Supplies	400	345.00	86.25%	
<b>SUB-TOTAL</b>	<b>400</b>	<b>345.00</b>	<b>86.25%</b>	<b>-</b>
<b>15-7-80 DEBT MANAGEMENT</b>				
15-7-80-8-820.07 GENERAL DEBT	-	-		
15-7-80-8-830.00 Short Term Borrow Int	-	-		
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>15-7-90-9-950 SPECIAL ARTICLES</b>				
15-7-90-9-950.00 GG-Special Articles	-	-		
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>43,250</b>	<b>64,482.09</b>	<b>149.09%</b>	<b>6,700</b>
<b>REVENUE minus EXPENDITURES</b>	<b>84,275</b>	<b>62,563.18</b>		<b>(1,100)</b>
<b>BEGINNING FUND BALANCE</b>	<b>41,416</b>	<b>41,416.00</b>		<b>103,979</b>
<b>ENDING FUND BALANCE</b>	<b>125,691</b>	<b>103,979.18</b>		<b>102,879</b>

Water Fund

Revenues	Budget 2019	Actual 2019	+/- Budget	Budget 2020
21-6-00-2-001.00 FROM SEWER DEPT	42,855	42,854.00	(1.00)	35,180
21-6-00-2-002.00 FROM TOWN HYW DEPT	66,315	66,315.00	-	64,790
21-6-00-2-003.00 GAS TAX REFUND	500	500.00	-	500
21-6-00-2-011.02 SOLAR LEASE	5,500	5,500.00	-	5,500
21-6-00-2-020.01 STATE GRANT	-	-	-	-
21-6-00-3-001.00 WATER RENT BILLING	870,000	870,967.32	967.32	870,000
21-6-00-3-001.01 LABOR/EQUIPMENT/MATERIALS	1,500	854.10	(645.90)	1,000
21-6-00-3-002.00 WATER RENT INTEREST	2,000	3,582.58	1,582.58	3,200
21-6-00-3-003.00 WATER PENALTY	3,000	5,040.75	2,040.75	4,800
21-6-00-7-001.00 WATER OPERATIONS REVENUE	25,000	15,199.85	(9,800.15)	10,000
21-6-00-7-002.00 SALE OF ASSETS/EQUIP	-	-	-	-
21-6-00-8-003.00 LOAN PROCEEDS	200,000	-	(200,000.00)	-
21-6-00-9-001.00 INTEREST	32,000	49,329.55	17,329.55	22,500
21-6-00-9-001.01 SECURITIES GAINS/LOSS	-	88,056.88	88,056.88	-
21-6-00-9-003.00 SPECIAL PROJECT INCOME	-	-	-	-
21-6-00-9-021.01 INSURANCE PROCEEDS	-	1,052.54	1,052.54	470
21-6-00-9-099.00 WATER MISC INCOME	-	-	-	-
<b>Total Revenue</b>	<b>1,248,670</b>	<b>1,149,252.57</b>	<b>(99,417.43)</b>	<b>1,017,940</b>

Expenditures				
21-7-31-1-110.00 WR-Regular Pay	224,615	227,125.23	2,510.23	226,050
21-7-31-1-115.00 WR-Commissioners Pay	3,500	3,125.00	(375.00)	3,125
21-7-31-1-120.00 WR-Part-time Pay	10,000	-	(10,000.00)	10,000
21-7-31-1-210.00 WR-Ins-Health	44,715	44,204.56	(510.44)	44,850
21-7-31-1-210.02 WR-Life, Disability LTC I	2,200	2,234.25	34.25	2,200
21-7-31-1-220.00 WR-Ins-Social Sec	18,214	17,490.27	(723.73)	18,300
21-7-31-1-230.00 WR-Retirement	9,635	10,436.57	801.57	10,645
21-7-31-1-250.00 WR-Ins-unemployment	640	639.00	(1.00)	520
21-7-31-1-260.00 WR-Ins-workers Comp	19,970	21,670.40	1,700.40	20,270
21-7-31-1-290.00 WR-Clothing Allowance	2,000	1,298.98	(701.02)	2,000
<b>21-7-31-2-330.00 WR-Engineering &amp; Prof Ser</b>	<b>25,000</b>	<b>24,855.06</b>	<b>(144.94)</b>	<b>25,000</b>
21-7-31-2-330.01 WR-Lab Testing	5,000	5,390.00	390.00	5,660
21-7-31-2-333.00 WR-Legal Fees	3,500	300.00	(3,200.00)	3,500
21-7-31-2-340.00 WR-Clerical Services	300	325.00	25.00	400
21-7-31-2-340.01 WR-Professional Ser-Other	8,000	15,516.04	7,516.04	15,000
21-7-31-2-431.00 WR-Equip & Instru.Main Pl	12,000	9,221.47	(2,778.53)	15,000
21-7-31-2-431.01 WR-Equip Maint-Blush Hill	2,500	-	(2,500.00)	10,000
21-7-31-2-431.02 WR-Equip Maint-Old Plant	500	-	(500.00)	1,500
21-7-31-2-431.03 WR-Equip Maint-Wells	12,000	-	(12,000.00)	12,000
21-7-31-2-431.04 WR-Equip Maint-Other	5,000	7,994.57	2,994.57	12,000
21-7-31-2-431.05 WR-Meter Repair & Replace	5,000	4,485.70	(514.30)	5,000
21-7-31-2-441.00 WR-Lease Cv Railroad	350	385.04	35.04	400
21-7-31-2-490.00 WR-Property Taxes	16,575	15,849.96	(725.04)	16,960
21-7-31-2-530.00 WR-Utilities-Tele/Interne	6,000	4,234.40	(1,765.60)	6,000
21-7-31-2-531.00 WR-Postage	1,875	2,088.60	213.60	2,100
21-7-31-2-535.00 WR-Public Relations & Edu	500	100.00	(400.00)	500
21-7-31-2-540.00 WR-Advertising	200	33.97	(166.03)	700
21-7-31-2-610.00 WR-Office Supplies	1,500	687.16	(812.84)	2,800
21-7-31-2-611.00 WR-Chemicals & Purificati	16,000	9,915.03	(6,084.97)	16,000
21-7-31-2-611.01 WR-Lab Chemicals	3,500	3,011.38	(488.62)	3,500
21-7-31-2-660.00 WR-State Fees	7,500	4,156.08	(3,343.92)	7,500
21-7-31-2-741.00 WR-Small Tools	1,500	293.50	(1,206.50)	1,000
21-7-31-3-424.00 WR-Grounds Maintenance	5,000	1,040.77	(3,959.23)	5,000
21-7-31-3-430.00 WR-Building Maintenance	12,000	8,448.01	(3,551.99)	12,000
21-7-31-3-622.00 WR-Utilities-Elect	28,000	41,374.45	13,374.45	42,615
21-7-31-3-623.00 WR-Propane-Heat/Generator	7,500	5,485.68	(2,014.32)	6,035
21-7-31-3-623.01 WR-Propane-Well/Generator	1,000	-	(1,000.00)	-
<b>21-7-31-4-432.00 WR-Vehicle Maintenance</b>	<b>3,500</b>	<b>2,269.25</b>	<b>(1,230.75)</b>	<b>10,000</b>
21-7-31-4-626.00 WR-Fuel-Gas	8,285	8,249.21	(35.79)	8,875
21-7-31-5-240.00 WR-Training	2,000	1,036.00	(964.00)	2,000
21-7-31-5-241.00 WR-Dues	1,250	1,173.00	(77.00)	1,250
21-7-31-5-310.00 WR-Admin Fee-Town	98,000	98,000.00	-	90,000
21-7-31-5-460.00 WR-Water Main Maint-Sourc	1,000	-	(1,000.00)	1,000
<b>21-7-31-5-460.01 WR-Water Main Maint-Distr</b>	<b>80,000</b>	<b>58,209.89</b>	<b>(21,790.11)</b>	<b>80,000</b>
21-7-31-5-460.02 WR-Water Shed Management	2,500	5,002.00	2,502.00	2,500
21-7-31-5-460.03 WR-Dry Hydrants	-	-	-	-
21-7-31-5-580.00 WR-Mileage Reimb	800	903.64	103.64	950
21-7-31-6-520.00 WR-Ins-Building & Other	19,920	19,740.00	(180.00)	19,290
21-7-31-6-520.01 WR-Insurance-Deductible	-	-	-	-
21-7-31-6-830.00 WR-Bank Charges	150	-	(150.00)	150
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	(2,555.90)	3,500
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	-	-	-	40,000
21-7-31-7-741.04 WR-ATV/Snowmobile/Trailer	-	-	-	-
<b>21-7-31-7-741.05 WR-Backhoe</b>	<b>-</b>	<b>49.07</b>	<b>49.07</b>	<b>-</b>
21-7-31-7-741.06 WR-Equip,Computers,Furnit	28,000	477.49	(27,522.51)	30,000
21-7-31-7-741.07 WR-Lawn Tractor	7,000	6,396.86	(603.14)	-
21-7-31-7-741.08 WR-Brush Mower	-	-	-	-
21-7-31-7-743.00 WR-Bldg Improvements	5,000	-	(5,000.00)	5,000
21-7-31-7-743.01 DEPRECIATION EXPENSE	-	-	-	-
21-7-31-8-820.00 WR-Construction Luce Bond	128,845	128,843.34	(1.66)	133,910
21-7-31-8-820.02 WR-Other Debt	107,305	107,305.76	0.76	80,180
21-7-31-8-830.00 WR-Interest Expenses	117,605	120,190.87	2,585.87	108,940
Total Expenses	1,137,949	1,052,206.61	(85,742.39)	1,183,675
Revenue minus Expenses	110,721	97,046		(165,735)

Sewer Fund

Revenue

22-6-00-2-002.00 FROM TOWN HYW DEPT-Rent & Labor	935	2,110.00	1,175.00	2,640
22-6-00-2-003.00 GAS TAX REFUND	200	222.04	22.04	200
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	(500.44)	770,000
22-6-00-3-002.00 SEWER RENT INTEREST	2,000	2,799.96	799.96	2,000
22-6-00-3-003.00 SEWER PENALTY	2,400	4,436.74	2,036.74	3,500
22-6-00-7-001.00 SEWER OPERATIONS REVENUE	15,000	4,871.55	(10,128.45)	5,000
22-6-00-7-002.00 Sales of Assets/Equipment	-	-	-	-
22-6-00-8-003.00 LOAN PROCEEDS	275,000	-	(275,000.00)	275,000
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	(735.05)	-
22-6-00-9-001.01 SECURITIES GAINS/LOSS	-	6,751.89	6,751.89	-
22-6-00-9-003.00 SPECIAL PROJECT INCOME	-	24,500.00	24,500.00	-
22-6-00-9-021.01 INSURANCE PROCEEDS	-	-	-	205
22-6-00-9-099.00 SEWER MISC INCOME	-	-	-	-
<b>Total Revenue</b>	<b>1,067,535</b>	<b>816,456.69</b>	<b>(251,078.31)</b>	<b>1,058,545</b>

## Expenditures

22-7-32-1-110.00 SW-Regular Pay	100,460	114,273.57	13,813.57	116,710
22-7-32-1-115.00 SW-Commissioners Pay	3,500	3,125.00	(375.00)	3,125
22-7-32-1-120.00 SW-Part-time Pay	7,200	-	(7,200.00)	7,200
22-7-32-1-210.00 SW-Ins-Medical	29,510	21,135.44	(8,374.56)	27,875
22-7-32-1-210.02 SW-Life Disability LTC I	1,500	1,201.94	(298.06)	1,500
22-7-32-1-220.00 SW-Social Sec	8,505	8,930.45	425.45	9,540
22-7-32-1-230.00 SW-Retirement	5,715	6,502.49	787.49	6,750
22-7-32-1-250.00 SW-Ins-unemployment	315	313.00	(2.00)	35
22-7-32-1-260.00 SW-Ins-Workers Comp	8,970	9,883.60	913.60	9,985
22-7-32-1-290.00 SW-Clothing Allowance	1,100	1,155.69	55.69	1,200
<b>22-7-32-2-330.00 SW-Engineering</b>	<b>5,000</b>	<b>306.06</b>	<b>(4,693.94)</b>	<b>25,000</b>
22-7-32-2-330.01 SW-Testing Services/lab	5,500	4,955.80	(544.20)	5,500
22-7-32-2-333.00 SW-Legal Fees	500	1,350.00	850.00	500
22-7-32-2-340.00 SW-Clerical Services	300	325.00	25.00	400
22-7-32-2-340.01 SW-Profess Service-Other	3,000	19,232.43	16,232.43	15,000
22-7-32-2-441.00 SW-Railroad Leases	350	337.03	(12.97)	400
22-7-32-2-450.00 SW-Contractors	-	-	-	-
22-7-32-2-530.00 SW-Utilities-Tele	4,000	4,256.61	256.61	4,000
22-7-32-2-531.00 SW-Postage	1,250	1,322.09	72.09	1,400
22-7-32-2-535.00 SW-Public Relations	200	-	(200.00)	200
22-7-32-2-540.00 ADVERTISING	-	66.10	66.10	-
22-7-32-2-610.00 SW-Office Supplies	1,400	792.86	(607.14)	1,400
22-7-32-2-611.00 SW-Chemicals	50,000	43,002.83	(6,997.17)	48,000
22-7-32-2-611.01 SW-Lab Supplies & Maint	5,000	5,050.72	50.72	5,225
22-7-32-2-660.00 SW-State Fees	1,800	1,623.42	(176.58)	1,800
22-7-32-3-411.00 SW-Water	6,000	5,110.31	(889.69)	6,000
22-7-32-3-424.00 SW-Grounds	17,200	10,114.01	(7,085.99)	13,500
22-7-32-3-430.00 SW-Building Maintenance	17,500	8,852.38	(8,647.62)	13,500
<b>22-7-32-3-622.00 SW-Utilities-Elect/Solar</b>	<b>98,000</b>	<b>77,617.33</b>	<b>(20,382.67)</b>	<b>79,950</b>
22-7-32-3-623.00 SW-Fuel-Propane	2,500	2,499.76	(0.24)	2,750
22-7-32-3-624.00 SW-Fuel-heat	6,415	5,235.06	(1,179.94)	5,750
22-7-32-3-624.01 SW-Fuel-Equip & Service	300	404.72	104.72	500
22-7-32-4-432.00 SW-Vehicle Maintenance	5,000	2,157.10	(2,842.90)	2,200
22-7-32-4-626.00 SW-Fuel-Gas	3,370	2,448.84	(921.16)	2,700
22-7-32-4-627.00 SW-Fuel-Diesel	445	1,675.95	1,230.95	1,850
22-7-32-5-240.00 SW-Tuition	1,000	350.00	(650.00)	-
22-7-32-5-241.00 SW-Dues	800	796.00	(4.00)	800
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	(1.00)	35,180
22-7-32-5-320.00 SW-Training	1,000	72.00	(928.00)	1,000
22-7-32-5-431.00 SW-Plant & Process Maint	52,000	43,704.46	(8,295.54)	60,000
22-7-32-5-431.01 SW-Equipment Maintenance	3,000	3,268.40	268.40	3,000
22-7-32-5-460.00 SW-Collection Sys Maint	55,000	50,077.71	(4,922.29)	55,000
22-7-32-5-460.01 SW-Coll Sys Emerg Rpr/Rpl	5,000	3,447.77	(1,552.23)	5,000
22-7-32-6-520.00 SW-Ins-Prop & Gnral Libil	18,880	18,737.00	(143.00)	18,290
22-7-32-6-520.01 SW-Ins-Deductibles	-	-	-	-
22-7-32-6-830.00 SW-Bank Charges	150	-	(150.00)	150
22-7-32-6-990.00 SW-Unclassified	-	-	-	-
22-7-32-7-450.00 SW-Bldg Remodel/Upgrade	-	-	-	-
22-7-32-7-450.00 SW-Lagoon Cleanout	5,000	-	(5,000.00)	5,000
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	75,339.59	(55,660.41)	110,000
22-7-32-7-460.06 SW-Aeration System	11,000	2,961.46	(8,038.54)	7,000
<b>22-7-32-7-460.07 SW-Plant Upgrade</b>	<b>20,000</b>	<b>16,430.00</b>	<b>(3,570.00)</b>	<b>15,000</b>
22-7-32-7-460.08 SW-Upgrade/Phosphorus Eng	2,500	-	(2,500.00)	-
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	(2,931.43)	8,000
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	229,434.98	(0.02)	181,995
22-7-32-8-830.00 SW-Interest Expenses	31,940	32,012.99	72.99	24,695
<b>Total Expenditures</b>	<b>1,054,865</b>	<b>924,312.52</b>	<b>(130,552.48)</b>	<b>951,553</b>
Revenue minus Expenses	12,670	(107,856)		106,992



## WATERBURY DOG PARK ANNUAL REPORT OF OPERATION 2019/20

On February 19, 2020, the following board members of WATERBURY UNLEASHED held a meeting to discuss 2019 issues and 2020 plans. In attendance were: Chip Martin, Anne Imhoff, AnnMarie Nichols, Peggy Quinn, Elizabeth Shaffer

1. No issues had been reported to Waterbury Unleashed officers during 2019.
2. Renewal of the ForWARD MOU to handle Waterbury Unleashed finances, signed by Whitney Brownie.
3. New signs with rules of the park were posted.
4. A retired Fire Hydrant was erected inside the park.
5. A motion sensor light was installed for evening arrivals.
6. Dog poop composting holes were capped and new ones dug.
7. Temporary winter tube extensions were added to composting holes to improve compliance with poop pickup and disposal during the winter months. Last winter we had added poop bag dispensers which did improve compliance but added to problems with bags being left in dog composting holes. So far, this winter compliance has been much improved.
8. Temporary wind screening was added to three sides of the sun shade pavilion to provide a warmer area for patrons to stand during the winter.
9. No significant maintenance costs occurred. Lawn mower repair was largest cost at under \$300.00. Fund balance as of 12/30/19 is \$2,909.03

### 2020 Plans

1. New daily contact for any issues will be Chip Martin, 802-734-5629.
2. Letter seeking new board members will be placed in *Waterbury Record* and on site. Some patrons frequently visit from adjoining towns and we'd like to get them involved; assigned to Peggy Quinn.
3. WATERBURY UNLEASHED trade name renewed with Vermont Secretary of State; completed 2/28/20
4. Entrance gate to small dog area will be adjusted in spring; assigned to Chip Martin.
5. Replace old, tattered internal signs indicating location of poop pots and daily contact person; Anne Imhoff will take care of this.
6. Schedule a volunteer clean-up day in late April or early May once the ground has dried out after the winter. Fill in any holes as needed. Weed flower garden and reset stones.

# Wastewater Progress Report

## February 2020

- **Process:**

- Process continues to run well, losing less magnetite
- CL2 Blue White pump failed due to power surge. Installed surge protection in the CCC vault. This is the second pump damaged due to the surge problem
- Laramie Water Works Maintenance began 2020 servicing on CoMag equipment.
- L1-6 motor failed. Will need to replace. We will need to purchase some back up spare motors as we have used our last spare.
- February Monthly Flows:
  - Influent: 5.09 MG
  - Effluent: 4.49 MG
  - Precipitation: 3.02 inches

- **Collection System:**

- Grandview lift station motor clogged on weekend. Brad and Wood pumped and pulled to remove rags. Will contact homeowners to advise of discharging rags.

- **Office & Personnel**

- 2019 Tier II Hazmat Report submitted.
- 2019 Annual Constituents Monitoring Report submitted.
- Meeting with Bill S. to review final 2020 Sewer budget.
- Plant maintenance and minor upgrade projects.
- Brad Roy will sit for wastewater 2DM certification exam March 24.
- Conducted 3 interviews for open Water position. New recruit will need to be cross trained.

- **2020 Projects List YTBD**

# MONTHLY Report February 2020

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## **Items of Interest**

**Budget Preparation**

**Meter Changes**

**Matt Resignation**

**Hach Maintenance**

**Water Leak Old Eldredge Mill**

**Meter Reading**

## **Chemical Deliveries**

**None**

## **Maintenance**

*Regular*

## **Water Sources Used**

**All Surface Water Sources Used**

## Flow Data

### High Day

2/17/2020

298071 Gallons

### Low Day

2/24/2020

233890 Gallons

### Average Day

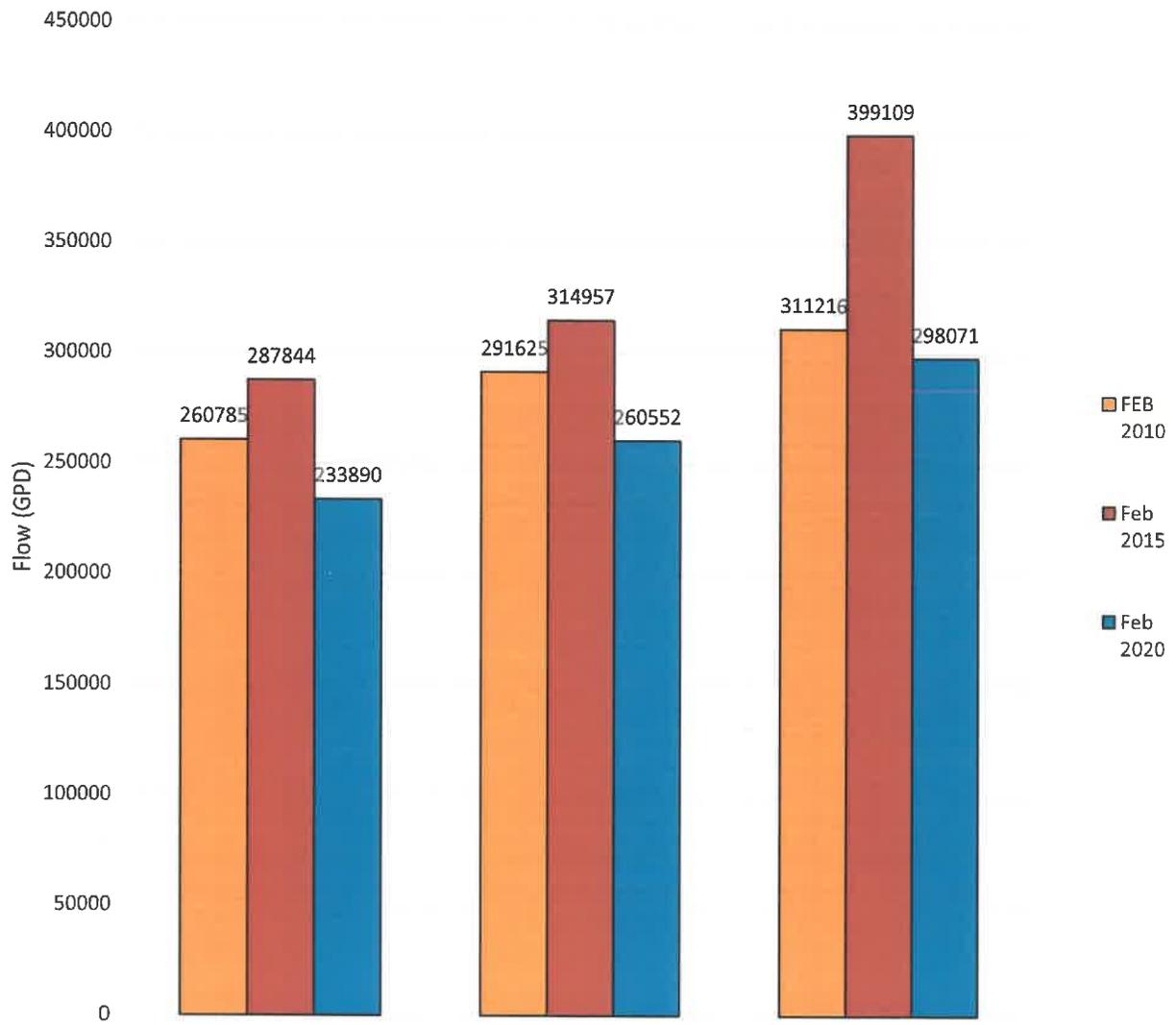
260552 Gallons

### Peak

2/2/2020

1018 GPM

Low, Average and High Flow (GPD) for February 2010, 2015 and 2020



## Summary

The month of February was a month that we were able to get a lot of maintenance and cleaning done at the plant. The Hach Technician was at the plant to do our routine maintenance and calibration on all of our instruments that are under contract. All went smoothly and we are very happy with their service.

Hallam has been on site to install the new computer for our SCADA system. They are going to be back in early March to launch it.

Meter reading went very good with good weather and not too much snow. We found a few new broken meters in the construction zone. Karen has reached out to these homeowners and have been able to get most of them replaced or scheduled to be replaced.

Ferguson Waterworks came to the plant for a meter demonstration of some of their new products. We will be looking into these as well as some other vendors for possibly upgrading to drive by reading in the future. We would like to get through the Main St. project before we spend too much time on this.

The Old Eldredge Mill on Railroad St had a service line break inside the building that we had to find the curb stop that was buried. We got through the frost and were able to get it turned off for them.

The Squier's house on Union St needed the water turned back on. It has been off since it became vacant. The curb stop is in the sidewalk and was bent over by the plow. We were able to fix it to get it turned on. It is good practice that we do not turn on any water without someone present in the building as this one was not winterized correctly and had many leaks. Water is off and waiting for the call to try again.

Matt Hunt, as was mentioned in last month's report has moved on to the State in the middle of the month. The sewer department and the water department have continued to work together and Brad has been coming up to the water department for more cross training and to help out when needed. Both departments working together seems to be working out great.

The job to replace Matt was posted and we have received a good number of applicants. We hope to start interviews in the first week of March.

March 2020

**MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS**

**UTILITY BILLING CLERK**

**New allocation requests in February**

Waterbury Commons  
81 Carrie Lane

We received an application for hook up of a 3 bedroom home in Waterbury Commons

Water Allocation Fee \$1,366.88

Sewer Allocation Fee \$1,242.94

Meter Fee \$160.00

Total Fee: 2,770.40

**STILL PENDING:**

\*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

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:**

February and early March was all about billing!

Invoices were mailed on 2/20/2020 and coming due later in the month of March. We've already received a fair number of payments in the mail. ACH reminder notices were sent via email on 3/6 giving folks ample time to make changes if necessary.

The total number of broken meters is 12. An effective and motivating way to get the meters repaired is providing homeowners with three requests for access before I send a fourth request detailing the non-metered rates, provided non-metered rates exceed estimates, if they fail to respond to my request.

On December 2019, our employee entered the car wash and found the place flooded with water. Upon investigation we discovered water appeared to coming from our back flow device, we called the Waterbury water department right away and spoke with Scott Guyette he came and checked on our problem, he told us that is was mostly likely caused by water pressure surge's caused by maintenance/repair that was being done nearby, which is what we suspected. We have always had a good relation with water department, we asked if they could repairing or replace it, and Scott informed us he was not authorized to do so, but if we took care of it, he would help us with the cost. Because of our many years of being a good customer of Waterbury water department, and our concern for the public health and importance of back flow device at the car wash, we went ahead and had the device replaced in good faith. We also wanted to do our part in fixing the problem by protecting public health. In closing, please find invoice for replacing it. We are submitting this bill to you, in seeking reimbursement or credit to our water bill.

Sincerely,

Chip Spillane