

**MINUTES OF THE ANNUAL MEETING
OF THE
EDWARD FARRAR UTILITY DISTRICT
July 8th, 2020**

Present at the second Annual Meeting of the Edward Farrar Utility District:

Board of Commissioners: P. Howard Flanders, Chair; Natalie Sherman, Lawrence Sayah, Robert Finucane and Cynthia Parks.

District Staff: William Shepeluk, Manager, Carla Lawrence, Clerk and Karen Petrovic.

Public: Carolyn and John Ritter, John Sherman, Alyssa Johnson, Don Einhorn, Anne Imhoff, and Lisa Scagliotti.

The inhabitants of the Edward Farrar Utility District (EFUD) who are legal voters in the District are hereby notified and warned to meet **telephonically, by computer, or at the Steele Community Meeting Room at 28 North Main Street, Waterbury, Vermont on Wednesday July 8th, 2020 at 7:30 P.M. in the evening to act on Articles 1 through 7 listed below. The meeting will be moderated and conducted from the Steele Community Room by elected and appointed officers and staff of the Edward Farrar Utility District. Members of the EFUD electorate who cannot participate by telephone or computer may attend the meeting in person at the Steele Community Meeting Room where social distancing and the wearing of Personal Protective Equipment (masks) will be encouraged. All voters who are able to participate remotely, are strongly encouraged to do so.**

P. H. Flanders called the meeting to order. He then explained the cover photo and the dedication of the report to the Water and Wastewater staff, Brad Roy, Bill Woodruff, Scott Guyette and Pete Krolczyk. P. H. Flanders explained that there is an article included in the report on Pete Krolczyk and a Wastewater Operator Excellence award he received.

ARTICLE 1: To act on the reports of the officers of the Edward Farrar Utility District.

Anne Imhoff made a motion to accept the reports of the officers of the Edward Farrar Utility District for 2019 including the 2020 budget for the General Property Management Fund in the amount of \$14,550. The motion was seconded. W. Shepeluk explained that there are three budgets. The only one the voters need to act upon is the General Property Management Fund on page 12. This is the former Village General Fund. W. Shepeluk briefly reviewed the revenues and expenditures and explained that they are not assigned to the water or sewer funds. The motion passed by voice vote.

ARTICLE 2: To elect by Australian ballot, the following officers: Two District Commissioners for a term of one year; and one District Commissioner for a term of three years.

With 16 votes cast by Australian Ballot, the results of Article 2 are as follows:

For District Commissioner for a term of one year:	
Lawrence Sayah	16
Natalie Sherman	16

For District Commissioner for a term of three years:
Robert Finucane 17

ARTICLE 3: To set the compensation of the District officers for the ensuing year.

Alyssa Johnson made a motion to set the compensation of the Edward Farrar Utility District Officers for the ensuing year as follows:

Chair	\$1,450
Commissioners	\$1,250 each
Clerk	\$ 550

The motion was seconded and passed by voice vote.

ARTICLE 4: To see if the District will authorize the Commissioners to borrow a sum of money by note, for a period not to exceed five years, to make improvements to the water system.

Lawrence Sayah made a motion to authorize the Commissioners to borrow up to \$200,000 by note for a period not to exceed 5 years on terms agreeable to the Commissioners to pay for improvements and equipment for the water system. The motion was seconded. W. Shepeluk stated that at the present time, it is not anticipated that borrowing will be necessary. There may be expansions of the systems in the future. The Commissioners approved the water and sewer budgets in the early part of the year, before COVID hit. The Commissioners are concerned about revenues. Quarterly base charges were waived on the last billing and it may be necessary to borrow for cash flow purposes. The motion passed by voice vote.

ARTICLE 5: To see if the District will authorize the Commissioners to borrow a sum of money by note, for a period not to exceed five years, to make improvements to the wastewater system.

Cindy Parks made a motion to authorize the Commissioners to borrow up to \$275,000 by note for a period not to exceed 5 years on terms agreeable to the Commissioners to pay for improvements and equipment for the wastewater Department. The motion was seconded. W. Shepeluk stated that the explanation is the same as the previous article. Cutbacks were made after COVID hit. It is good to have this motion approved in the event revenues decline and borrowing is necessary. The motion passed by voice vote.

ARTICLE 6: To see if the District will direct the treasurer of the district, on September 30, 2020, to move cash or invested assets held, on that date, in the district's Utility Capital Reserve Fund and its General Property Management Account of the General Fund, so the balance of the General Property Management Account of the General Fund is \$110,000, and the remaining balance of those assets be held in the Utility Capital Reserve Fund.

Natalie Sherman made a motion to direct the treasurer, on September 30, 2020, to move cash or invested assets, held on that date in the district's Utility Capital Reserve Fund and its General Property Management Account of the General Fund, so the balance of the General Property Management Account of the General Fund is \$110,000, and the remaining balance of those assets be held in the Utility Capital reserve Fund. The motion was seconded. The motion passed by voice vote.

ARTICLE 7: To do any other business that may legally come before the meeting.

P. H. Flanders noted that Don Einhorn had joined the meeting. D. Einhorn expressed appreciation for the Commissioner's work.

There being no further business, the meeting was adjourned at 8:09pm.

Respectfully submitted,

Carla Lawrence, District Clerk

Approved on: August 12, 2020

An audio recording of this meeting is available at the District Clerk's office.