

Edward Farrar Utility District
February 10, 2021
Minutes

Present: Commissioners: P.H. Flanders, L. Sayah, C. Parks, R. Finucane, N. Sherman all by Zoom;
W. Shepeluk, B. Woodruff, S. Lotspeich, K. Petrovic staff

Chairperson Flanders called the meeting to order at 4:36 p.m.

Public: No comments

The agenda was approved without changes

Discuss implications of possible restrictions on preserving Lamson/Batchelder house site near Ice Center: S. Lotspeich and the Commissioners spoke at length about the process to create a master plan for the EFUD property located on River Road, the current site of The Ice Center. The conclusion of the Hartgen report was that no further investigation of the site is needed. S. Lotspeich has been in touch with S. Dillon from the State Division of Historical Preservation. It is S. Lotspeich opinion that to move this forward with any project the best course of action now would be at apply for the permits and force a decision at a state level. S. Lotspeich cautioned that the Division of Historical Preservation and Act 250 may not the only hurdles for EFUD as regarding the location will also require involvement from the State Dept of Agriculture. With consent from the Commissioners S. Lotspeich will move forward with an application to the necessary State agencies.

One Leak Rule – Duhamel Estate: K. Petrovic requested on behalf of the Estate of Paulette Duhamel consideration of the one leak rule for a leaking toilet that was discovered following Ms. Duhamel’s passing. **R. Finucane made a motion to apply the one leak rule to Duhamel. N. Sherman seconded the motion; a vote was held and passed unanimously.**

Follow up discussion of penalty and interest on water and sewer bills during pandemic: P. Flanders referenced his memo (see attached) to the Commissioners regarding the extension of waived interest and reduction of water base charges due to the COVID-19 pandemic. **R. Finucane moved to reduce Commercial and Residential water base charges by \$5.00 and to reduce the penalty for late payment from 5% to 2.5% for the 11/01/2020-01/31/2021 billing period. Penalty will be assessed on the 1st of each month following a bill due date. C. Parks seconded the motion; a vote was held and passed unanimously.**

Discussion of Comments of Draft Sewer Ordinance: Commissioners discussed comments from P. Flanders regarding the DRAFT Sewer Ordinance (see attached memo) B. Woodruff, A. Tuscany and P. Krolczyk have been consulting with the attorneys to make adjustments as needed.

Schedule and public notice for comment period and hearing on Sewer Ordinance: An updated Draft Sewer Ordinance should be available in time for the March 10, 2021 EFUD meeting. Following the Commissioners meeting a summary will be published in the Times Argus for a period of 2 weeks with a public hearing scheduled in April for comments and questions. Final adoption of the Ordinance to follow.

Monthly Reports: B. Woodruff provided the Commissioners with an update of Wastewater Department. An offer has been made to fill the vacant position.

Minutes: **R. Finucane made a motion to approve the minutes of January 13, 2021 as written. C. Parks seconded the motion; a vote was held and passed unanimously.**

R. Finucane made a motion to adjourn, C. Parks seconded and passed unanimously.

The next meeting of the Edward Farrar Utility District is scheduled to be held on March 10, 2021

**Edward Farrar Utility District
Commissioners Meeting**

Wednesday Feb 10, 2021

Please note no one will be at Steele Community Room
28 North Main St, Waterbury VT

Agenda

This meeting is only available through internet connection via Zoom. To join this meeting use the link below or call the number

Time: Feb 10, 2021 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95164317054?pwd=VEhHdEJ1cDVQNDVHK3JxZWNDTkxTQT09>

Meeting ID: 951 6431 7054

Passcode: 009711

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

- 4:30 pm Call to Order: Under the general restrictions concerning the health concerns for COVID-19 the commissioners are holding this meeting via video media program Zoom
- 4:31 pm Public
- 4:36 pm Discuss implications of possible restrictions on preserving Lamson/Batchelder house site near Ice Center
- 4:45 pm One Leak Rule - Duhamel
- 4:55 pm Follow up discussion of penalty and interest on water and sewer bills during pandemic
- 5:15 pm Discussion of Comments of Draft Sewer Ordinance
- 6:15 pm Schedule and public notice for comment period and hearing on Sewer Ordinance
- 6:30 pm Department Reports
- 6:55 pm Minutes of Meeting of Dec 9, 2020
- 7:00 pm Adjourn

Karen Petrovic

From: Skip Flanders <wtbskip@comcast.net>
Sent: Saturday, February 6, 2021 11:59 AM
To: 'Natalie Sherman'; Bob Finucane; cynthiap299@gmail.com; Skip Flanders
Cc: William Shepeluk; Bill Woodruff; Karen Petrovic
Subject: Proposal for follow-up discussion on Penalty and Interest

Proposal for Follow up discussion on Penalty and interest on water and sewer bills during pandemic

1. Continue indefinitely until pandemic is over the suspension of interest on penalty and late payments.
2. Temporary reduction in only water base Charges of \$ 5 per unit on the next billing and continue until Pandemic is over. Would result in reduction in revenues of \$13,000 per quarter.
3. Reduce Penalty for late payment from 5% to 2.5%
4. Change to Penalty being assessed on the First of the month following the date payment is due. (Payment is still due on the 20th but a penalty is not assessed unless payment is not received by the first of the flowing month.)
5. When the pandemic is over and interest is resumed I would propose that we reduce the current 12% interest rate to 6% on the penalty and late payments.

Based on a comment from Karen I think we should still assess a penalty on the first of the following month although smaller during the pandemic. By having a penalty they would still receive a notice that the payment was late and a penalty has been assessed. Karen's point was that with suspension of penalty and interest they did not receive any notice that their payment was late until they get the next bill and then it is even harder to pay.

Assessing the payment on the first of the month following the payment due is like a 10 day grace period and will prevent many complaints from a payment being one day late and being assessed the same penalty as someone who doesn't pay for a month. It will also reduce the number of notices and bills for late payments and thus staff time. Our rates should not be based on generating a significant amount of income from penalty and interest.

TO: EFUD Commissioners and Staff
FROM: Skip
SUBJECT: Discussion of Draft Sewer Ordinance
DATE: February 5, 2021

Attached are my comments on the Proposed Sewer Ordinance that I have shared with Bill, Woody and Alec and below is the schedule I propose we follow to address any concerns and prepare for an opportunity to hear public comments.

1. February 10 discuss any of the comments with the Board and staff they want to comment on at Wednesday's meeting.
2. March 10 Between the Feb meeting and before the March meeting work with staff and Attorney McLean to try and have the Ordinance in final shape for the March Meeting. At the March meeting after quick review and any final edits give OK to move forward with a public comment period and opportunity at the April 14 Meeting. According to Attorney McLean we need to follow Title 24 ss 1972 in adoption of the Ordinance we need to publish the Ordinance or a concise summary in a newspaper not more than 14 days following the April 14 meeting. The Ordinance would be effective 60 days from the date of adoption.
3. April 14 Before the April meeting place summary in paper 14 days before Meeting and in the FPF and the Roundabout and our paper of record about the hearing and how to obtain a copy of the Ordinance. We should send a copy to the engineering companies in town, Grenier, McCain, Dubois & King and Weston and Sampson and also send a copy to the restaurants and breweries in town. Considering any comments adopt the Ordinance at the close of the public hearing and comments. It would be effective 60 days after adoption.

Before we start discussing the comments on the proposed ordinance I would like to see if we can address the urgency that providing authority Peter expressed in his January 27 email attached. This ordinance does not grant EFUD or staff any new authority other than what we have currently granted by the Charter and VSA. I will ask Bill and Woody if they can let us know what task Pete is referring to and see if we can address that specifically outside of adopting the proposed Ordinance. Once we have addressed that I would like to proceed with discussion on any points in the ordinance starting with the following critical issues and then with any area you wish to talk about. These comments have been forwarded to Attorney McLean by Bill.

1. **Authority** The EFUD authority is defined in the Charter and VSA. The proposed Ordinance includes reference to regulations and requirements that I believe are outside EFUD authority. Some instances the reference is advisory to people reading or using the regulations and others would require action by EFUD staff. Some examples of these are the details on Storm Water and references to OSHM and VOSHA Regulations. Question for the Commissioners is do we want an ordinance that is limited to the direct requirements under the EFUD authority or should it be expanded to include advisory information which is not the responsibility of EFUD and adds a level of complexity to the Ordinance.

2. **Adoption by reference to Standards written and revised by other Agencies** The ordinance identifies a reference to three standards written, published and revised by other Agencies. By referencing three different documents requires the ordinance to have a clause that states when conflict exists someone, the Utility Manager or the Board must decide which standard applies. Would it be better to decide which standard or portion of a standard EFUD wants to adopt and eliminate the possible conflict in possible standards. If we decide on multiple standards by reference, should it be the Board to decide the standards to apply as it is the Board's authority to adopt the ordinance and standards.

3. **Process for accepting noncomplying Private to Public Sewer** Should the ordinance have an identified process to handle future situations similar to the Waterbury Commons sewer. I believe it is only the Board's authority to accept property on behalf of the EFUD, it also would be the Board to vote to accept any private sewer system either persisting or new. If a new or persisting system does not comply the ordinance there is no process for considering connection to the EFUD system as we did in Waterbury Commons. If it can happen it will happen again and I propose the Ordinance include a process the board and staff could follow in these circumstances.

I propose including the following process to apply in these situations. As it is the authority of the Board to adopt the standards

4 **Fees for review in Article IV section 2** I believe these fees are new. My concerns are that new fees should be adopted in separate motion and discussion of the need for the fee. Are these fees necessary? Currently there are substantial fees for allocation fees to connect to either Water or sewer line. Are these fees large enough to allow for time spent reviewing any plans.

5. Appeals of decisions under this ordinance. On inquiry of Alec Attorney Joe McLean has provided the following language for appeal.

Article XIV. Appeals

Acts or decisions of the District Manager under this Ordinance may be appealed to the Board of Utility Commissioners by filing a notice of appeal with the District Clerk within 15 days of the date of that act or decision, with a copy of the notice of appeal to be filed with the District Manager. Failure to file a notice of appeal within 15 days shall preclude further relief and the act or decision of the District Manager shall be final and binding. The notice of appeal shall be in writing and shall include the name and address of the appellant, a brief description of the property with respect to which the appeal is taken, a reference to the Ordinance provisions applicable to the appeal, the relief requested by the appellant, and the alleged grounds why the requested relief is believed proper. Within 60 days of the filing of a notice of appeal, the Board of Utility Commissioners shall set the time, date and place for a public hearing on the appeal, and thereafter shall render a written decision, all of which shall be conducted in accordance with the procedural rights and duties described in Chapter 36 of Title 24, V.S.A.

I have concerns with this legalists Language for someone to ask for reconsideration of a decision under this ordinance. I would like to have a simpler and less intimidating appeal process. I feel the users are our customers and the Board should always be willing hear their issues without requiring them to jump through a legalist process and refuse to listen to their concern or issues because they did not file it in writing or were one day late. I don't believe the District is harmed if an appeal is not in writing or is 16 days from the decision rather than 13 days. The Board should never be afraid to listen to someone at least once and because we agree to listen to them it does not obligate us to make any decision other than what we feel is right.

Continue discussion of any section of the ordinance toward reaching agreement on acceptable working or requirement.

To: Bill, Woody and Alec
From: Skip
Subject: Comments on Proposed Dec 7 Sewer Ordinance
Date; Feb 5, 2021

General Thoughts

The following are my thoughts after reading and rereading many times the Proposed Sewer Ordinance. Some of my thoughts come after multiple readings of the Ordinance to have the impact of each requirement sink in whether it is on an applicant, customer, staff or the Board.

My comments and concerns follow from years of writing rules at the State level and what was allowed and what was not and on the provisions of the Charter for the Edward Farrar Utility District. A main concern of mine was to clearly define the roles of Utility Manager and Staff, the applicant and the Board in applying and complying with the Ordinance.

My perspective on adoption and administration of the rules that I believe best defines the roles is that the Board authority to adopt the rules, standards and procedures for Utility Manager and staff to follow. In all cases where there is not full compliance with the rules, standards and procedures any deviation from the standards or acceptance of anything less than full compliance is a decision to be made by the Board. This follows that it is the Board that has the authority to adopt the rules, it is only the Board's authority to accept any deviation of the standards or the rules with conditions determined necessary. I have proposed some language for inclusion in the ordinance in Article Section that would guide the Board and staff in reaching a decision in any future situations. The situation that occurred with Waterbury Commons is a good example of what can happen and this ordinance should have a process to follow in future cases.

These are my initial questions on citations of references in the ordinance for Attorney McLean.

This ordinance cites the requirement to follow the standards and procedures in numerous publications published and adopted by other organizations, agencies, and departments. Questions on using these standards by citations:

- A. Do we need to cite the date and number of the edition of any standards of documents referred to in the ordinance?
- B. Can we require compliance with future editions and standards that are adopted or published by these organization without revising this ordinance? For example, if we state our standards require conformance with 10 States Standards adopted in 2016, can we expect conformance with a revised standard adopted in 2020, without revising our own ordinance to state such?

- C. Is it necessary for the EFUD to have a copy of each document cited as a standard that can be reviewed by a member of the public upon request?
- D. Can we cite the requirement to comply with future regulations or ordinances that may be adopted by other entities?
- E. What is the District's authority or liability by demanding compliance with OSHA and VOSHA regulations for contractors working on building sewers outside of District ROW. What action is recommended for District staff if they observe a VOSHA violation by a contractor working on private property? Does this Ordinance as written in Article require that such violation be reported or noticed in writing? EFUD does not have authority to enforce OSHA or VSHA regulations.

In general the document could benefit from having headers at the top of each page that identifies which Article you are in. As it is when you are in the longer articles looking at each sections it is difficult to tell what Article you are in and you have to keep going back.

The ordinance does need a section on defining an appeals process. Attorney MacLean on request of Alec has written a very complete process for appeal of a decision of the Utility District Manager. I would like if possible to consider a little less legalistic process. I like to think the Board should always be open to hearing from our customers. I do think we need to put an appeals section in the ordinance that would apply to any decision under the ordinance.

COMMENTS BY ARTICLE

PURPOSE AND AUTHORITY: In Purpose and Authority the ordinance is adopted by the Edward Farrar Utility District. I think it more appropriate to say is adopted by the Edward Farrar Utility District Board of Commissioners. This would then be consistent with the language in Article I. Ownership and Permit.

Items 5 and 6: What sections do these items refer to? I don't think this ordinance establishes procedures for allocations of treatment capacities or establishment of procedures to provide for fees that equitably distribute the cost of operations.

ARTICLE II Are these limits for BOD and MGD also the permitted discharge limits?

Is it appropriate to use the term jurisdiction, as such term is not used in the EFUD Charter. The term boundary in the charter refers to the residential area of the legal voting residents of the District. It does not define the area the District has jurisdiction or limit the area the District can provide water and sewer services. The ability or authority to regulate only applies to properties that either connect to the District sewer collection system or water distribution lines. The District may provide for extraterritorial service outside the boundary area of the voter residence.

ARTICLE III DEFINITIONS

Board vs District. There are definitions for both the Board and the District. When the Ordinance refers to the District sometimes it refers to it as property other times it is an entity that is required to take an action. It is not defined who is taking that action whether it is the Utility District Manager, staff or the Board. I would recommend defining what is meant when the term District is used and be clear about who is taking the action. There are only two authorities in the ordinance the Utility District Manager and District staff, or the Board that can act under this ordinance. This would clarify the role of the Board. There are some specific actions that I believe to be the responsibility of the Board. See Section 11 for further comment on the use of District.

All abbreviations of organization and agencies used in the body of the Ordinance should be included in the definitions sections such as OSHA, VOSHA, EPA , VSA, TR-16, ASCE, WEF and any others used in the ordinance. Information should also be provided on how a copy of the reference may be obtained.

Section 2. Should say Board of Utility Commissioners hereafter “Board”.

Section 7 Combined Sewer. Should include that combined sewers are not allowed to be connected or discharged to EFUD waste water treatment facility.

Section 11. District. I recommend that the term District be further defined to provide clarification as to who is taking action. The term District when used alone should refer to property where no action is required. Another Term “**District Staff**” should be defined and used when an action by the District Staff is required.

Section 12. Edward Farrar Utility District (EFUD) Design and Construction Standards

I don’t think we should include reference to Waterbury Public Works Standards which are being developed, as we can’t provide any information on what is required at the time of adoption. Does the EFUD have the authority to require standards that do not relate to water and sewer services?

Would it be better to cite one reference for construction standards rather than multiple references and then have to decide which standards to apply in some cases? If we continue to reference multiple standards, I believe it should be the **Board in consultation with the Utility District Manager** that decides which standard applies. This is in keeping with the responsibility of the Board to adopt the standards and ordinance.

Section 18 Municipal Manager. (Utility District Manager) I think it would be better to define the Municipal Manager as the Manager hired by the Town of Waterbury, who has authority in the areas applying to the Town Highway and Storm Water issues.

There should be a separate definition for the **Utility District Manager** as the Manager hired by the Board of Commissioners for the Edward Farrar Utility District. These two managers may not always be the same person. The ordinance uses the two authorities in this manner throughout.

Section 23. Pre-Treatment. Rather than Utility District Department should use Utility District Staff. There is no Utility District Department.

Section 28. Secretary I would remove the rest of the sentence after Conservation “**and includes any of the agency’s representatives.**” I don’t think it is for EFUD to define in its ordinance who the secretary’s representatives are.

Section 29. Septic. Should say Septic Waste as Septic is a condition not and element. Article VII Section 15 is titled Refusal to accept Septic Sewage of Septage. Suggest this definition in section 29 also include the term Septage similar to Article VII Section 15 to be consistent. If we are going to include the statement of no provisions for septic waste in section 29 it should also refer to section 15 Article VIII to be complete.

Section 35. Storm Drain. I suggest adding a clause that Storm Drain may NOT be connected to the Utility District Collection System similar to the comment in Section 29. Septic not the handling of Septic and Septage.

ARTICLE IV BUILDING SEWER AND CONNECTIONS

Section 2 .Are these fees New? Who decides? Utility District Manager? If Review fees are waived it should be by the Board on recommendation of Utility District Manager in accord with authority in Article XII Rates Section 4.

Section 9. All Connections of the building sewer

Should say unless a modification is approved by the Board upon recommendation of the Utility District Manager.

ARTICLE V: PRIVATE AND PUBLIC SEWER COLLECTION SYSTEMS AND CONNECTIONS

Section 1 Private to Public.

The Acceptance of Ownership of the sewer collection system would be by the Board rather than just referring to the District. The section also refers to what corrections are required. If those corrections do not bring the system into full compliance with the standards of the ordinance, there is no procedure for the Board to accept ownership of the system. This was the case in the Waterbury Commons. We were faced with a new non-complying sewer where it was unreasonable cost to correct. The Board accepted the sewer with conditions to minimize the risk of excessive repair costs.

This ordinance needs a procedure that defines the process and under what conditions the Board may accept ownership of a new or preexisting, noncomplying system.

Suggested language ***“When the owner of a private sewer collection system or the construction of a new private to public Sewer collection system requests that the Edward Farrar Utility District Board of Commissioners accept ownership of the sewer collection and the system does not fully comply with all construction standards of the Edward Farrar Utility District , the Board may consider accepting ownership upon recommendation of the Utility District Manager after all reasonable corrective measures have been completed and with such conditions as considered necessary to protect EFUD from future excessive maintenance and replacement costs of the said sewer collection system.”***

This condition would apply when asked to take ownership of either a preexisting private sewer collection system or a new private sewer collection system constructed under the conditions of State and EFUD permits and upon completion does not fully comply with the approved plans and specifications.

Section 2: Private to Public Sewer Collection

The ordinance should include the requirement for plans showing a survey and granting the District the right to perform operation and maintenance along the lines. Final acceptance and ownership by the District shall be by vote of the Board on recommendation of the Utility District Manager. The required width of right of way for maintenance should be specified

The collection system shall not be put into service until the system has been accepted by the Board on recommendation of the Utility District Manager.

ARTICLE VI: PROHIBITIONS

The list of prohibited discharges should include storm water runoff or drainage and ground water from building and foundation drains discharges from storm water collection systems.

ARTICLE VII USE OF PUBLIC SEWERS

Section 1. Permit Required

Section 1 requires a written permit from the Utility Manager. Do we issue written permits in all cases now. Do we really want to require a written permit in all cases. Seems like it may be unnecessary in some case when staff are present.

In Article III Public Sewer is defined as owned by EFUD

Section 3 Potentially Authorized Discharges

a. identifies Storm water can be discharged into storm sewers but under Article II section 26 Public Sewer is defined as owned and controlled by the Edward Farrar Utility District. This section is confusing and could mislead readers. It should be clarified that EFUD does not own the storm sewers and identify the role of the Town of Waterbury in regulating storm sewers and storm water discharges.

Section 8: Fat, Oil Grease and Grit (FOG) Interceptors

Paragraph I. *The owner shall be liable for any costs incurred by the District to maintain sewer system of the waste water treatment facility due to adverse impact attributed to the discharge of grease, oil, or grit as provided by Article X below.* This use of “shall” which is mandatory as defined in definitions may be problematic. What are the implications if someone is identified as liable for cost and the Utility District does not seek to recover those costs.?

Seems contradictory to charge for adverse impacts from a discharge when discharges that don't comply are prohibited. Using shall requires a mandatory action for the Utility District to collect additional costs. If only discharges in compliance with the 100 mg/l FOG limit are

allowed how does the excess cost occur. This section could be revised to clarify what is intended.

Section 12. Special Agreements. Surcharge fees would be established and adopted by the **Board.**

Section 13. Restrictions on On-site Sewage Disposal

Because the EFUD Charter did not include Title 24 ss 102 Onsite Sewage disposal in its granted authority, how can it restrict or otherwise regulate sewage disposal except as what is discharged into the District sewer collection system?

Section 14. Requirement to Connect to Public Sewer

The request should be to the Board of Commissioners for a deferral of this requirement.

ARTICLE IV

Section 9 Should comply unless deviation approved by the Board.

ARTICLE X:

Section 1. *Requires any person found in violation or violating any provision of this ordinance shall be served by the Utility District with a written Notice stating.....*

This mandatory languages again makes it incumbent on the Utility District to send written notice in all instances. My question is do we have time to comply with this every time we know of even the smallest violation that is quickly corrected. My concern is putting a mandatory requirement in an ordinance that we are unable to comply with threatens our credibility if we fail to comply.

The section statement If the violation does not cease, or is not satisfactory resolved, with in the specified time. Violations can only be resolved by ceasing as continued violations are not permitted.

ARTICLE XI: Should repeal all Ordinances or identify those which are not and remain in effect and include them in this Ordinance so that they can be found all in one document.

ARTICLE XIII PRIVATE (RURAL) SEWAGE DISPOSAL

These requirements appear to be outside the authority of the EFUD Utility District to require or enforce. Title 24 Section 102 Onsite sewage was not included in the Charter authority of the Commissioners of the Edward Farrar Utility District. Only sections 97 and 101 were included as stated in **ARTICLE I: Ownership and Permit.** Any requirements and regulations for onsite sewage disposal should be adopted by the town.

I don't think there is anything in the charter that allows the Board to require a property to connect to either the sewer collection system or the water distribution system. That requirement was in the Village ordinance and I don't see that authority as being granted to the

EFUD in its charter. The Selectboard may require it but not EFUD. Thus I don't think we have authority to adopt onsite standards or requirements.

Skip Flanders

From: Pete Krolczyk <pkrolczyk@waterburyvt.com>
Sent: Wednesday, January 27, 2021 12:53 PM
To: Bill Woodruff
Cc: Skip Flanders; William Shepeluk; Randy Bean; cynthia parks
Subject: Sewer Ordinance Approval

Woody, as we spoke regarding the Sewer Ordinance, we really cannot have any more delays with getting this approved. Presently, the EFUD collection system TP sampling numbers are very high and we need to find the source(s) that are having an impact on our phosphorus removal treatment here at the plant. The State pretreatment program is also moving forward and the delay of the SO approval is hindering our efforts to begin working with our commercial contributors. We have had multiple reviews from yourself, Randy, Alec, Joe, etc. and have spent some serious time and effort in trying getting this out the door. We really need to get this approved at the coming February Sewer Commissioners meeting. If there still is a need for public comment then advertise the meeting so the public can be present at the next meeting. Our present Sewer Ordinance was created when Ronald Reagan was president. We need to get this approved, now.

Thank you,

Peter Krolczyk
Chief Operator
Waterbury WWTP
Edward Farrar Utility District
187 Rt. 2 -Waterbury, VT, 05676
(802)-244-7792



Waterbury Water Monthly Report January 2021

Items of Interest

Drawdown Test

Meters

775 Maple Street Water Leak

8 Hillcrest High Water Usage

Weston and Sampson Well Field Upgrade Meeting

Chemical Deliveries

200 Gallons of Chlorine delivered by Allen Chemical on 1/26/2021

Flow Data

High Day

2/8/2020

302457 Gallons

Low Day

2/18/2020

233481 Gallons

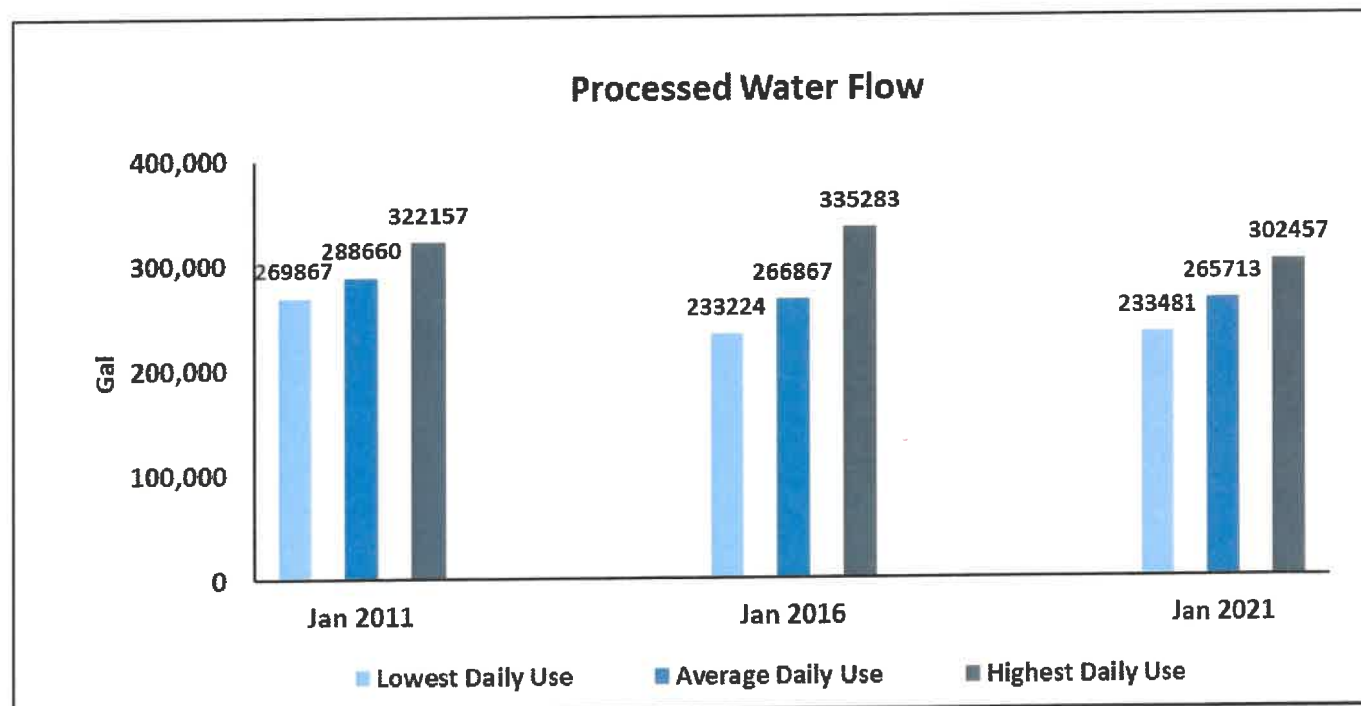
Average Day

265713 Gallons

Peak

2/12/2020

432 GPM



Summary

Drawdown Test

We performed a 24-hour clearwell drawdown test in early January to determine the accuracy of our SCADA clearwell sensor as well as our processed water flow meter. This test serves as an efficient method to verify how accurately we are accounting for all processed water flow out of the water treatment plant. The test results determined our flow measuring accuracy to be 98.13% to 99.51% given the margin of error for our instruments. These results were provided to the PWD, along with all test data. A summary table of the test results is provided at the end of this report. Brad was also able to write up a well-defined SOP to help operators perform this test efficiently in the future.

Meters

Quarterly meter reading began in Late-January and is expected to be fully completed on time. A big thank you to Karen for her diligent work preparing new meter books, transferring notes, and working to make the books as efficient to read as possible.

A new meter and touchpad were installed at 23 Winooski Street, and the new owners of the property are now on metered rates. The previous owners were on a non-metered rate.

Leaks

On 1/8/2021 we noticed slightly higher flows at the water plant. Upon inspection of the system, it was discovered that pipes had frozen inside the vacant residence at 775 Maple Street. From outside, water could be heard pouring into the residence. The outside shutoff was damaged and unusable without first making a repair. To get the water leak stopped as quickly as possible, Bill Woodruff was able to get in touch with the person responsible for the property, who authorized the water department to enter the residence and shut off the water. Brad and Scott were able to make their way inside, locate the main shutoff, and exit the building to make a repair on the outside shutoff, which was then turned off as well.

On 1/27/2021, Brad was asked to re-read the meter at 8 Hillcrest due to an unusually high reading the day before. Brad verified the meter reading, which had increased about 700 Cu Ft in about 24 hours. With no signs of a leak from the outside, Karen contacted the Fire Chief (who also lives next door) to perform a welfare check on the resident. The resident was found deceased inside the home, and a toilet had been left running through as well. The meter reading had increased approximately 20,000 Cu Ft since it was last read in October.

Hydrants

Because the corrections crew is not operating during COVID, the Water Department has been responsible for keeping our systems hydrants shoveled.

Well Field Upgrade

An initial planning meeting was held with representatives from Weston and Sampson to discuss options for the well field upgrade. The representatives took notes, pictures, and information about the well system, and we discussed options for upgrading to a more modern and streamlined operating system. We look forward to working with them as the project progresses.

Waterbury Water Plant Drawdown Test January 6 - January 7, 2021

Time	Clearwell Level SCADA (ft)	Clearwell Drop SCADA (in)	Clearwell Drop Manual (in)	Pit Totalizer (gal +/- 1000)	Effluent (gal +/- 2000)	Totalizer Expected Clearwell Drop (in) (+/- 0.54)
900	14.26	Start	Start	567,523,000	Start	Start
1100	13.69	6.84	6.75	567,548,000	25,000	6.77
1300	13.11	6.96	7.125	567,573,000	25,000	6.77
1500	12.54	6.84	6.875	567,598,000	25,000	6.77
700	8.35	50.28	50.75	567,781,000	183,000	49.55
900	7.77	6.96	7.25	567,806,000	25,000	6.77
Total	6.49 feet lost	77.88 inches lost	78.75 inches lost	283000 gal effluent	283000 gal effluent	76.63 inches lost
		287610 gal effluent	290824 gal effluent	totalizer reads in 1,000 gal. increments	add analyzer waste = 284236 gallons total	6.386 foot expected drop

Clearwell = 44,317 gallons per foot, or 3693 gallons per inch.

Online analyzers and sample taps require 0.859 gallons per minute, or 51.514 gallons per hour, or 1,236 gallons per day.

Total SCADA Level Drop (in)	Total Manual Level Drop (in)	Total expected drop (in) from totalizer flow (total effluent + waste flow from analyzers)
77.88	78.75	76.96 (+/- 0.54 inches)
Totalizer confidence interval accounting for Margin of Error = 76.42 inches - 77.5 inches		
98.13% to 99.51% Totalizer accuracy compared to SCADA		
97% to 98.41% Totalizer accuracy compared to manual measurements		

Wastewater Progress Report

January 2021

- **Process:**

- The 'third' Draft Discharge Permit public notification period ends February 12th. Hoping to receive final copy in March. WET testing language was changed more to be more user friendly for the District. We are also obtaining quotes from
- KAS Inc. submitted quote for WET and PFAS Sampling in 2021
- Process ran well during Winter months, but four aerators and one circulator have completely frozen and are inoperable. Too dangerous to deice and thaw.
- VFD heater control board replaced.
- Solar Panel installation 99% complete still not completely commissioned.
- QA/QC lab proficiency tests will be run week of February 15th and due March 1st. This will comply with new discharge permit requirements.
- Sewer Ordinance review is hindering work on FOG, Brewery, and Pre-treatment.
- January Avg. Flows:
 - Influent: .161 MGD
 - Effluent: .341 MGD
 - Precipitation: 3.8 inches/month
 - Avg. Days/month = 14

- **Collection System:**

- Lincoln St Pump Station check valve and piping replacement schedule for February, 2021.
- MPS Level Transducer failed, suspending PLC automated controls. VFD back up float system worked well over this past weekend. New Level transducer installed 2/8, pumping operations running well.

- **Office & Personnel**

- Operator in training, Dan Hinson, resigned January 29, 2021. Interviewing entry level position and Chief Operator replacement.

- **2021 Projects List YTBD**

- Lincoln St. Pump Station check valve replacement
- Polymer make up tank refurbishing project
- Lagoon sludge sled new pump and line installation

February 2021
MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS
UTILITY BILLING CLERK

Allocation Applications processed in January:

none

STILL PENDING:

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

Steve Hagenbuch

Dana Hudson

Addition of an animal barn for on-site farm business

Need additional time to review the folder and determine if an additional water allocation is needed.

Other things I've been up too:

Wrapping up the project of remaking all the meter reading books jumpstarted a massive cleanup of the files in my office. I cleaned and reorganized all the files for each account as I was in the processes of filing the previous reader cards back. This clean up included retagging incorrect folders or folders that tags were missing from. Disposing of old documentation relating to collection efforts. This was very impactful because my cabinets were over full and I was unable to effectively store new and more relevant information. I have kept any and all documents relating to allocations or hook ups and disposed only of documents relating to shut off notices and payment information. In more recent years payment and collection documents have been and will continue to be stored with other relevant day to day payment information which is eventually shredded once audits are completed.

At the time of this report, I am still working on entering meter readings for this upcoming billing cycle. I will have needed re-reads to Scott and Brad this week so they have ample time to get those completed before my 2/17 deadline. I will most likely be printing bills on 2/18 and they'll be in the mail on Friday 2/19

In late February and early March my time will be spent mostly on accounts receivable with payments coming in.