

**Edward Farrar Utility District  
Wednesday February 8th, 2023  
4:30 P.M.  
Minutes**

Present in the Steele Community Room: P.H. Flanders, L. Sayah, C. Parks, N. Sherman; Commissioners. B. Woodruff, T. Leitz, D. Calle; staff. Members of the public attending via Zoom: A. Johnson

**Chairperson Flanders called the meeting to order at 4:32 P.M.**

**Approve Agenda:** T. Leitz asked to add as a first item the vote on the proposed Water Ordinance. P.H. Flanders also asked to move the revolving loan procedures conversation to after the department reports. **N. Sherman made a motion to approve the amended agenda; C. Parks seconded the motion; a vote was held and passed unanimously.**

**Consider action on proposed Water Ordinance: C. Parks made a motion to approve the updated Water and Sewer Ordinance dated February 8<sup>th</sup>, 2023: N. Sherman seconded the motion: a vote was held and passed unanimously.**

**ARPA Funds:** T. Leitz shared that the Select Board had decided to put the ARPA funds in the budget for approval at Town Meeting. The amount for EFUD is \$150,000. **The EFUD commissioners made a motion by consensus agreeing to sign and send a Thank you letter to the Select Board members.**

**Duxbury Moretown FD Water and Sewer:** T. Leitz met with T. Wood (Waterbury State representative) and they are hopeful the bill will go thru this legislative session and get the Fire District dissolve. B. Woodruff and T. Leitz are meeting with a member of the Moretown Planning Commission next week to potentially speak about providing the rest of the town with sewer services.

**Update on Inline Hydro:** B. Woodruff informed the commissioners that they are planning for a May 2023 install if no supply chain issues arise.

**Oakwood Estates Water Pump Station:** P.H. Flanders informed the board that B. Linden from Oakwood Estates had sent an email asking for EFUD to take over their water pump station. The members are amenable on starting a conversation with Oakwood Estates depending on what the operational costs might be. B. Woodruff will provide an estimated cost to the commissioners next meeting.

**Discussion on Water & Sewer Budgets:** T. Leitz presented the 2023 draft budgets for both water & sewer. The recommended rate increase is about 16% for 2023 for both funds. The plan proposed includes a rate increase for water of 7% for years 2024-2026, and 10% for sewer for the same period. T. Leitz asked for sentiment on the rate increases proposed. P.H. Flanders commented that EFUD has had very reasonable rates and is due for an increase. L. Sayah thought that the more we wait to increase the rates, the more they will have to be increased later. C Parks won't put off the increase either and worries about the impact of no increasing rates on

our budget. N. Sherman pointed out that she would feel more comfortable with the sewer increase for 2024-2026 (10%) if it would be closer to the water increase (7%).

There are two capital projects for the water fund: the roof for the water plant and the 10" water line leaving the reservoir. The budget does include some estimated debt service for those projects. In the sewer fund an expense of \$100,000 has been included, which is a contribution to the bottom line of the fund. The net position of that fund is negative, so this \$100,000 is a savings to rebuild the bottom line. T. Leitz will present a new updated draft budget in the following meeting.

**Department Reports** – attached to these minutes.

**Revolving Loan Fund Procedures:** T. Leitz went over the final edits for the updated procedure. The document is attached to these minutes. **N. Sherman made a motion to approve the Revolving Loan Fund Policy as presented on February 8<sup>th</sup>. L. Sayah seconded the motion; a vote was held and passed unanimously.**

**Consider Financial Policy Recommendations:** L. Sayah made a motion for the EFUD commissioners to approve and adopt the following policies listed below. N. Sherman seconded the motion; a vote was held and passed unanimously.

The policies are: Capital Assets Policy, Cash Management Policy, Conflict of Interest Policy, Federal Grant Compensation Policy, Financial Management Policy, Fraud Prevention Policy, Grant Management Policy, Purchasing Policy, Travel Training Relocation Cost Policy.

**Consider Minutes for January 11<sup>th</sup> and 20<sup>th</sup> meetings:** L. Sayah made a motion to approve the minutes of January 11<sup>th</sup> and 20<sup>th</sup> meeting as written. N. Sherman seconded the motion; a vote was held and passed unanimously.

**N. Sherman made a motion, seconded by L. Sayah to adjourn the meeting at 6:00p.m. The motion was approved and the meeting adjourned.**

The next meeting of the Edward Farrar Utility District is scheduled for Wednesday March 8<sup>th</sup>, 2023 at 4:30 p.m.