

**Edward Farrar Utility District  
Commissioners Meeting**

Wednesday, June 12, 2024  
4:30pm in the Steel Community Room

Attendance: P.H. "Skip" Flanders, Natalie Sherman, Cindy Parks, Bob Finucane, Rick Weston  
Staff: Tom Leitz, Bill Woodruff, Kia Winchell Nealy  
Public Attendance: Valerie Rogers via Zoom

The monthly meeting of the Edward Farrar Utility District was called to order at 6:35pm.

It was noted the evening's agenda needed to be amended to include:

- 1) a One Leak Rule exception for Michael Abare of Railroad Street
- 2) a request from Clark Ferris to abate his EFUD account balance
- 3) address the Kneeland Flats Trailer Park easement information

Rick Weston made the motion to amend the agenda with the addition of Abare, Ferris and easement information.  
Bob Finucane seconded the motion.  
A vote was taken and passed unanimously.

**EFUD CHAIRMAN AND VICE-CHAIRMAN APPOINTMENT**

Natalie Sherman made the motion to nominate Skip Flanders to be the Chairperson for the ensuing year.  
Bob Finucane seconded the motion.  
A vote was taken and passed unanimously.

Natalie Sherman made a motion to nominate Bob Finucane as the Vice Chairperson for the ensuing year.  
Rick Weston seconded the motion.  
A vote was taken and passed unanimously.

**APPOINTMENT OF AN EFUD CLERK**

Bob Finucane made the motion to re-appoint Karen Petrovic as the EFUD Clerk.  
Natalie Sherman seconded the motion.  
A vote was taken and passed unanimously.

**PUBLIC COMMENT**

Tom Leitz notified the EFUD board there is a new Open Meeting Law that will require meetings be recorded and posted for 30 days. This takes effect July 1, 2024.

**MINUTES OF THE MEETING FROM MAY 8, 2024**

Bob Finucane made the motion to approve the minutes of the meeting from May 8, 2024.  
Natalie Sherman seconded the motion.  
A vote was taken and passed unanimously.

Skip Flanders inquired about the minutes from the Annual Meeting - held on May 8th. Those minutes were not available ... but will be for the next meeting scheduled July 10, 2024.

## **ONE LEAK RULE EXCEPTIONS**

**Brian Kravitz** of Randall Street requested a One Leak Rule exception for his high-water bill from May 1 – July 31, 2023. It was found Mr. Kravitz – along with several other residents in the Randall Street area – had already received an adjustment on their water bill when the EFUD commissioners had directed the “former Utility Billing Clerk and Public Works Director to adjust the bills as needed by comparing with the previous quarter”. We will advise Mr. Kravitz that he has already received the credit.

**Michael Abare** requested a One Leak Rule exception for a burst water pipe on February 27, 2024.

There was discussion about the \$50.00 administrative fee that is added to the One Leak Rule exception. Bob Finucane made the motion we suspend collecting the \$50.00 administrative fee until further notice. Natalie Sherman seconded it.

A vote was taken and passed unanimously.

Bob Finucane then made the motion to approve the One Leak Rule exception for Mr. Abare without the administrative fee.

Rick Weston seconded the motion.

A vote was taken and passed unanimously.

After a series of tragedies, **Clark Ferris** - on behalf of the late Theresa Christie – requested the EFUD commissioners waive the balance due on Ms. Christie’s account. Tom Leitz explained Mr. Ferris wants to pay the balance, but the house on North Main Street is unlivable, has had non-paying tenants staying there, the property is in the middle of a FEMA buyout, the bank is foreclosing on the property, and now it appears there are squatters occupying the house.

Natalie Sherman commended Mr. Ferris for “his admirable efforts and behavior in his attempt to pay the balance” but made the motion for the EFUD board to “approve the abatement of \$1,063.74 (or the balance as of this evening) of the account for simplices sake and doing the right thing in this particular situation”.

Bob Finucane seconded the motion.

A vote was taken and passed unanimously.

## **SUMMARY REPORT OF EFUD SOLAR PROJECTS**

Tom Leitz shared the Solar Reconciliation report for the Waterbury wastewater plant for 2022 and 2023.

## **UDAG LOAN COMMITTEE**

Tom Leitz explained the loan policy committee is five members. There are three members from Revitalizing Waterbury, one member at large, and a vacancy. Leitz asked if the EFUD board wanted a town Select Board member on the UDAG Loan Committee.

Valerie Rogers asked why are we not considering a community member. She believes there would be value in having someone outside of a current board be a participant.

Tom Leitz will post a message on Front Porch Forum and the Waterbury Roundabout.

## **FINANCIAL STATEMENTS**

Tom Leitz presented:

- 1) the EFUD cash balance statement through June 1, 2024
- 2) budget reports for both the water and waste-water departments
- 3) Edward Jones states for the EFUD capital reserve investments, general property management fund, sewer fund, loan fund investments, and water fund investments.

## **HAZARD MITIGATION STUDY**

The hazard mitigation grant is for the study of flood mitigation projects (projects that can lessen the impact of future floods) ... and the State of Vermont has asked the Town Manager if the town would consolidate everything into one grant, if possible.

Tom Leitz explained there are two potential projects that could affect EFUD:

- 1) The bathrooms at Dascomb P. Rowe Recreation Field. The toilets currently act as a funnel when the water is high.
- 2) A post hydrology study looked at land around Waterbury ... but did not take an in-depth look at the land around the sewer plant.

\* We could also look at the State's corn field ... as it appears water is now directed towards homes in the village.

\* And look at the Ice Center and the fields in that area.

Tom Leitz would like permission to apply for the hazard mitigation grant as the town, unless the state says EFUD should apply. Rick Weston made the motion to authorize the approval of the Town Manager to apply for these hazard mitigation grants.

Bob Finucane seconded the motion.

A vote was taken and passed unanimously.

## **WATER AND SEWER PROJECTS UPDATE**

### ***Kneeland Flats Trailer Park***

John Pitrowski from TCE updated the EFUD commissioners on the Kneeland Flats Trailer Park project:

\* King's Trucking was awarded the contractor for the water main. Construction is scheduled to start after July 4<sup>th</sup>.

\* Quotes for meters and related equipment have been received.

\* The Piping contractor has proposed a change in the type of pipes used. They would like to use HDPE fusion pipes. The town's Public Works Director will need to approve that change.

\* Gary Dillon has been hired as the resident engineer or "clerk of the works".

\* The service lines will be done by King's Trucking.

As for the Easement Deed for the Kneeland Flats Trailer Park project, Tom Leitz would like a meeting with the Town's attorneys. There are also questions on the wording of the Irrevocable Offer of Dedication.

It was decided Tom Leitz will work on comments from the EFUD board and address the topic again during the July 10, 2024 EFUD meeting.

### ***Blush Hill and Ashford Lane***

Bill Woodruff updated the board that the second sprinkler line to the Best Western+ has been installed.

### ***Route 100***

Route 100 plans are approximately 2/3 complete.

## **DEPARTMENT REPORTS**

April and May 2024 water and waste water reports were presented to the EFUD board.

## **OTHER BUSINESS**

Kia Winchell Nealy – the new utility billing clerk – asked why EFUD offers a ten-day grace period when the invoices and the EFUD website says payments are due on the 20<sup>th</sup> of March, June, September and December. Skip Flanders explained "it was for people who were a day or two late ... to make it easier ... housing is expensive ... they thought it was the right thing to do". Natalie Sherman added; "so we don't have to field a lot of requests, like the mail, part of covid, and to give a buffer to people". Nealy was informed the payment date is really the 30<sup>th</sup> ... with the interest and penalty applied ten days after the 20<sup>th</sup> but before the 1<sup>st</sup> of the month. When asked about when the tenth day of the grace period falls on a weekend do we extend the end date to the 11<sup>th</sup> day? Flanders informed Nealy the due date is the 30<sup>th</sup> regardless of what day it falls on.

**ADJOURN**

Natalie Sherman made a motion to adjourn the meeting at 7:05pm

Rick Weston seconded the motion.

A vote was taken and passed unanimously.

APPROVED