

**Edward Farrar Utility District
Commissioners Meeting
Wednesday, July 10, 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: Sandy Yusen, Tom Gloor

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

Approve Agenda

S. Flanders made the motion to approve this evening's agenda. B. Finucane seconded the motion. A vote was taken and passed unanimously.

Update on New Requirements Pertaining to the Open Meeting Law as of July 1, 2024

Town Manager, T. Leitz informed the Edward Farrar Utility District that all meetings are now required to be recorded and posted on the Town's website for 30 days.

UDAG Loan Committee

The UDAG Loan Committee currently has four members and one vacant spot. It was discussed whether the Town should have a selectboard member as the fifth member and advertise for a member at large ... making it a six-member committee? Should EFUD appoint Roger Clapp from the selectboard? Should we amend the policy and leave it to the selectboard?

B. Finucane made the motion to expand the UDAG Loan Committee to six members, let the selectboard assign a member from their board, and have the member at large from the community. R. Weston seconded the motion. A vote was taken and it passed unanimously.

One Leak Rule Request

M. Howes of Winooski Street made a request for the One leak Rule. During the billing period February – April 2024, it was determined Howes "used" 629.1 gallons of water per day. A plumber found there was a leak in her home. Hence the One Leak Rule Request.

R. Weston moved to "approve the One Leak Rule Request for M. Howes and account for it as provided by the billing clerk, Kia Winchell Nealy". B. Finucane seconded the motion. A vote was taken and it pass unanimously.

Kneeland Flats Trailer Parker Update *

R. Weston made the motion "to amend the agenda to move the discussion of the Kneeland Flats Trailer Parker before the approval of the Minutes of the Meeting(s). B. Finucane seconded the motion. A vote was taken and it passed unanimously.

51 South Main Street Archeological Investigation

C. Parks first explained the Archeological Investigation is a requirement when using federal funds.

Public Works Director, B. Woodruff informed the EFUD board that the initial holes dug at 51 South Main did not find anything of much significance. During the most recent dig, an old well on the property was unearthed. It was constructed with rounded rocks and is approximately four feet in diameter. S. Flanders found the owner of the original house made his money in the tanning business ... and this is one of five houses that was painted in the 1800's. Flanders believes the well was probably a community well ... that was built in the early to mid-1800's ... as the house was built

around 1830. The water table in the neighborhood is at 12 feet. Glacial till was found near the surface ... which should have been about 15 feet down.

The well was filled at the direction of Downstreet Housing's engineer.

Update on Cross Licensing of Water and Waste Water Staff

Matt Jones, Tony Millus, Kenny Ryan all have dual licenses.

Kyle Guyette and Grant McCracken are waiting for the Secretary of State to determine if provisional or full license tests are needed.

Staff Vacation

T. Leitz and B. Woodruff are both on vacation the week of July 22nd. But both will be staying local.

Second Quarter Financial Review

T. Leitz handed out and reviewed 2024 Second Quarter Budget spreadsheets for the water and waste water departments.

Department Reports

R. Weston inquired about the Lead Line Inventory. B. Woodruff informed the board the inventory list is a federal requirement.

Water and Waste Water staff have not found any lead lines ... and in the past, the Town of Waterbury had been good about removing and replacing lines when needed. 47 properties currently remain uninspected. C. Parks suggested B. Woodruff document people that have resisted in letting EFUD staff inspect their lines.

Kneeland Flats Trailer Park Update *

C. Parks made the motion "that premature general knowledge about an evaluation regarding the construction project of the Kneeland Flats Trailer Parker water system would clearly place the town at a substantial disadvantage, because the EFUD risks disclosing it's negotiational strategy if it discussed the proposed contract terms in public." B. Finucane seconded the motion. A vote was taken and passed unanimously.

C. Parks continued "to move that we enter into executive session to discuss the Kneeland Flats Trailer Park project under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes". XXXXX seconded the motion. A vote was taken and passed unanimously.

S. Flanders was called away from the evening's meeting.

No action was taken during the executive session.

The EFUD board left executive session at 6pm.

Approval of Minutes of the Meeting(s)

B. Finucane made a motion to approve the minutes from the May 8, 2024 Annual May EFUD Meeting. N. Sherman seconded the motion. A vote was taken and passed unanimously.

N. Sherman asked for one change in the minutes from the June 12th meeting; under the discussion of the Kneeland Flats Trailer Parker, a correction should be made "King's Trucking was awarded the bid for the WATER main work". R. Weston made a motion to approve the June 12, 2024 monthly minutes of the meeting with that change. C. Parks seconded the motion. A vote was taken and passed unanimously.

ADJOURN

At 6:06pm, B. Finucane made a motion to adjourn the evening's meeting. Cindy Parks seconded the motion. A vote was taken and it passed unanimously.

**Edward Farrar Utility District
Commissioners Meeting**

Wednesday July 10, 2024
4:30 pm in the Steele Room
28 North Main St, Waterbury VT
Agenda

Join Zoom Meeting
<https://www.zoom.us/join>
Meeting ID: 875 7036 7496
Passcode: 103485
Dial by your location
1 646 931 3860
1 929 205 6099

4:30 pm	Call to Order:
4:30 pm	Approve Agenda
4:35 pm	Public
4:40 pm	Update on new requirements pertaining to Open Meeting Law as of July 1
4:45 pm	Discussion on number of members on UDAG Loan Committee
4:55 pm	Consider One Leak Rule for M. Howes
5:00 pm	Update on Kneeland Flats Trailer Park water line installation and conditions for EFUD take over when complete.
5:15 pm	Update on archeological investigations at 51 South Main Street
5:20 pm	Update on Water and WW Staff Cross licensing.
5:25 pm	Staff Vacations
5:30 pm	Second Quarter Financial Review (Tom Leitz)
5:45 pm	Approval of past Minutes
5:50 pm	Adjourn

One Leak Rule request

Marion Howes
902-0016-V

February 1 – April 30, 2024 meter showed usage of 7,400 cubic feet ... or 629.1 gallons of water per day.

Village Res Base	\$ 99.94
Village Water	\$210.99
Sewer Base Residential	\$124.88
Sewer	<u>\$333.28</u>
TOTAL DUE for Feb - April 2024	<u>\$769.09</u>

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Her plumber found a leak in one of her toilets

Previous two cycles of water show an average of 1350 cubic feet
November – January 2024 = 1600
August – October 2023 = 1100

Village Water / 1350 cubic feet x .0219 = \$29.57
Village Sewer / 1350 cubic feet x .0391 = \$52.79

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Village Res Base	\$ 99.94
Village Water	\$ 29.57
Sewer Base Residential	\$124.88
Sewer	<u>\$ 52.79</u>
Revised TOTAL for Feb – April	<u>\$307.18</u>

3621 River Road
Duxbury VT 05676
Phone: (802) 272-4735

DATE: 3-3-24

Bill To:

0: Marion Howes
16 WINGASK ST
Waterbury VT 05676

[illegible]

Long & Short

ALL PAYMENTS ARE DUE UPON RECEIPT

	A	B	C	D	E
1	Water Department Budget to Actual: 2nd Quarter 2024				
2					
3	Account	Estimated Revenue	Received to date	Remaining	% Collected
4	21-6-00-2-001.00 FROM SEWER DEPT	29,880	-	29,880	0.0%
5	21-6-00-2-002.00 FROM TOWN HYW DEPT	69,647	60,148	9,499	86.4%
6	21-6-00-2-003.00 GAS TAX REFUND	500	-	500	0.0%
7	21-6-00-2-011.02 SOLAR LEASE	5,500	5,500	-	100.0%
8	21-6-00-3-001.00 WATER RENT BILLING	1,080,791	553,128	527,663	51.2%
9	21-6-00-3-001.01 LABOR/EQUIPMENT/MATERIALS	1,600	4,404	(2,804)	275.2%
10	21-6-00-3-002.00 WATER RENT INTEREST	5,500	2,874	2,626	52.3%
11	21-6-00-3-003.00 WATER PENALTY	5,000	2,371	2,629	47.4%
12	21-6-00-7-001.00 WATER OPERATIONS REVENUE	10,000	17,864	(7,864)	178.6%
13	21-6-00-8-003.03 Debt Proceeds	-	681,735	(681,735)	NA
14	21-6-00-9-001.00 INTEREST	33,500	19,087	14,413	57.0%
15	21-6-00-9-001.01 SECURITIES GAINS/LOSS	-	27,927	(27,927)	NA
16	21-6-00-9-009.01 Use of Reserves	122,600	-	122,600	0.0%
17					
18	Subtotal	1,364,518	1,375,037	(10,519)	100.8%
19	Subtotal Excluding Debt Proceeds	1,364,518	693,302	671,216	50.8%
20					
21					
22	Account	Budget	Expenditures	Remaining	% Remaining
23	21-7-31-1-110.00 WR-Regular Pay	317,928	155,572	162,356	51.1%
24	21-7-31-1-115.00 WR-Commissioners Pay	3,125	-	3,125	100.0%
25	21-7-31-1-120.00 WR-Part-time Pay	500	24,667	(24,167)	-4833.4%
26	21-7-31-1-210.00 WR-Ins-Health	24,500	638	23,862	97.4%
27	21-7-31-1-210.02 WR-Life, Disability LTC I	2,750	1,143	1,607	58.4%
28	21-7-31-1-220.00 WR-Ins-Social Sec	24,599	13,828	10,771	43.8%
29	21-7-31-1-230.00 WR-Retirement	21,619	5,477	16,142	74.7%
30	21-7-31-1-250.00 WR-Ins-unemployment	3,250	260	2,990	92.0%
31	21-7-31-1-260.00 WR-Ins-workers Comp	19,000	9,051	9,949	52.4%
32	21-7-31-1-290.00 WR-Clothing Allowance	2,250	1,718	532	23.7%
33	21-7-31-2-330.00 WR-Engineering & Prof Ser	55,000	643	54,358	98.8%
34	21-7-31-2-330.01 WR-Lab Testing	5,500	1,240	4,260	77.5%
35	21-7-31-2-333.00 WR-Legal Fees	11,000	7,046	3,954	35.9%
36	21-7-31-2-340.00 WR-Clerical Services	500	160	340	68.0%
37	21-7-31-2-340.01 WR-Professional Ser-Other	21,000	5,361	15,639	74.5%
38	21-7-31-2-431.00 WR-Equip & Instru.Main Pl	15,000	24,558	(9,558)	-63.7%
39	21-7-31-2-431.01 WR-Equip Maint-Blush Hill	-	1,500	(1,500)	NA
40	21-7-31-2-431.02 WR-Equip Maint-Old Plant	500	1,925	(1,425)	-284.9%
41	21-7-31-2-431.03 WR-Equip Maint-Wells	7,200	-	7,200	100.0%
42	21-7-31-2-431.04 WR-Equip Maint-Other	1,000	455	545	54.5%
43	21-7-31-2-431.05 WR-Meter Repair & Replace	5,000	3,360	1,640	32.8%
44	21-7-31-2-441.00 WR-Lease Cv Railroad	400	-	400	100.0%
45	21-7-31-2-490.00 WR-Property Taxes	18,250	964	17,286	94.7%
46	21-7-31-2-530.00 WR-Utilities-Tele/Interne	7,000	5,684	1,316	18.8%
47	21-7-31-2-531.00 WR-Postage	2,450	652	1,798	73.4%
48	21-7-31-2-535.00 WR-Public Relations & Edu	100	-	100	100.0%
49	21-7-31-2-540.00 WR-Advertising	500	-	500	100.0%
50	21-7-31-2-610.00 WR-Office Supplies	2,150	1,191	959	44.6%

	A	B	C	D	E
1	Water Department Budget to Actual: 2nd Quarter 2024				
51	21-7-31-2-611.00 WR-Chemicals & Purificati	20,000	8,811	11,189	55.9%
52	21-7-31-2-611.01 WR-Lab Chemicals	4,500	3,302	1,198	26.6%
53	21-7-31-2-660.00 WR-State Fees	6,500	1,788	4,712	72.5%
54	21-7-31-2-741.00 WR-Small Tools	2,000	838	1,162	58.1%
55	21-7-31-3-424.00 WR-Grounds Maintenance	7,500	-	7,500	100.0%
56	21-7-31-3-430.00 WR-Building Maintenance	8,000	876	7,124	89.0%
57	21-7-31-3-622.00 WR-Utilities-Elect	60,000	39,485	20,515	34.2%
58	21-7-31-3-623.00 WR-Propane-Heat/Generator	130	1,874	(1,744)	-1341.5%
59	21-7-31-3-623.01 WR-Propane-Well/Generator	6,500	5,697	803	12.4%
60	21-7-31-4-432.00 WR-Vehicle Maintenance	5,000	180	4,820	96.4%
61	21-7-31-4-626.00 WR-Fuel-Gas	17,000	4,354	12,646	74.4%
62	21-7-31-5-240.00 WR-Training	2,000	573	1,427	71.4%
63	21-7-31-5-241.00 WR-Dues	3,000	1,553	1,447	48.2%
64	21-7-31-5-310.00 WR-Admin Fee-Town	115,516	-	115,516	100.0%
65	21-7-31-5-460.00 WR-Water Main Maint-Sourc	600	-	600	100.0%
66	21-7-31-5-460.01 WR-Water Main Maint-Distr	30,000	975	29,025	96.7%
67	21-7-31-5-460.02 WR-Water Shed Management	100	-	100	100.0%
68	21-7-31-5-580.00 WR-Mileage Reimb	650	171	479	73.7%
69	21-7-31-6-520.00 WR-Ins-Building & Other	17,500	11,613	5,887	33.6%
70	21-7-31-6-830.00 WR-Bank Charges	300	30	270	90.0%
71	21-7-31-6-990.00 WR-Unclassified	150	187	(37)	-24.6%
72	21-7-31-7-500.00 Purchase Real Property	-	10,000	(10,000)	NA
73	21-7-31-7-741.00 WR-New Equipment	4,500	-	4,500	100.0%
74	21-7-31-7-741.01 WR-Pick-up #1	-	964	(964)	NA
75	21-7-31-7-741.05 WR-Backhoe	4,000	-	4,000	100.0%
76	21-7-31-7-741.06 WR-Equip,Computers,Furnit	3,000	-	3,000	100.0%
77	21-7-31-7-743.00 WR-Bldg Improvements	35,000	-	35,000	100.0%
78	21-7-31-7-743.02 WR-CAPITAL OUTLAY	100,000	-	100,000	100.0%
79	21-7-31-8-820.02 WR-Other Debt	236,000	8,312	227,688	96.5%
80	21-7-31-8-830.00 WR-Interest Expenses	103,000	57,745	45,255	43.9%
81					
82	Subtotal	1,364,517	426,422	938,095	68.7%
83					
84	Gain (Loss) Relative to Budget		948,615		
85	Gain (Loss) Excluding Debt Proceeds		266,880		

	A	B	C	D	E
1	Waste Water Department Budget to Actual: 2nd Quarter 2024				
2					
3	Revenues	Estimated Revenue	Received to date	Remaining	% Collected
4	22-6-00-2-011.02 Solar Lease	2,000	2,534	(534)	126.7%
5	22-6-00-3-001.00 SEWER RENT BILLING	990,188	503,379	486,809	50.8%
6	22-6-00-3-002.00 SEWER RENT INTEREST	4,500	1,911	2,589	42.5%
7	22-6-00-3-003.00 SEWER PENALTY	4,500	2,124	2,376	47.2%
8	22-6-00-7-001.00 SEWER OPERATIONS REVENUE	5,000	17,892	(12,892)	357.8%
9	22-6-00-7-002.00 Sales of Assets/Equipment	20,000	14,845	5,155	74.2%
10					
11	Subtotal	1,026,188	542,685	483,503	52.9%
12					
13	Expenditure Report				
14	Current Year Period 6 Jun				
15	22-7-32 SEWER DEPT	Estimated Expenditu	Spent to Date	Remaining	% Remaining
16	22-7-32-1-110.00 SW-Regular Pay	180,403	70,635	109,768	60.8%
17	22-7-32-1-115.00 SW-Commissioners Pay	3,125	-	3,125	100.0%
18	22-7-32-1-120.00 SW-Part-time Pay	1,000	-	1,000	100.0%
19	22-7-32-1-210.00 SW-Ins-Medical	36,250	20,926	15,324	42.3%
20	22-7-32-1-210.02 SW-Life Disability LTC I	1,332	584	748	56.2%
21	22-7-32-1-220.00 SW-Social Sec	14,116	5,226	8,890	63.0%
22	22-7-32-1-230.00 SW-Retirement	12,267	2,670	9,597	78.2%
23	22-7-32-1-250.00 SW-Ins-unemployment	250	143	107	42.6%
24	22-7-32-1-260.00 SW-Ins-Workers Comp	12,000	4,934	7,066	58.9%
25	22-7-32-1-290.00 SW-Clothing Allowance	2,000	1,010	990	49.5%
26	22-7-32-2-330.00 SW-Engineering	10,000	-	10,000	100.0%
27	22-7-32-2-330.01 SW-Testing Services/lab	7,000	3,681	3,319	47.4%
28	22-7-32-2-333.00 SW-Legal Fees	2,000	500	1,500	75.0%
29	22-7-32-2-340.00 SW-Clerical Services	500	160	340	68.0%
30	22-7-32-2-340.01 SW-Profess Service-Other	20,000	6,706	13,294	66.5%
31	22-7-32-2-441.00 SW-Railroad Leases	800	607	193	24.2%
32	22-7-32-2-530.00 SW-Utilities-Tele	7,372	4,156	3,216	43.6%
33	22-7-32-2-531.00 SW-Postage	1,265	687	578	45.7%
34	22-7-32-2-540.00 ADVERTISING	800	-	800	100.0%
35	22-7-32-2-610.00 SW-Office Supplies	1,000	729	271	27.1%
36	22-7-32-2-611.00 SW-Chemicals	70,000	19,557	50,443	72.1%
37	22-7-32-2-611.01 SW-Lab Supplies & Maint	5,400	553	4,847	89.8%
38	22-7-32-2-660.00 SW-State Fees	2,800	-	2,800	100.0%
39	22-7-32-3-411.00 SW-Water	4,000	2,409	1,591	39.8%
40	22-7-32-3-424.00 SW-Grounds	5,200	251	4,949	95.2%
41	22-7-32-3-430.00 SW-Building Maintenance	15,000	2,646	12,354	82.4%
42	22-7-32-3-622.00 SW-Utilities-Elect/Solar	84,250	51,579	32,671	38.8%
43	22-7-32-3-623.00 SW-Fuel-Propane	2,200	1,219	981	44.6%
44	22-7-32-3-624.00 SW-Fuel-heat	9,600	6,887	2,713	28.3%
45	22-7-32-3-624.01 SW-Fuel-Equip & Service	2,500	2,538	(38)	-1.5%
46	22-7-32-4-432.00 SW-Vehicle Maintenance	1,250	2,592	(1,342)	-107.3%
47	22-7-32-4-626.00 SW-Fuel-Gas	2,600	1,389	1,211	46.6%
48	22-7-32-4-627.00 SW-Fuel-Diesel	1,200	723	477	39.8%
49	22-7-32-5-240.00 SW-Tuition	1,200	-	1,200	100.0%
50	22-7-32-5-241.00 SW-Dues	1,167	815	352	30.2%

	A	B	C	D	E
1	Waste Water Department Budget to Actual: 2nd Quarter 2024				
51	22-7-32-5-310.00 SW-Admin Service Fee-Town	29,880	-	29,880	100.0%
52	22-7-32-5-320.00 SW-Training	1,000	439	561	56.1%
53	22-7-32-5-431.00 SW-Plant & Process Maint	100,000	32,986	67,014	67.0%
54	22-7-32-5-431.01 SW-Equipment Maintenance	1,200	822	378	31.5%
55	22-7-32-5-460.00 SW-Collection Sys Maint	80,000	21,961	58,039	72.5%
56	22-7-32-6-520.00 SW-Ins-Prop & Gnral Libil	15,000	10,920	4,080	27.2%
57	22-7-32-6-830.00 SW-Bank Charges	500	-	500	100.0%
58	22-7-32-6-990.00 SW-Unclassified	100	-	100	100.0%
59	22-7-32-7-460.00 SW-Lagoon Cleanout	8,500	5,405	3,095	36.4%
60	22-7-32-7-460.05 SW-Sewer Main Repair/Repl	90,000	-	90,000	100.0%
61	22-7-32-7-460.06 SW-Aeration System	22,500	1,925	20,575	91.4%
62	22-7-32-7-741.00 SW-New Equipment	10,000	-	10,000	100.0%
63	22-7-32-8-820.00 SW-Plant & Line Debt Serv	104,906	41,155	63,751	60.8%
64	22-7-32-8-830.00 SW-Interest Expenses	12,510	9,443	3,067	24.5%
65	22-7-32-8-840.00 Contribution to Fund Bala	28,244	-	28,244	100.0%
66					
67	Subtotal	1,026,187	341,565	684,622	66.7%
68					
69	Gain (Loss) Relative to Budget		201,120		

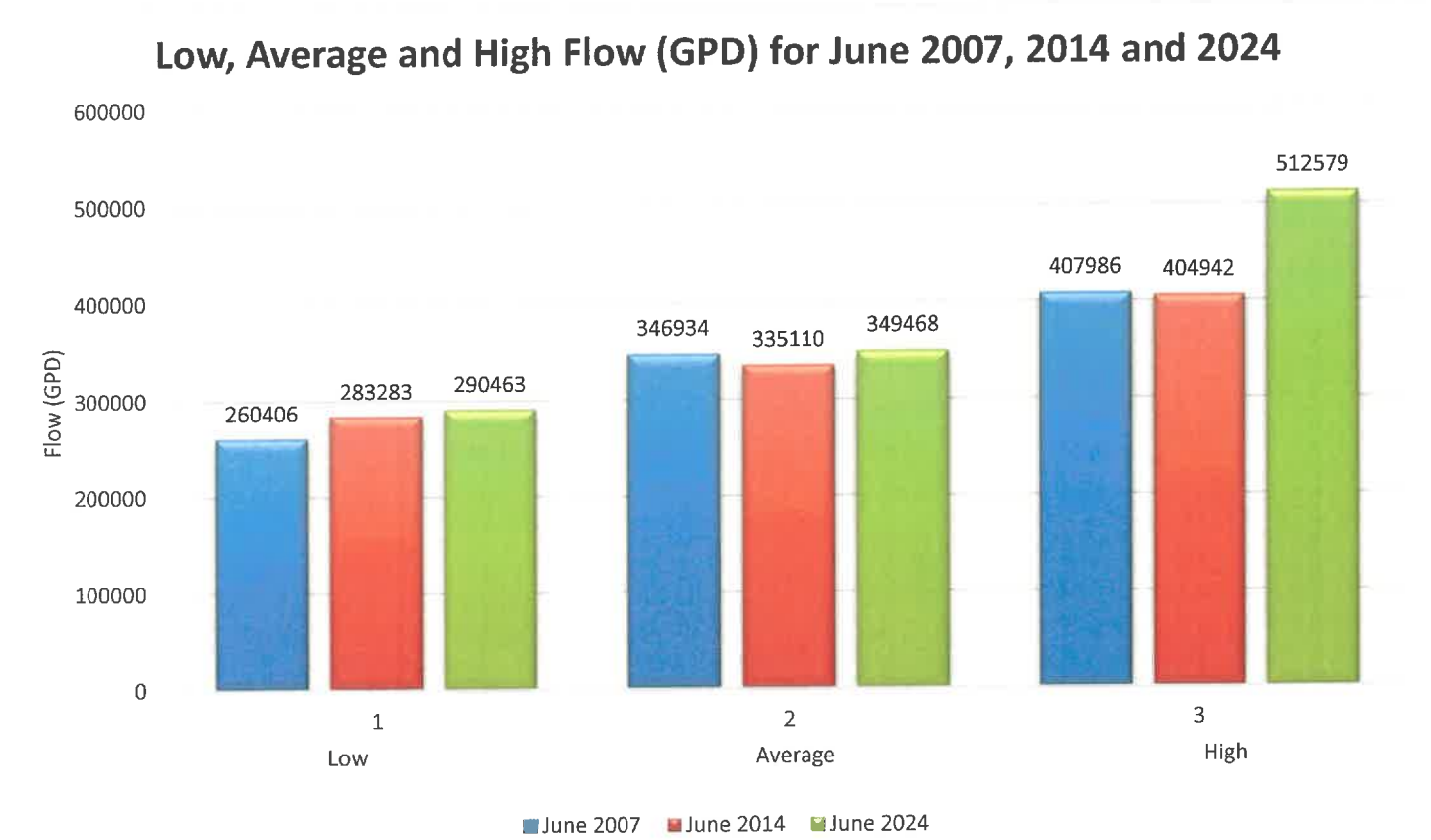
Waterbury Water Monthly Report June 2024

Items of Interest

- Sampling
- Maintenance
- Lead Service Line Inventory
- Weather

Flow Data

High Day	Low Day	Average Day	Peak Flow
06/12/2024	06/08/2024		06/12/2024
512579 Gallons	290463 Gallons	349468 Gallons	1385 GPM



Sampling

All Seven monthly coliform samples were submitted and came back favorable. The weekly fluoride samples were sent to the state lab and although waiting on some results, so far all have come back favorable.

Maintenance

The Water Department spent a considerable amount of time at the beginning of the month repairing and preparing the pool for opening day on June 24th. Repairs this year included a new chlorine injection point (pictures of the old and new injection points below) and a new material called MMO to seal some of the holes in the shallow section. The initial amount to fill the pool was 470,200 gallons of water. Like last year more water will need to be added throughout pool operations to maintain the correct level. At the end of the pool season the total amount needed for the season will be reported. The pool is currently open and operating as well as can be expected.



On June 27th Laramie Water Resources staff were at the water plant to look into some issues with some of the process equipment. They were able to diagnose and fix a plant water pump issue. They also pulled one of the recycle water pumps to determine if the pump can be repaired or if it needs to be replaced (the pump is pictured on the right).



Tom Allen from LCS Controls was at the plant on the 28th. He was able to fix a SCADA coding issue. While he was working on SCADA issues, he was able to add some alarms to our system so that we can have a better understanding of when the filters shut down. These alarms will help the operators address filter issues in a timely manner. We are now able to use both filters at the water plant. Tom also looked into another plant water issue; he is currently sourcing the part needed to fix that issue.

Lead Service Line Inventory

The Lead Service Line Inventory made a huge leap in June. To date the Water Department has completed 1051 of the 1098 service lines that we have accounts for. These numbers represent 95% of our utility district. The Utility District is in a good position to complete the inventory well before the October deadline.

Weather

During the month of June there was 6.82 inches of rain fall. The temperatures ranged from 39.9°F as the low and 94.0°F as the high. Our average temperature for the month was 65.9°F. Humidity high was 96% and the low was 24% with an average of 76%.

Wastewater Progress Report

June 2024

- **Process and Operations:**

- Process running well and meeting permit limits.
- Continuing to utilize the RDT for dewatering. Has not helped significantly with how fast beds are able to be turned over.
- Applied 47,235 gallons of sludge to drying beds.
- Started using sludge barge in lagoon 3.
- Continuing to see sludge in reaction tanks on process start up.
- Tour at Montpelier WWTP- interested in their sludge processing. Montpelier very happy with BDP screw press.
- June 2024 Flows:
 - Influent average: .187 MGD
 - Influent total: 5.606 MG
 - Effluent average: .344 MGD
 - Effluent total: 4.820 MG
 - Precipitation: 6.86 inches/month
 - Maximum daily precipitation: 1.75 inches
 - Discharging days/month = 14

- **Collection System:**

- 3 East St. service line plugged. Line was TV'd and jetted. Clog occurred due to offset where the service line ties into the main line.
- New automatic air relief was installed on high point in the force main.
- MH 43 near cemetery was inspected and backfilled following 2023 flooding.

- **Office & Personnel**

- Tony passed grade 4C water test.
- Cross training continues to occur between water and wastewater staff.

- **2024 Projects List**

- Manhole infiltration repairs-
- Park Row West- new manholes and change to PVC line
- Union St N Main St line repair MH 122-121
- Union St manhole replacement/repair #123, 124, 126
- Stream bank stabilization around MH 116-27 Dac Rowe Field
- Repair washout and road behind cemetery – Completed
- Install manhole and plug valve leaving ball field bathrooms

**Minutes of the Annual Meeting
of the
Edward Farrar Utility District
Wednesday May 8, 2024**

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

District Staff: Tom Leitz, Manager; Karen Petrovic, District Clerk

Public: Kenneth Ryan, Bill Woodruff, Roger Clapp, Rick Weston, Lisa Scagliotti – Waterbury Roundabout, Tom Gloor, Georgianna Birmingham, Jeff Sayah, Elizabeth Motch and Julie Motch, Kia Commo, Cathy Flanders, William Shepeluk, Alyssa Johnson, Anne Imhoff, Gary and Sally Dillon

P. Flanders called the 6th Annual Edward Farrar Utility District Meeting to order at 7:30pm

P. Flanders opened the meeting with the Pledge of Allegiance and a dedication of the Annual Report to Lefty Sayah's family.



Julie Motch, Jeff Sayah, Granddaughter Elizabeth Motch, Commissioner P. Howard Flanders.

Photo courtesy Lisa Scagliotti

N. Sherman moved to nominate P. Howard Flanders as Moderator which was seconded by R. Weston. A motion was made and seconded to close the nominations. A floor vote was held supporting P. Flanders as the moderator and passed unanimously.

R. Weston moved to dispense with the reading of the warning for the meeting. A floor vote was held and passed unanimously.

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

R. Weston made a motion to act on the reports of the District Officers. The motion was seconded by R. Finucane. P. Flanders gave an overview of the officer reports highlighting current staff positions with licenses held and utility rates. With permission T. Leitz was able to speak at the meeting. T. Gloor asked the Board about delinquencies that exist in the Duxbury Moretown Fire District. T. Leitz was able to speak to the delinquency. R. Clapp informed the board that J. Poitrus attended the Select Board meeting

regarding an invoice in the amount of \$600 he wanted to make the Board aware of. T. Leitz confirmed he spoke to the law office that J. Poitrus claimed money was due to and there is no outstanding invoice. R. Clapp asked about fluoride in the water system. The District does include fluoride in the water per State recommendation. Downstreet Housing has secured financing for 51 South Main Street and they expect to break ground this fall. T. Gloor asked about projections of new customers in the next year. P. Flanders was able to highlight the capacity of the two systems and break down those numbers. T. Leitz stated 20-25 new customers in the coming year with 51 South Main coming in 2025. Funding for the cross-country water line through East Wind Drive was discussed. The engineering is nearly completed but there are still costs to be considered. January/February 2025 is the projected date to go to bid on the project. T. Gloor asked if there has been a noticeable change since the State Complex has been reoccupied. T. Leitz stated he has been reviewing their invoice and he has not seen a meaningful change in the needle. It is believed this is due to remote work options. T. Leitz spoke of previous utility rate increases and made note of COVID years when rates were reduced. It is anticipated water and sewer rates will go up at the same rate as inflation. In the future, the Commissioners have committed to do more to inform the public in advance of rate increases. T. Gloor asked about the Loan Fund (aka UDAG). While T. Leitz could not recall the interest rate for each individual loan, he was able to recall a recent one's lending was set at 4%. It was also confirmed there are still funds available to be lent. W. Shepeluk was given permission to speak. W. Shepeluk stated he cannot recall a time when the demand for loans exceeded the available balance. T. Gloor recalled there was a proposal to transfer the loan fund to the Town and can see a natural fit for another discussion of a merger. The Commissioners will consider having a member of the Select Board join the Loan Committee tasked with vetting loan inquiries. **The question was called; the motion to act on the reports 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 144 votes cast by Australian ballot, the results of Article 2 are as follows:

For District Commissioner for a term of one year:

Natalie Sherman	129
Rick Weston	118
Blank	1
Write-Ins	2

For District Commissioner for a term of three years:

Skip Flanders	134
Blank	1
Write-Ins	2

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

R. Clapp moved that the compensation for the Edward Farrar Utility District Officers for the current budget year of 2024 be set as follows: Chairman \$1,450, Commissioners \$1,200 and Clerk/Treasurer \$1,200. The motion was seconded by R. Weston. T. Gloor asked if this was paid in the budget split out of water and sewer; it was confirmed it is. **The motion 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.

R. Finucane moved to authorize the Commissioners to borrow \$100,000 by note, for a period not to exceed five years, to make improvements to the water system. The motion was seconded by R. Clapp. T. Leitz stated there is no planned borrowing, this request is in the event of a capital expense that require borrowing. This is the authority if it is necessary. **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.

R. Finucane moved to authorize the Commissioners to borrow \$100,000 by note, for a period not to exceed five years, to make improvements to the wastewater system. The motion was seconded by R. Weston. T. Leitz stated in the past years borrowing that occurred was borrowed from the Town at a rate of 3%. **The motion passed by voice vote.**

Article 6: To do any other business that may legally come before the meeting.

R. Finucane recognized M. Alberghini for his service to the Board and thanked him for coming forward to fill the void of a left-handed board member.

R. Weston moved to adjourn; R. Finucane seconded the motion, the motion passed unanimously.

**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 sewer main. Construction is scheduled to start after July 4th.
- * 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 20th 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 30th ... with the interest and penalty applied ten days after the 20th but before the 1st 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 11th day? Flanders informed Nealy the due date is the 30th 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.