

# Edward Farrar Utility District Commissions Meeting

Tuesday, August 13, 2024

4:30pm at the Round Table in Dr. Janes House

Attendance: P.H. "Skip" Flanders, Cindy Parks, Natalie Sherman, Bob Finuace, Rick Weston

Staff: Tom Leitz, Bill Woodruff, Kia Winchell Nealy

Zoom:

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The monthly meeting of the Edward Farrar Utility District was called to order at 4:35pm at the Round Table in Dr. Janes House.

## APPROVE AGENDA

T. Leitz asked board members to amend today's agenda to include:

- \* a conversation about easement related to the water line through the Best Western property
- \* a brief executive session after the approval of last month's minutes

B. Finucane made a motion to approve the meeting agenda with the additional two items

R. Weston seconded the motion

A vote was taken and passed unanimously.

## JULY FLOOD DAMAGE UPDATE (TO THE WATER AND SEWER SYSTEM)

B. Woodruff said there was no extensive damage to the water and wastewater systems. Although,

- \* there was a portion of the Duxbury water line - by Crossett Brook BR 194 - that was exposed by the flood waters but stayed intact
- \* there is some damage in the Water Works where the brooks jumped the banks and washed out the access road
- \* the sewer system did experience high flows ... but with by-pass pumping, there was minimal damage from flood waters
- \* there was some electrical damage at Main Pump Station

## FLOOD REDUCTION ON EFUD PROPERTY UPDATE

T. Leitz reported that Roy Schiff has hired SLR Consulting ... whose study was focused on downtown (Waterbury) flood reduction. From EFUD's perspective, hardening the lagoons walls with rip rap would be beneficial.

- \* The land throughout the town was studied 10 years ago .... will look at it to give relief to the flood plain
- \* The town pays for the Hazard Mitigation Grant ... which should be submitted prior to August 30th
- \* There was a hydrology study ... which included Thatcher Brook and Graves Brook
- \* The Town needs to identify some strategies to mitigate future flooding

T. Leitz talked to the State and discussed the purchase of electronic shut-off valves. During times of flooding - when water usage is much higher - these electronic shut-off valves would allow EFUD to pre-emptively shut off the water to a home - or homes - in the flood plain.

## **JULY FLOOD UPDATE TO THE TOWN OF WATERBURY**

B. Woodruff updated us on problem spots through the town;

- \* a metal arch culvert on Greg Hill was damaged beyond repair. The Town has purchased a new culvert ... now we need to secure a contractor
- \* The Dip on Shaw Mansion is closed due to a washout. The culvert is in "decent" shape. There is some consideration to closing The Dip
- \* Henry Hough Road, Ripley Road, and the backside of Blush Hill were all impacted by the most recent storm
- \* there has been damage at the Dac Rowe Field ball field
- \* Waterbury is recovering and close to being back to normal

## **KNEELAND FLATS TRAILER PARK UPDATE**

B. Woodruff informed board members:

- \* contractors are moving along with approximately 1200 feet of pipeline complete
- \* all the hydrants are on site and one has been installed
- \* pipes have not been tested, at this point
- \* Gary Dillion (Waterbury Fire Department Chief) has been allotted four-hours per day to oversee the project ... and does go up everyday

## **UPDATE ON THE UDAG LOAN COMMITTEE POSITION**

There are two positions to fill. It was confirmed T. Leitz will advertise for one at-large position ... then members from the town selectboard will appoint one of their members to fill the second position.

## **MONTHLY REPORTS**

B. Woodruff reported to the EFUD board;

- \* cross-training of water and waste-water employees has been beneficial and has paid off ... citing the responsibilities of one waste-water employee - who has been out on medical leave - have been covered by his co-workers
- \* department employees have been repairing and repainting fire hydrants
- \* there is a Flushing program. Admittedly, it's been awhile since there has been a complete flush of the system. Two of the department employees have been instructed to remove the caps and test the water flow

## **MINUTES-OF-THE-MEETING FROM JULY 10, 2024**

Under the Kneeland Flats Trailer Park Update \*, the "it's" in " ... disclosing it's negotiational ... " should be "its". Also, Rick Weston was the board member to second part two of the motion.

R. Weston made the motion to approve the minutes from last month's meeting, with the two changes

B. Finucane seconded the motion

A vote was taken and passed unanimously

## **BLUSH HILL EASEMENT**

A transaction has been discussed where EFUD would release any easement rights it has to the old 10-inch water main on the Best Western property in exchange for a new easement for the 8-inch water main that was recently installed ... as well as a fire hydrant easement ... and possibly two easements for service lines that run to 79 Blush Hill Road, 2 Kennedy Drive, and 4 Kennedy Drive.

B. Finucane made the motion to "authorize the release of EFUD's easement rights in an old 10-inch water line easement on the Best Western property at 45 Blush Hill Road to Morris and Hall Partners, LLP in exchange for Morris and Hall Partners' conveyance of a new, 20-foot wide water line easement for the new eight-inch water line and water service line easements to adjoining properties (79 Blush Hill and possibly 2 and 4 Kennedy Drive) and to authorize Municipal Manager Tom Leitz to execute the deed, easement exchange agreement, and any other documents needed to effectuate this transaction."

R. Weston seconded the motion

A vote was taken and passed unanimously

**EXECUTIVE SESSION**

At 5:40pm, R. Weston made the motion that "premature general knowledge about a particular contract would clearly place The District at a substantial disadvantage."

B. Finucane seconded the motion

A vote was taken and passed unanimously

C. Parks made the motion to "move we enter into executive session to discuss contracts under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes."

N. Sherman seconded the motion

A vote was taken and passed unanimously

At 5:50pm, N. Sherman made a motion to leave the executive session

C. Parks seconded the motion

A vote was taken and passed unanimously

R. Weston made the motion for EFUD to authorize the District Manager to enter into a contract with James W. Barlow, Attorney at Law to provide general counsel services to The District.

N. Sherman seconded the motion

A vote was taken and passed unanimously.

**ADJOURN**

At 5:51pm, R. Weston made a motion to adjourn the monthly meeting of the Edward Farrar Utility District

B. Finuance seconded the motion

A vote was taken and passed unanimously.

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\* Next meeting of the Edward Farrar Utility District: September 11, 2024

kia

**Edward Farrar Utility District  
Commissioners Meeting**

Tuesday Aug 13, 2024  
4:30 pm in the Dr Janes Room (Round Table)  
28 North Main St, Waterbury VT

**PLEASE NOTE CHANGE FROM WEDNESDAY TO TUESDAY**

**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 any Flood Damage to Water and Sewer System (Flood occurred the day of our Last meeting)
- 4:50 pm Update on any flood reduction options considered on EFUD Property
- 5:00 pm General update on Flood damage repairs in Town
- 5:10 pm Status of construction in Peck MHP
- 5:10 pm Update on filling Positions on UDAG Loan Committee
- 5:20 pm Weekly Reports
- 5:25 pm Approval of past Minutes
- 5:30 pm Adjourn

\* EXECUTIVE SESSION

\* EASEMENT ISSUE

# Waterbury Water Monthly Report July 2024

## Items of Interest

Sampling

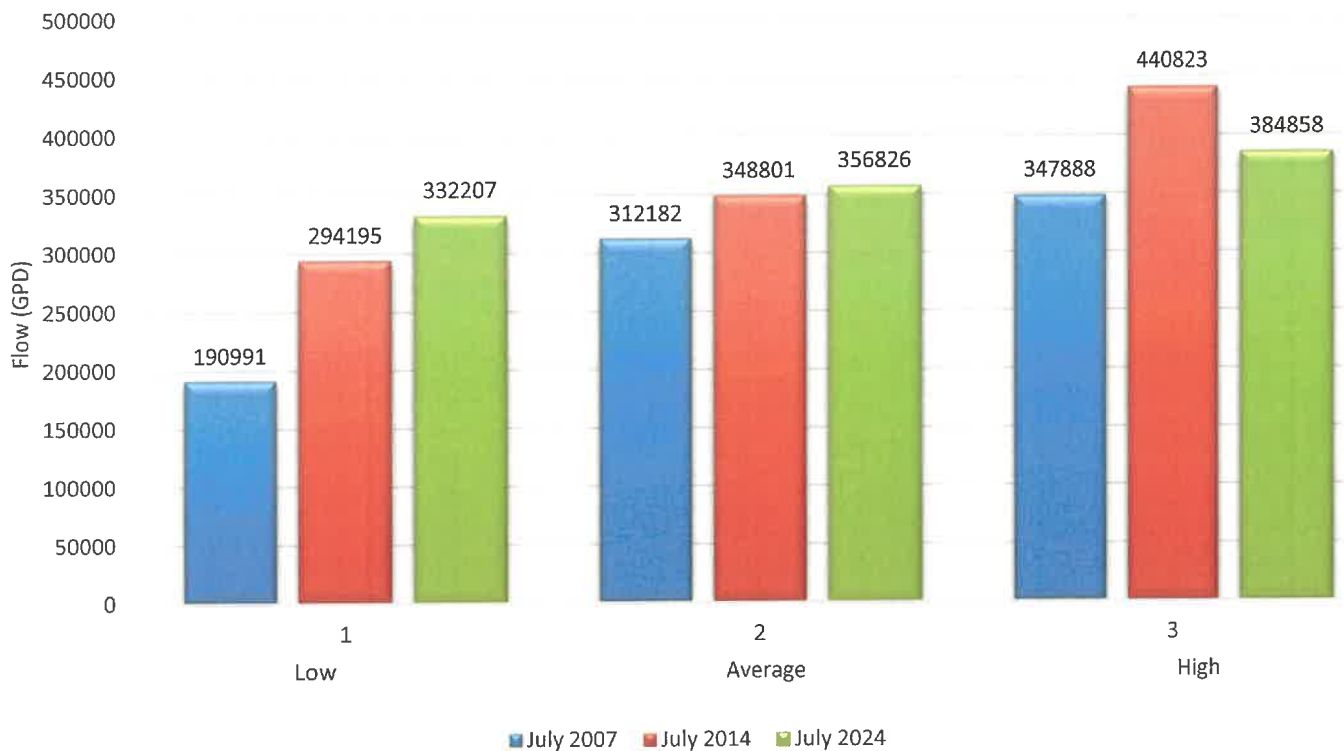
Maintenance

Weather

## Flow Data

High Day	Low Day	Average Day	Peak Flow
07/13/2024	07/07/2024		07/27/2024
384858 Gallons	332207 Gallons	356826 Gallons	946 GPM

### Low, Average and High Flow (GPD) for July 2007, 2014 and 2024



## **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**

New trees have been planted on Blush Hill in conjunction with the Ashford and Kennedy water main replacement project. The Water Department has been watering those trees 3 times a week and will continue that schedule for the next couple months.

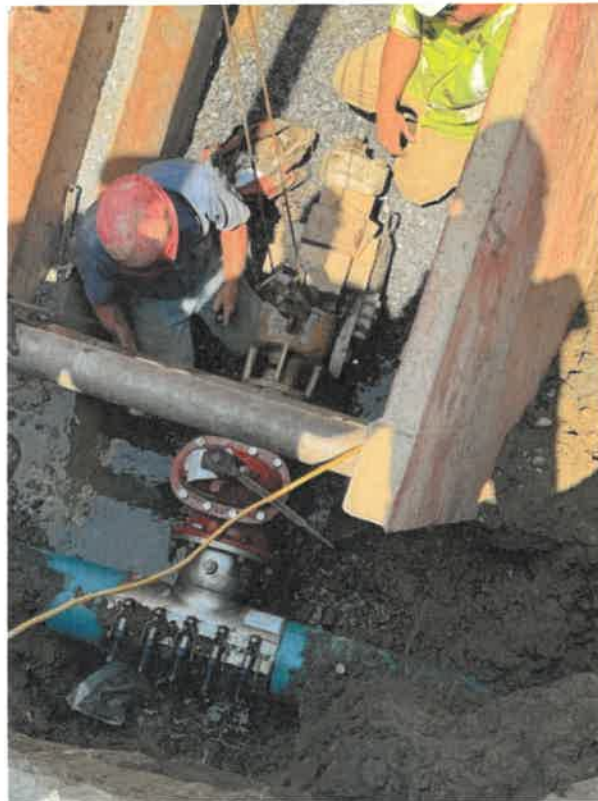


The July 2024 flood had minimal impact on the overall operation of the water department. Like previous floods in the past year, the water department was dispatched to assist affected users with turning water on and off, delivering town-owned trash pumps to remove water from basements, closing roads, and assisting other town departments as needed. During the flood, the water main crossing below Crossett Brook on the north side of VT RT 100 was exposed. A crew from Birdseye Construction was dispatched by VTrans to rebuild the bank and cover our water main. The pictures below show the exposed water main and the stone used to cover it.





The Kneeland Flats Trailer Park water main project commenced in early July. The Water Department participated in a preconstruction meeting alongside the engineer and construction crew. We have also spent time onsite to oversee the project. On July 22, Mike MacDougall connected to the water main situated at the intersection of Kneeland Flats Rd and Kneeland Flats Trailer Park Rd. Below is a photo illustrating the tee and valve that were installed to enable water supply to the park.



The Water Department has begun painting fire hydrants. To date Maple St has been completed.



Quarterly meter readings have been completed at the end of July

### **Weather**

During the month of July there was 8.05 inches of rain fall. The temperatures ranged from 48.9°F as the low and 90.7°F as the high. Our average temperature for the month was 70.7°F. Humidity high was 98% and the low was 36% with an average of 79%.



# Wastewater Progress Report

## July 2024

### • Process and Operations:

- Process running well and meeting permit limits.
- Applied 95,658 gallons of sludge to drying beds.
- Two short duration power outages on 7/6.
- 7/11 flooding overwhelmed the lagoons and emergency bypassing needed to occur to keep lagoons from overflowing.
- Removed 82.5 yards of sludge to Biogenie (formerly Englobe)
- Removed 262.5 yards of sludge YTD. 2023 total was 271.5 yards of sludge
- July 2024 Flows:
  - Influent average: .320 MGD
  - Influent total: 9.915 MG
  - Effluent average: .433 MGD
  - Effluent total: 8.218 MG
  - Effluent flow does not include estimated 3.6 MG of partially treated non disinfected effluent bypassed from lagoon 1 on 7/11/24
  - Precipitation: 8.88 inches/month
  - Maximum daily precipitation: 4.11 inches
  - Discharging days/month = 19

### • Collection System:

- Inspected manholes in flooded areas.
- MH 180 on Stowe St. invert possibly dropped out. Need to inspect further.
- Electricians started inspecting MPS post flood. Will need to further waterproof some junction boxes on lower level wet side

### • Office & Personnel

### • 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

**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 22<sup>nd</sup>. 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 its 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". ~~XXXX~~ R. Weston 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 12<sup>th</sup> 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.