

**Edward Farrar Utility District**  
**Commission Meeting**  
Wednesday, October 9, 2024  
4:30pm Steele Community Room

Attendance: P.H. "Skip" Flanders, Cindy Parks, Natalie Sherman, Bob Finucane, Rick Weston  
Staff: Bill Woodruff, Kia Winchell Nealy  
Audience: Tom Gloor and Anne Imhoff via Zoom

\*\*\*\*\*

The monthly meeting of the Edward Farrar Utility District was called to order at 4:39pm.

**APPROVE AGENDA**

- \* B. Woodruff – Public Works Director – requested time to inform the board about a compliance letter from Ben & Jerry's.
  - \* C. Parks requested a deadline for submitting meeting material to be reviewed by board members. She would like a deadline of 4:30 the afternoon prior to an EFUD meeting.
  - \* B. Woodruff requested an Executive Session period to discuss an insurance claim.
- R. Weston made the motion to approve the agenda with the additional topics.  
B. Finucane seconded the motion.  
A vote was taken and passed unanimously.

**UDAG LOAN COMMITTEE APPLICANT**

T. Leitz – Town Manager – has received an application from Rich Hayes who is interested in joining the UDAG loan committee. R. Weston believes it would be appropriate to speak with both applicants ... and the board agrees Mr. Hayes should be invited to the next EFUD meeting to discuss the position.

**WORCESTER LONG RANGE MANAGEMENT PLAN**

Look at C. Parks handout for all references to the Edward Farrar Utility District.

**CONCERNS ABOUT ACTIVITIES IN THE WATERSHED**

C. Parks is about half-way through a list of phone calls to other communities with surface watersheds. She reports she is getting feedback on practices and activities allowed in those areas. A common comment; do NOT hide the fact that an area is a watershed ... use it as a chance to educate people about the area.

**ROUTE 100 PROJECT / FUNDING**

C. Parks met with EOA for congressional designated spending money. Still need thought given to come up with match for 2.4 million dollars. USDA money can not be used for a match. Must use non-federal funds.  
The latest ball park estimate is approx. 2.6 but there is thought it will be closer to 4 million.  
Discussion will continue during the next meeting.

**KNEELAND FLATS TRAILER PARK UPDATE**

- \* 1,300 feet of line has been tested
- \* 8" pipe has been laid around the big loop
- \* Center Road still needs the 4" connection
- \* The entrance road is ready to be paved
- \* Plumbing work has started
- \* The majority of hydrants have been installed
- \* Approx. 20 individual homes have been connected to the system
- \* The main pressure reducing valve – which serviced all the homes in the trailer park – is scheduled to be removed and replaced with individual pressure reducing valves inside each home.

### **DOWNSTREET HOUSING PURCHASE**

The EFUD board was presented with a contract for an "extension of option period" with a new date of November 15, 2024.

R. Weston moves to approve the first amendment to the real estate option agreement between the Edward Farrar Utility District and Downtown Housing and to authorize the EFUD manager to sign the agreement.

N. Sherman seconded the motion.

A vote was taken and passed unanimously.

### **ONE LEAK REQUEST**

It was noted, K. Nealy – billing clerk – used three previous billing cycles to determine the customers average consumption. Both N. Sherman and R. Weston requested the calculation be reworked using the previous TWO billing cycles (per the One Leak Rule policy). Once recalculated, the adjustment can then be made on the account.

### **UDAG LOAN APPLICATION**

The Waterbury Selectboard has recommended Waterbury Ambulance Service apply for a bank loan before applying for the UDAG loan.

### **ROUTE 100 / STANTEC LETTER**

R. Weston asked for a summary of the Route 100 project ... and B. Woodruff explained:

- \* The Playhouse and Sunflower Market on Route 100 receive water from a small diameter line from Howard Avenue.
- \* Ivy Computer has expanded their facility and have toggled together a working water system.
- \* There are three public water systems in that area; East Wind Drive, Woodstock Farmer's Market, and Jimmz Pizza.
- \* The Route 100 project would provide water to this section of Waterbury Center.

C. Parks asked for the opportunity to review Stantec's letter and their task and labor schedule ... and will provide comments at a future meeting.

### **BEN & JERRY'S COMPLIANCE LETTER**

B. Woodruff shared he has received a compliance letter from Ben & Jerry's informing EFUD that they have started reviewing their paperwork concerning discharge information ... and have discovered gaps in reporting and required reports. More information will be forth coming from Ben & Jerry's.

### **DEPARTMENT REPORTS**

Water and waste-water reports were submitted and reviewed.

### **MINUTES OF THE MEETINGS**

R. Weston approved the minutes from the September 11, 2024 meeting as written.

C. Parks seconded the motion.

A vote was taken and passed unanimously.

### **EXECUTIVE SESSION**

At 6:10pm, B. Woodruff inquired about an executive session to discuss an insurance contractual matter.

R. Weston moved to find that premature public knowledge of the insurance contractual matter will place the Edward Farrar Utility District at a substantial disadvantage under Section 313(a)(1)(A) of the Vermont Statutes."

B. Finucane seconded the motion.

A vote was taken and passed unanimously.

R. Weston made the motion to "enter into executive session to discuss the insurance contractual matter."

B. Finucane seconded the motion.

A vote was taken and passed unanimously.

At 6:40pm executive session ended.

B. Finucane made the motion to authorize the EFUD manager to reimburse the customer up to the estimated amount for repairs from damages sustained at 39 Stowe Street.

R. Weston seconded the motion.

A vote was taken and passed unanimously.

**ADJOURN**

At 6:45pm, B. Finucane made a motion to adjourn the monthly meeting of the Edward Farrar Utility District.

R. Weston seconded the motion.

A vote was taken and passed unanimously.

\*\*\*\*\*

\* Net meeting of the Edward Farrar Utility district: November 13<sup>th</sup>

kia

DRAFT

## Edward Farrar Utility District Commissioners Meeting

Wednesday Oct 9, 2024  
4:30 pm in the Steele Room  
28 North Main St, Waterbury VT

Join Zoom Meeting  
<https://www.zoom.us/join>  
Meeting ID: 875 7036 7496  
Passcode: 103485

Dial by your location  
• +1 646 931 3860 US  
• +1 929 205 6099 US (New York)

### Agenda

- |          |  |
|----------|--|
| 4:30 pm  | Call to Order:   |
| 4:30 pm  | Public   |
|          | <i>Add't items: *BEN + JERRY'S COMPLIANCE LETTER</i>             |
|          | <i>* MATERIAL DEADLINE FOR MEETING</i>                           |
|          | <i>* EXECUTIVE SESSION</i>                                       |
| 4:35 pm  | Consider applicant for UDAG Loan Committee                       |
| 4:45 pm  | Discussion on Worcester long Range                               |
| 5:05 pm  | Follow-up discussion on concern for activities in the Watershed. |
| 5:25 pm  | Review of overall funding of Route 100 Project.                  |
| 5: 35 pm | Progress of Water line construction in Mobile Home Park          |
| 5:50 pm  | Downstreet Purchase agreement                                    |
| 6:00 pm  | Consider request for One Leak Rule relief VSHA Moretown          |
| 6:10 pm  | UDAG Loan application  |
| 6:25 pm  | Department Reports.  |
| 6:35 pm  | Minutes of Meeting Jan 18  |
| 6: 40 pm | Adjourn  |

**Comment Theme 72.** Plan management actions are currently protective of the WRMU's Source Protection Area (SPA) for Waterbury, managed by the Edward Farrar Utility District (EFUD). It should continue to protect this and other adjacent sources of public water by minimizing incompatible uses in SPAs and by regularly coordinating with the appropriate SPA managers. The Plan should also address if and how the proposed management activities will impact upland recharge for the protection of groundwater resources and downhill wells. ANR concurs that the Edward Farrar Utility District (EFUD) Source Protection Area will be minimally impacted by the LRMP's proposed management activities and will coordinate with EFUD if significant management activities are proposed in the vicinity of the Source Protection Area. No management activities are proposed within any other surface water or groundwater Source Protection Area (no others exist within the WRMU), and adherence to the AMPs and RMGs will contribute to reducing hydrologic impacts to all surface and groundwater resources by slowing, spreading, and sinking overland flows in wetland and stream riparian zones as well as actively managed areas (Comment Themes 63, 65 and 66).

**Comment Theme 73.** Your agency management plan must acknowledge the under-appreciated role of wetland / riparian buffer zones. With weather and extreme events becoming more unpredictable and severe, the importance of buffering on water retention and water quality must be acknowledged in future management efforts. The emphasis on buffer zones translates into making them universally larger, perhaps double what we have done in the past.

ANR agrees with the importance of riparian buffers to provide multiple water retention, runoff reduction, stream equilibrium, water quality, and wildlife habitat functions. Foresters follow VTANR's 2015 Riparian Management Guidelines when establishing buffer zones during forest management activities. ANR's reliance on these guidelines for achieving water quality and water retention goals are further discussed in Comment Theme 63, 65 and 66 and in the revised Water Resources Assessment section of the Plan.

These guidelines were established after extensive review of the available scientific literature evaluating the widths necessary to achieve a variety of ecological functions. These findings and references are provided in VTANR's Riparian Buffers and Corridors: Technical Papers (VT ANR, 2005) and in Appendices B: *Research Notes* (Pages 28-43), C: *Measuring Stream Riparian Management Zones* (Pages 44-47), and D: *Literature Cited and Bibliography* (Pages 48-57) of the RMGs.

FIRST AMENDMENT TO  
REAL ESTATE OPTION AGREEMENT

THIS FIRST AMENDMENT TO REAL ESTATE OPTION AGREEMENT (this "Amendment") is made and entered into as of the \_\_\_\_ day of November, 2023, by and between Edward Farrar Utility District ("EFUD") and Downstreet Housing and Community Development, Inc. ("Downstreet").

WHEREAS, EFUD and Downstreet are party to that certain Real Estate Option Agreement dated as of November 18, 2022 (the "Option Agreement") relating to certain lands and premises known and designated as 51 S. Main Street in Waterbury, Vermont; and

WHEREAS, EFUD and Downstreet now wish to amend the Option Agreement to extend the Option Period (as such term is used in the Option Agreement), as described more specifically herein;

NOW, THEREFORE, in consideration of the mutual covenants of the parties and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

1. Certain Defined Terms. Capitalized terms used but not defined herein shall have the meaning set forth in the Option Agreement.
2. Extension of Option Period. The end of the Option Period is hereby extended to 11:59 p.m. on November 15, 2024
3. Full Force and Effect. Except as modified hereby, the Option Agreement remains in full force and effect in accordance with its terms.
4. Counterparts. The parties may execute this Amendment in counterparts, which shall, in the aggregate, be signed by all the parties. Each counterpart shall be deemed an original instrument as against any party who has signed it.

*[Remainder of Page Intentionally Left Blank; Signature Page Follows]*



IN WITNESS WHEREOF, the undersigned have executed this First Amendment to Real Estate Option Agreement as of the date first set forth above.

EDWARD FARRAR UTILITY DISTRICT

By: \_\_\_\_\_  
authorized agent

STATE OF VERMONT  
COUNTY OF WASHINGTON, SS.

At \_\_\_\_\_ in said County this \_\_\_\_\_ day of November, 2023, \_\_\_\_\_, duly authorized agent of Edward Farrar Utility District personally appeared and acknowledged this instrument, by them sealed and subscribed, to be their free act and deed, and the free act and deed of Edward Farrar Utility District.

Notary Public  
My Commission Expires: January 31, 2025  
Commission Number:

DOWNSTREET HOUSING AND COMMUNITY  
DEVELOPMENT, INC.

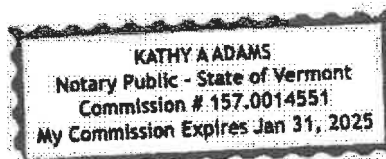
By: \_\_\_\_\_  
authorized agent

STATE OF VERMONT  
COUNTY OF WASHINGTON, SS.

At Barre in said County this 6 day of November, 2023, \_\_\_\_\_, duly authorized agent of Downstreet Housing and Community Development, Inc. personally appeared and acknowledged this instrument, by them sealed and subscribed, to be their free act and deed, and the free act and deed of Downstreet Housing and Community Development, Inc.

Kathy Adams  
Notary Public

My Commission Expires: January 31, 2025  
Commission Number:



# Vermont State Housing Authority



[www.vsha.org](http://www.vsha.org)  
**Please Reply to:**

**Central Office:**

- ☒ One Prospect Street  
Montpelier  
VT 05602-3556  
802/8283295 (Voice)  
800/798-3118 (TTY)  
800/820-5119 (Messages)  
802/828-3248 (Fax)

**Regional Offices:**

- ☐ Hillcrest Views  
Management Office  
1 Clyde Allen Drive, B7  
St. Albans VT 05478  
802/527-1071 (Voice)  
802/824-0301 (Fax)
- ☐ Middlebury Commons  
Management Office  
249 Burrill Drive  
Middlebury VT 05753  
802/388-1005 (Voice)  
802/388-1719 (Fax)
- ☐ Northwoods  
Management Office  
95 Templeton Avenue  
White River Jct. VT  
05001  
802/295-8883 (Voice)  
802/295-8884 (Fax)

October 2, 2024

Edward Farrar Utility District Water & Sewer  
28 North Main Street, Suite # 1  
Waterbury, VT 05676

To whom it may concern,

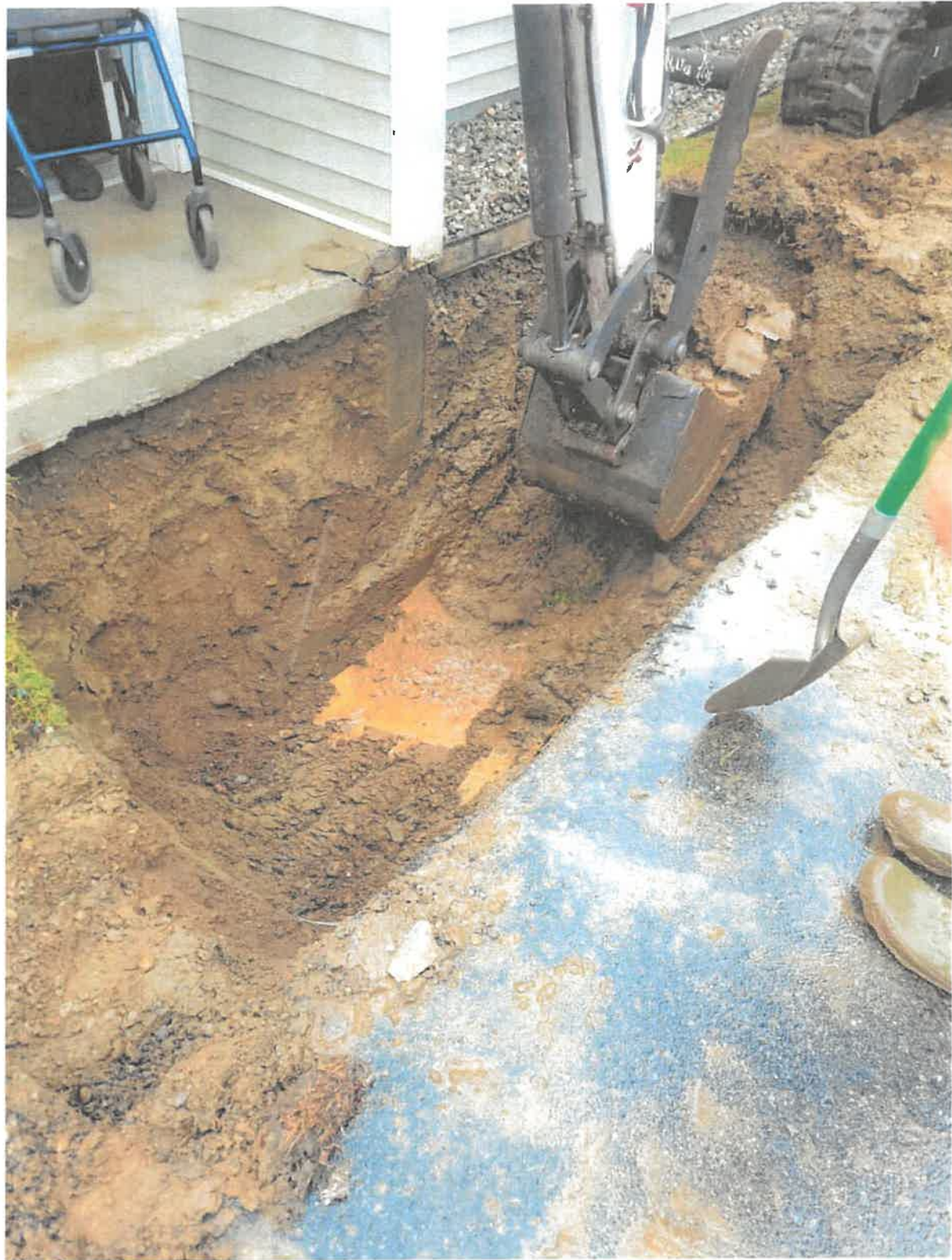
I am writing to you regarding a water line leak at Fairground Apartments located at Fairground Road, Waterbury, VT 05676. Fairground Apartment is owned by The Housing Foundation Inc. (HFI) and managed by Vermont State Housing Authority (VSHA). During the past year HFI has noticed that the water usage went from 11,800 gallons on 8/1/23 to 49,000 gallons on 8/1/24. We hired Tyler Button to come to the property and try and find where the leak was on 9/25/24 which they located in the front of the building between units #2 and #4. On Thursday September 26 VSHA hired Jason Merrill to come and dig up the waterline and make the repairs that where needed. I am asking for you to consider this for an adjustment for the two prior readings. I have attached pictures of the waterline before and after the repairs. If you have any questions or concerns, please feel free to reach out.

Sincerely,

Katie Edmunds, Site Manager  
802-828-4660  
[Katie.edmunds@vsha.org](mailto:Katie.edmunds@vsha.org)

















## One-Leak Rule

Wednesday, October 9, 2024

The Housing Foundation Inc.  
Fairground Apartments  
D0100730

Meter Reading from May 1, 2024 – July 31, 2024:

Showed a total consumption of 49,300 cubic feet ... or 368,813 gallons ...  
or approximately 4,097.93 gallons per day

-0-

The bill for that period:

Oper & Maint Res	\$ 426.08
Wtby Res Base	\$ 799.52
Water	<u>\$2,144.81</u>
TOTAL	<b>\$3,370.41</b> due September 20, 2024 *

-0-

Per the One-Leak Rule:

The average consumption: ~~27,225 cubic feet~~

35000  
37900

72,900 ÷ 2 = 36,450 cuft

-0-

The proposed adjusted/new bill under the One-Leak Rule:

Oper & Maint Res	\$ 426.08
Wtby Res Base	\$ 799.52
Water	<del>\$1,006.25</del> ** <u>1534.44</u>
TOTAL	<del>\$2,321.85</del> * <u>2760.04</u>

\*\* Breakdown of cost for 27,225 cubic feet of water consumption:

<del>1,200 cf @ .028200 = \$ 33.84</del>
<del>3,800 cf @ .034400 = \$ 130.72</del>
<del>20,000 cf @ .041300 = \$ 826.00</del>
<del>2,225 cf @ .047500 = \$ 105.69</del>
<del>27,225 cf = \$1,096.25</del>

36,450 cuft

1,200 @ .0282	= 33.84
3,800 @ .0344	= 130.72
20,000 @ .0413	= 826.00
11,450 @ .0475	= 543.88
<u>36,450 CF</u>	<u>= 1,534.44</u>

\* Total Adjustment: ~~\$1,048.56~~

\$ 610.37



Stantec Consulting Services Inc.  
193 Tilley Drive, Suite 101  
South Burlington VT 05403-4440

October 4, 2024

Project/File: 195189008

**Mr. William Woodruff**  
Public Works Director  
Edward Farrar Utility District  
Waterbury, Vermont

Dear Mr. Woodruff,

**Reference: Route 100 Water Main Extension Project Design Proposal**

The Edward Farrar Utility District (EFUD) has requested Stantec provide a scope and fee for engineering services for the extension of the water main along Route 100, in Waterbury, Vermont. This project involves approximately 6,000 feet of water main along Route 100 and cross-country to Guptil Road to provide an extension to the existing potable water supply network.

Conceptual design plans have been developed by Stantec and a draft version of a preliminary design report has been started. Additionally, topographic survey, below grade utility location, geotechnical soil borings, and wetland delineation work have all been completed as part of the project's initial phase.

This proposal covers preliminary design through bidding of the construction documents. Permitting and project funding assistance is included in this proposal as well. The preliminary design phase will be documented in a report that will include a specification table of contents, an outline of permitting efforts needed with draft permit applications, grant funding strategy, wetland mitigation discussion, geotechnical considerations, hydraulic modeling results, a construction cost estimate, and a project schedule through the end of construction. Final design will include full plans, specifications, construction cost estimate, and a detailed construction schedule. Once complete, EFUD will place this project out for public bid.

A detailed description of each task follows:

**Task 1 – Project Management**

**Task 1.1 – Project Administration**

**Reference:** Route 100 Water Main Extension Project Design Proposal

Stantec will provide regular progress reporting, schedule updates, project financial administration, and reporting consistent with the terms of the Contract. The Stantec Project Manager (PM) will be responsible for timely project management and communications, and preparation of a Project Implementation Plan (PIP) for the project team. The PM will manage the scope, budget, schedule, track scope changes, and handle communications with the client and project staff throughout the full duration of the Contract.

The Stantec Project Technical Lead (PTL) will work together with the PM to develop and communicate the Project Implementation Plan (PIP) with staff. The PTL will have primary responsibility for overseeing the project's technical expertise and approach, overseeing project tasks and sequencing, ensuring project staffing, quality assurance and reviews on all deliverables, and harmonizing team dynamics.

**Deliverables:**

- Provide up to three Schedule Updates
- Provide monthly project updates with invoices

**Task 1.2 – Meetings**

Stantec will attend a kick-off meeting with the key stakeholders at the initiation of the Project. The meeting will be conducted virtually with the Stantec Project Manager and Project Technical Lead and up to two other discipline leads as requested by EFUD. The purpose of the meeting will be to introduce the team to key EFUD staff members, discuss communication protocols, project scope, deliverables, and schedule.

In addition, regular project meetings will be held with EFUD and key staff as well as relevant stakeholders. These meetings will be held monthly via teleconference to provide consistent and frequent updates on the progress of the project, issues needing resolution and timely feedback on direction and priorities. Project meeting agendas and minutes will be prepared for each meeting and distributed electronically to EFUD staff. In addition, as part of the design process Stantec will have biweekly internal meetings with design leads as required to ensure a cohesive design is developed.

Up to three workshops will be held with EFUD staff in person following the submission of each major deliverable, to review and discuss EFUD comments. Stantec assumes each workshop will be one hour long, attended by the Stantec PM, PTL, and up to two design

Reference: Route 100 Water Main Extension Project Design Proposal

leads as required. Meeting minutes will be taken and distributed to the project team following each meeting.

**Deliverables:**

- Project kick-off meeting/prepare meeting minutes
- Eight (8) monthly project meetings/prepare meeting minutes
- Three (3) workshops reviewing major deliverables/prepare minutes

**Task 1.3 – QA/QC**

The PM is responsible for ensuring Quality Assurance and Quality Control (QA/QC) throughout the project. All deliverables will follow Stantec's Quality Management Standards. Reviews shall be conducted internally on all deliverables and will undergo a QA review and an independent technical review (ITR) prior to submitting to EFUD.

**Deliverables:**

- None

**Task 2 – Preliminary Engineering Report**

**Task 2.1 – Preliminary Design**

The Preliminary Engineering Report (PER) will serve as the foundation for this project. Design assumptions will be verified, and all design criteria and standards will be documented with which all future design work shall comply with. As a basis of design, Stantec will use EFUDs most current standard details, for all water, sewer and stormwater infrastructure. Additionally, all work will comply with EFUD standards. Utilizing work already begun by Stantec under a previous contract with EFUD, the PER will advance the conceptual plan, expanding to include the cross-country water pipe route.

Stantec will provide information to EFUD so they can update the Hydraulic Modelling based on the proposed water main extension to predict effectiveness of the design (Dufresne Group ("DG") maintains EFUD's H2ONet model). Based on DG's hydraulic modeling, Stantec will prepare a memorandum that outlines the work and present results. Pipe sizing and configuration will be adjusted until all proposed work meets the project design standards.

Reference: Route 100 Water Main Extension Project Design Proposal

Draft versions of all permitting work and funding coordination efforts, each outlined in more detail below, will be incorporated into the PER.

**Deliverables:**

- Preliminary Engineering Report, 90% draft and final 100%
- Hydraulic Modeling Memorandum
- Opinion of Probable Construction Cost
- Project schedule through the end of construction

**Task 3 – Permitting assistance**

**Task 3.1 – Permitting**

Stantec's environmental team will lead an effort identifying permits necessary to support the water main extension effort. Draft permit applications will be developed as appropriate and incorporated into the PER. Further advancement of the permit applications will continue through final design, until all identified permits are ready for EFUD to submit to regulators. The following list of permits will be evaluated in more detail.

- a. Act 250 Permit
- b. Historic Preservation Review
- c. Archeological Phases I and II. Categorical Exclusion (CATEX), Environmental Assessment (EA), or Environmental Impact Statement (EIS) TBD.
  - Proposed subconsultant Hartgen Archeological Associates
- d. VT DEC, Drinking Water and Groundwater Protection Division (DWGWPD) - Construction Permit
- e. VTrans State Highway and Access Permit (Form 1111)
- f. Construction General Permit (CGP) #3-9020
- g. Operational Stormwater Discharge General Permit (not required)
- h. Vermont Individual Wetland Permit
- i. Army Corps of Engineers (Corps) Wetlands Permit



Reference: Route 100 Water Main Extension Project Design Proposal

- j. National Environmental Policy Act (NEPA) Requirements; Environmental Impact Statement (EIS), Environmental Assessment (EA), or a Categorical Exclusion (CX) Determination
- k. Municipal Permits (assume acquired by EFUD)

**Deliverables:**

- Preliminary permitting memorandum, including 50% and 90% versions of draft permit applications
- Memorandum and draft permits will be incorporated into the PER

**Task 4 – Project Funding Assistance**

**Task 4.1 – Funding Assistance**

Communications and coordination with various agencies will be necessary to adequately fund this project. Stantec will provide documentation necessary to meet the requirements of the following agencies:

- USDA, Rural Development or
- VT DEC, SRF Step 1 Planning and Preliminary, and Step 2 Final Design Phases and
- Facilities Engineering Division (FED)

**Deliverables:**

- Attend, virtually, up to three Public Meetings and two Project Status Meetings
- Draft and final Project Funding Memorandum
- Design Reviews
- Annual Application to the Priority List Assistance, etc.

**Task 5 – Final Design**

**Task 5.1 – Development of Contract Documents**

**Reference:** Route 100 Water Main Extension Project Design Proposal

Development of the contract documents will commence after the final PER has been approved by EFUD. The contract documents will include project plans and specifications, complete and stamped by a professional engineer registered in the State of Vermont. These documents will contain all information required to construct the project. Two submittals are anticipated: one at 90% completion and one final submittal (100%) prior to bidding. A concurrent QA/QC review will be conducted by Stantec of the 90% submittal while EFUD is reviewing the documents.

The project plans will include 37 contract drawings, outlined as the following sheets:

- Title Sheet (1)
- Symbolology Sheet (1)
- General Notes Sheet (1)
- Water Main Plan & Profile Sheets (15) at 1:20 horizontal scale
- Water Main Detail Sheets (4)
- Erosion Prevention and Sediment Control Plans and Details; Stantec proposes to incorporate one Narrative sheet, eight Plan sheets, and five Detail sheets in support of a Construction General Permit #3-9020 (CGP). (14)
- Traffic Control Plan Sheets for Route 100 (2)

The project specifications will provide the contractor with a detailed description of each component needed to build the water distribution system and how each component shall be installed. The specifications shall include:

- Front End (Engineers Joint Contract Documents Committee (EJCDC doc's), Dependent on Funding Agency)
- Technical Specifications (CSI Specifications with the new six number format)
- Comprehensive Development Soils Plan (aka, Urban Soils)

**Deliverables:**

- Final Plans and Project Specifications at the 90% and 100% design phase
- Stamped contract bid documents

**Task 5.2 – Cost estimate and project schedule**

**Reference:** Route 100 Water Main Extension Project Design Proposal

An engineer's estimate of probable construction cost will be calculated for each deliverable phase. A construction contingency of 20% will be included in the 90% final design and a 10% construction contingency in the 100% final design phase.

A project schedule will be made showing all major project milestones. The schedule will include design phase, bidding, and construction. Permitting and funding efforts will be highlighted within the schedule.

**Deliverables:**

- Engineer's Estimate of Probable Construction Cost – 90% and 100% phases
- Project schedule to completion – 90% and 100% phases

**Task 6 – Bid Phase Engineering Services**

**Task 6.1 – Bid Phase work**

Work on the bid phase will begin after the plans and specifications have been stamped by a registered professional engineer in the State of Vermont. Once completed, an advertisement for the bidding can be written and distributed. The work on this phase will include the following:

- a. Write and distribute the Advertisement for Public Bidding.
- b. Attend and contribute to the Pre-Bid Meeting.
- c. Make electronic bid documents available to potential bidders.
- d. Respond to questions about the project submitted by contractors (up to 10).
- e. Receive and issue Addenda as needed (up to three).
- f. Attend Bid Opening.
- g. Tabulate and Evaluate Bids and Bidders. Perform reference checks and prepare a recommendation to award to the lowest responsible / responsive bidder.

**Deliverables:**

- Advertisement for public bidding
- Addenda

Reference: Route 100 Water Main Extension Project Design Proposal

- Response to questions
- meeting minutes for pre-bid meeting
- Tabulation of all bids
- Award recommendation letter

## Task 7 – Additional Engineering Services

### Task 7.1 – Additional Engineering Services

This task is intended for work where the need is not currently in sharp focus, such as additional survey, geotechnical investigations, additional visualizations, traffic control, or additional community and stakeholder outreach. As engineering services are needed that are outside of the defined Tasks 1 through 6 above, this task can be utilized to meet those needs, without requiring a change to the contract.

#### Assumptions and Exclusions

Stantec has completed a review of the proposed work and has stated assumptions below. If significant changes from the stated assumptions are deemed necessary, additional fees may apply.

1. Any document, permit and bid-related (advertisement) fees will be paid directly by EFUD.
2. Our current fee schedule does not account for any significant delays due to additional information requests, or significant rework due to additional comments received during the design review meetings.
3. Stantec is relying on DG's hydraulic model, any errors or omissions in the model are the responsibility of EFUD and DG.
4. Stantec will respond to one set of consolidated comments for each major deliverable. Once response to comments is issued, the deliverable is considered final.
5. EFUD will be responsible for acquiring any necessary property rights and preparing any supporting legal documents.

#### Schedule

Reference: Route 100 Water Main Extension Project Design Proposal

- Preliminary Engineering Report: Two months are included for the preparation of a draft PER, one month for review of the draft by the EFUD, and 2 weeks for the preparation and submission of a final PER.
- Permitting efforts are anticipated to last up to one year.
- Funding efforts are anticipated to last up to six months.
- Final Design efforts are anticipated to last up to three months.
- Bidding Services are anticipated to last up to 12 months.

### Cost

Stantec proposes to perform the work outlined herein for a total of \$198,000, billed at a time and expenses basis. The fee was developed using our 2024 rates with annual escalation applied assuming tasks will be completed in approximately 12 to 14 months from the date the contract is signed. A 20% design contingency budget of \$33,000 is included in this fee under Task 7, to cover work where the need is not in sharp focus currently. It is recommended that the EFUD gain approval for this contingency as well. This will allow EFUD to pursue this work without the need for further approval while minimizing disruption to the project schedule.

Regards,

**STANTEC CONSULTING SERVICES INC.**

**Rabidoux**  
**, Justin**

Digitally signed by  
Rabidoux, Justin  
Date: 2024.10.04  
11:42:43 -04'00'

**Justin Rabidoux**  
Senior Project Manager  
Phone: (802) 497-6405  
justin.rabidoux@stantec.com

[stantec.com](https://www.stantec.com)



LABOR ESTIMATE - Waterbury Water Line Project

WBS Code	Task Name	Start Date	End Date	Units	Project Summary															
					Project Sponsor	Project Manager	Project Technical Lead	Project Designer/CAD Support	Project Designer	Engineer	Engineer	Hydraulic Modeling	PIR	PCS						
1	Project Management																			
1.1	Project Administration	2024-11-04	2025-09-26	22.00			16.00													
1.2	Meetings	2024-11-04	2025-09-26	110.00	2.00	4.00	20.00		8.00	20.00										
1.3	QA/QC & ITR	2024-11-04	2025-09-26	8.00	4.00															
Design Services																				
2		2024-11-04	2025-09-29																	
2.1	Preliminary Engineering Report (PER)	2024-11-04	2025-09-29	116.00	2.00		16.00	40.00		24.00										
2.2	Hydraulic Modeling & Analysis	2024-12-02	2024-12-20	40.00		4.00	8.00			8.00		20.00								
2.3	80% Design & Client Review	2025-03-03	2025-06-13	152.00		8.00	30.00	20.00	30.00	32.00										
2.4	100% F&B Design & Client Review	2025-06-16	2025-09-29	95.00		4.00	12.00	20.00	20.00	20.00										
3	Permitting	2024-11-04	2025-09-29	58.00	2.00	12.00	12.00		12.00	20.00										
4	Project Funding Assistance	2024-11-04	2025-09-26	34.00	2.00	8.00	8.00			8.00										
Contract Plans																				
5	Contract Documents	2025-08-04	2025-09-29	102.00		8.00	20.00	20.00	10.00	24.00	20.00									
5.1		2025-08-04	2025-09-29	48.00		8.00	8.00		16.00	8.00	8.00									
5.2	Cost Estimate & Schedule	2025-08-04	2025-09-29																	
Bid Phase Services																				
6		2025-09-01	2025-09-06																	
6.1	Bid Advertisement	2025-09-01	2025-09-06	20.00		2.00	2.00			8.00										
6.2	Pre-Bid Meeting & Contractor Questions (assumes virtual)	2025-09-01	2025-09-06	16.00		4.00	4.00			4.00										
6.3	Issue Addenda (assumes up to 3)	2025-09-01	2025-09-06	16.00		3.00	3.00			6.00										
6.4	Bid Opening	2025-09-01	2025-09-06	4.00		2.00	2.00													
6.5	Bid Analysis & Recommendation Memo	2025-09-01	2025-09-06	22.00		2.00	4.00			8.00										
7	Additional Engineering Services	2024-11-04	2025-09-26																	

Task Type	Hours	Labour	Expense	Subs	Total
Fixed Fee	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	866.00	\$168,428.68	\$29,570.12	\$0.00	\$198,000.00
Total	866.00	\$168,428.68	\$29,570.12	\$0.00	\$198,000.00

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	140.00	\$28,643.02	\$0.00	\$0.00	\$28,643.02
Time & Material	22.00	\$4,536.35	\$0.00	\$0.00	\$4,536.35
Time & Material	110.00	\$22,063.78	\$0.00	\$0.00	\$22,063.78
Time & Material	8.00	\$2,040.91	\$0.00	\$0.00	\$2,040.91
Time & Material	404.00	\$77,697.91	\$978.32	\$0.00	\$78,676.23
Time & Material	116.00	\$23,200.15	\$0.00	\$0.00	\$23,200.15
Time & Material	40.00	\$8,072.00	\$0.00	\$0.00	\$8,072.00
Time & Material	152.00	\$28,759.08	\$0.00	\$0.00	\$28,759.08
Time & Material	95.00	\$17,567.68	\$978.32	\$0.00	\$18,546.00
Time & Material	58.00	\$11,631.87	\$0.00	\$0.00	\$11,631.87
Time & Material	34.00	\$6,836.54	\$0.00	\$0.00	\$6,836.54
Time & Material	160.00	\$28,627.20	\$0.00	\$0.00	\$28,627.20
Time & Material	102.00	\$19,075.68	\$0.00	\$0.00	\$19,075.68
Time & Material	48.00	\$9,451.52	\$0.00	\$0.00	\$9,451.52
Time & Material	80.00	\$16,190.24	\$0.00	\$0.00	\$16,190.24
Time & Material	20.00	\$3,619.20	\$0.00	\$0.00	\$3,619.20
Time & Material	16.00	\$3,169.92	\$0.00	\$0.00	\$3,169.92
Time & Material	16.00	\$3,394.56	\$0.00	\$0.00	\$3,394.56
Time & Material	4.00	\$806.68	\$0.00	\$0.00	\$806.68
Time & Material	22.00	\$4,039.68	\$0.00	\$0.00	\$4,039.68
Time & Material	0.00	\$0.00	\$28,691.80	\$0.00	\$28,691.80



Kate Donnelly  
Associate General Counsel  
Safety, Health & Environmental

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USA

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[Kate.Donnelly@unilever.com](mailto:Kate.Donnelly@unilever.com)

October 4, 2024

VIA EMAIL &  
UPS DELIVERY

Ms. Heather Collins  
Pretreatment Coordinator  
Vermont Agency of Natural Resources  
Department of Environmental Conservation  
Watershed Management Division  
Wastewater Management Program  
Davis 3, 1 National Life Dr  
Montpelier, VT 05620-3522

Mr. Alec Tuscany  
Town and EFUD Engineer  
Waterbury Wastewater Department  
187 US Route 2  
Waterbury, VT 05676

RE: **Ben & Jerry's Homemade, Inc., Waterbury Plant  
Permit No. 3-0404**

Dear Ms. Collins and Mr. Tuscany:

By this letter Ben & Jerry's Homemade, Inc. ("B&J" or "the Company") is disclosing some permit compliance concerns resulting from a recent internal

compliance review. I am Environmental Counsel for B&J and its parent company, Conopco, Inc. d/b/a Unilever.

Specifically, after finding that the Company's discharge monitoring reports ("DMRs") for June and July 2024 ("JJ DMRs"), were not posted on the VT Agency of Natural Resources ("ANR") system, our team requested more information from our Chief Wastewater Treatment Operator "the Operator". At that time, the Operator indicated that he submitted JJ DMRs, but there was probably a computer glitch.

Recently, B&J began a deeper review and determined that Operator has not been able to produce the following 2024 records:

- JJ DMRs, and August DMR
- Underlying TSS data for the JJ DMRs
- 2024 Phosphorus effluent lab data, and
- ANR on-line submission receipt emails.

As a further complication, the Operator has not reported to work and applied for leave. In the interim, Randy Thompson, our former operator, has resumed his old duties on a temporary basis. Mr. Thompson's operational certifications are up-to-date, and he is helping us improve our management systems to ensure compliance and accurate reporting.


Please note that in April 2024, Environmental Resources Management, a reputable consultant, conducted an in-depth environmental compliance audit and these issues were not identified, so we are hopeful that these gaps are limited to the summer 2024. In the interim, B&J is also hiring another independent environmental consultant to complete an in-depth review of wastewater pretreatment compliance as well as some of the other tasks performed by the Operator. That audit will be shared with you upon completion.

In closing, I would like to assure you that no one is more concerned about these potential compliance gaps than the Company's management. To ensure trust and transparency, we are providing this self-disclosure and will cooperate diligently with your staff to ensure consistent compliance and integrity.



If you have any questions, please feel free to contact me at (201) 286-3612, Andrew Lewis, Head of B&J Factories at (802) 540-5959, or Roy Cook, B&J Safety, Health & Environmental Manager at (802) 585-9939.

Sincerely,

DocuSigned by:  


860FC939852B4DE...

**Kate Donnelly**  
Associate General Counsel  
Safety, Health & Environmental

# Waterbury Water Monthly Report September 2024

## Items of Interest

Sampling

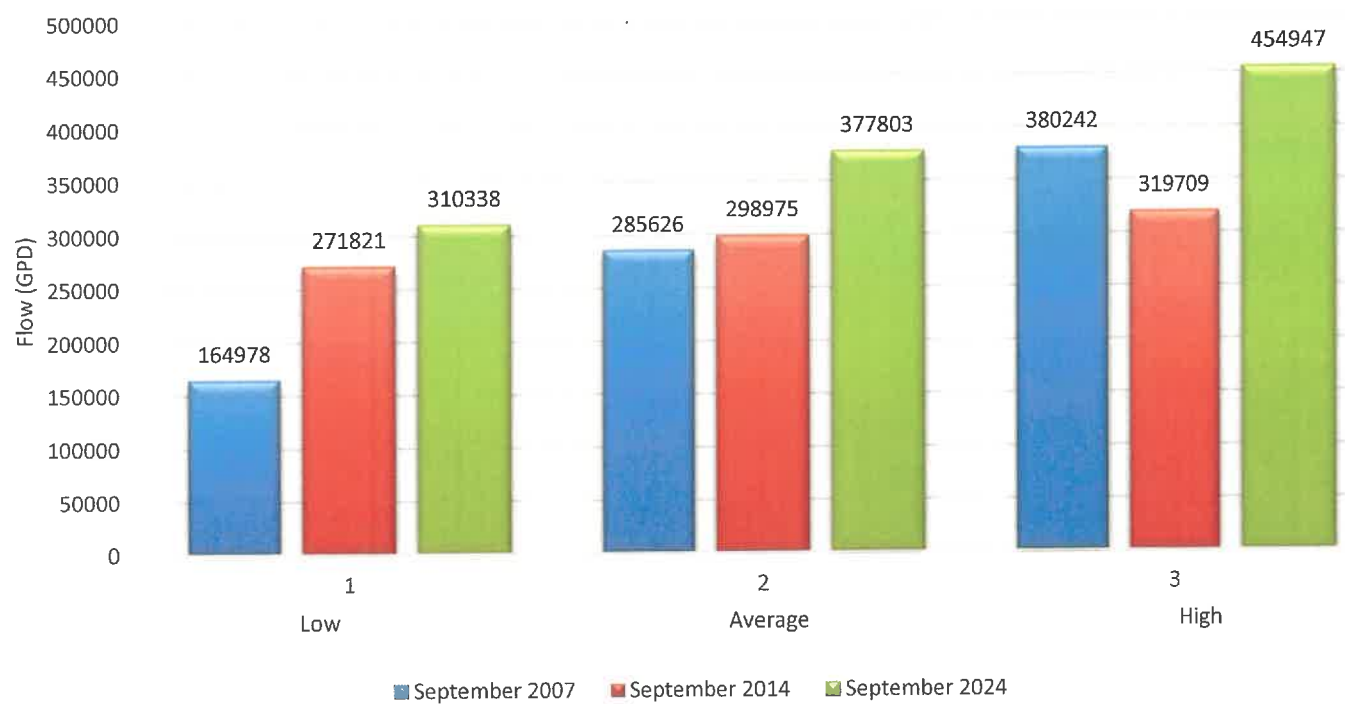
Maintenance

Weather

## Flow Data

High Day	Low Day	Average Day	Peak Flow
09/16/2024	09/01/2024		09/06/2024
454947 Gallons	310338 Gallons	377803 Gallons	1197 GPM

Low, Average and High Flow (GPD) for September 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. Per the state monitoring schedule, the Water Dept. tested for Nitrates those tests have come back favorable. Lead and Copper testing kits have been taken to Endyne for testing and those results have also come back favorable.

## Maintenance

Throughout the month Kyle and Grant spent a considerable amount of time inspecting and exercising all but four hydrants in Duxbury and Moretown.



September 4<sup>th</sup> the Water Department Assisted the Wastewater Department with a sewer service line repair at 81 S Main St.





September 5<sup>th</sup> Paul Sestito from Vermont Rural Water helped to find a service line at 29 High St.

September 11<sup>th</sup> the Water Department investigated a noisy water meter on Kneeland Flats. The water meter was found to be in good working operation. The noise appeared to be coming from the pressure reducing valve. The user was advised to seek help from a plumber to resolve the issue.

September 16<sup>th</sup> a water main break was found on Moulton Farm Rd. The water main was shut down until the repair could be made. The water main was repaired on the 17<sup>th</sup>. A boil water notice was issued once the water main was recharged. Coliform samples were collected from three houses on Moulton Farm Rd and taken to Endyne. Two of the three samples came back favorable and the third did show the presence of total coliform. That location was retested and once again came back with the presence of total coliform. Upon further inspection it was found that the sink used to collect those samples had a screen that had collected some debris.

A coliform sample was taken from a different sink in the house. That sample came back from Endyne absent of total coliform. The homeowner was advised to contact a plumber to come up with a strategy to ensure the safe use of their kitchen sink. The boil water notice was lifted on September 20<sup>th</sup>.



September 23-25<sup>th</sup> the Water Department assisted the Wastewater Department with manhole structures on Union St. due to the upcoming repaving. On the 30<sup>th</sup> the Water Department was back on Union St with the Wastewater, and Highway Department for final preparations of manhole structures and catch basins that were dislodged during milling.

## **Weather**

During the month of September there was 2.68 inches of rain fall. The temperatures ranged from 43.0°F as the low and 84.9°F as the high. Our average temperature for the month was 60.7°F. Humidity high was 97% and the low was 43% with an average of 80%.

# **Wastewater Progress Report**

## **September 2024**

- **Process and Operations:**

- Process running well and meeting permit limits.
- Applied 74,172 gallons of sludge to drying beds.
- Field brush hogging completed.
- Removed 13.72 tons of stored sewer grit to landfill in Coventry.
- Annual sludge depths taken. Lagoon 1 sludge blanket increase of 10.2 inches. Lagoon 2 increase .52 inches. Lagoon 3 increase 23.97 inches.
- Working with a contractor to get estimate for doing a lagoon cleanout on Lagoon 3 approximate sludge volume is 850,000 gallons
- September 2024 Flows:
  - Influent average: .166 MGD
  - Influent total: 4.975 MG
  - Effluent average: .354 MGD
  - Effluent total: 4.252 MG
  - Precipitation: 2.75 inches/month
  - Maximum daily precipitation: 1.12 inches
  - Discharging days/month = 12

- **Collection System:**

- Replaced concrete risers, frames and covers on Union St manholes before paving.
- Found paved over MH 121 on Union St. New frame and cover, pavement patched.
- Annual fall pump station maintenance performed by LWR- no issues found.
- Fall jetting and MPS cleanout scheduled for October.S

- **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- Completed
- 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 Commission Meeting

Wednesday, September 11, 2024  
4:30pm Steele Community Room

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

\*\*\*\*\*

The monthly meeting of the Edward Farrar Utility District was called to order at 4:36pm.

### APPROVE AGENDA

T. Leitz asked the board to consider discussing the Waterbury Selectboard's approval of the UDAG Loan Committee.  
R. Weston made the motion to approve the agenda with the addition of the Selectboard approval.  
B. Finucane seconded the motion.  
A vote was taken and passed unanimously.

### SHOOTING IN THE WATERSHED

A Waterbury resident has expressed their concern about shooting in the watershed.  
Public Works Director, B. Woodruff explained there was once a shooting range in the area ... until it was bulldozed several years ago ... but hunters still do target practice in the area.  
\* There was much discussion on posting the area (i.e.; Public Land. Recreation area used for hiking, biking, etc.. Please be respectful. Please be responsible.)  
\* R. Weston suggested the Town Manager speak with the town's lawyer for the proper wording. T. Leitz agreed.  
\* C. Parks will check with other Surface Water Public Water Systems in the region. (i.e.; Rutland, Barre City, Montpelier, Bennington, Brattleboro, etc.)

### KNEELAND FLATS TRAILER PARK

\* Approximately 1425 feet of pipe has been laid and has passed the pressure test and two coliform tests.  
\* Hydrants are being installed  
\* The park owners have started digging for a possible community septic system

### FLOOD REDUCTION

\* An application has been submitted to FEMA for a broader hydrology study; property along the Winooski River from Jenny Davis Road to the Ice Center including land around the waste water plant ... then up Thatcher Brook towards Guptil Road.  
\* An application has also been submitted for a trash pump ... along with armoring the lagoons.  
\* T Leitz expressed the desire for the town to take ownership of the Corn Field (behind Randall Street).

### WOODY AVENUE (CURRENTLY REFERRED TO AS ARMORY AVENUE)

\* Waterbury's Zoning Administrator has been asked about the possibility of developing the land on the south side of Woody Avenue for housing.  
\* Due to an agreement with Brookside Elementary School the parking lot has to stay on the south side of Woody Avenue.  
\* The storage building currently on the property is an older building with an asbestos roof ... and is used - primarily by the Highway Department - for storage of equipment.  
\* Prices for demolishing the building, reconfiguring the parking lot, putting sewer in are being put together.

It should be noted, the property along Woody Avenue is TOWN property.

### UDAG MEMBER AT LARGE

- \* Waterbury resident Anne Imhoff has submitted an application to be considered for UDAG Loan Committee Member At Large.
- \* Roger Clapp has expressed his interest in representing the Waterbury Selectboard on the UDAG Loan Committee.
- \* The Member At Large will be selected by the Edward Farrar Utility District.
- \* EFUD board members asked T. Leitz to advertise for the position ... with September 20th being the deadline for applications.

The Waterbury Ambulance Service has submitted a UDAG Loan application for \$400,000

### OUTSTANDING EFUD ACCOUNTS

- \* In July, Shut-Off Notices were delivered to people with long overdue EFUD accounts. Those notices resulted in most people paying off or reducing their past due balances.
- \* T. Leitz suggested another round of Shut-Off Notices - prior to winter.

### MONTHLY REPORTS

The EFUD board reviewed reports from both the Water and Waste-Water Departments.

B. Woodruff provided an update on the Route 100 project ... and, at the next EFUD meeting, will have the cost it will take to complete the preliminary engineering.

### MINUTES OF THE MEETINGS (FROM 8/12/2024)

- R. Weston made the motion to approve the Minutes of the Meeting from August 12th as written
- B. Finucane seconded the motion
- A vote was taken and passed unanimously.

At 6:22pm, B. Finucane made the motion to adjourn the meeting.  
N. Sherman seconded the motion  
A vote was taken and passed unanimously.

\*\*\*\*\*

- \* Next meeting of the Edward Farrar Utility District: October 9, 2024
- kia