

**MINUTES OF THE ANNUAL MEETING  
OF THE  
EDWARD FARRAR UTILITY DISTRICT  
WEDNESDAY MAY 14, 2025**

**Board of Commissioners:** P. Howard Flanders, Chair; Robert Finucane, Cynthia Parks, Natalie Sherman, Rick Weston

**District Staff:** Tom Leitz, Manager; Karen Petrovic, District Clerk; Bill Woodruff PWD; Tony Millus, Wastewater; Grant McCracken, Water Department; Kyle Guyette, Water Department;

**Public:** Anne Imhoff, Kenny Ryan - EFUD Water Dept Staff, Sally Dillon, Gary Dillon, John Woodruff III, John Woodruff IV, Charlotte Strasser, Tom Gloor, Kate Woodruff, Valerie Rogers, Mike Bard, Lisa Scagliotti – Waterbury Roundabout, Roger Clapp

P. Howard Flanders called the 7<sup>th</sup> Annual Edward Farrar Utility District meeting to order at 7:30pm

P. Howard Flanders opened the meeting with the Pledge of Allegiance

**Rick Weston moved to nominate P. Howard Flanders as Moderator which was seconded by Robert Finucane. A floor vote was held supporting P. Howard Flanders as the moderator and passed unanimously.**

P. Howard Flanders made a presentation honoring Bill Woodruff as noted in the Edward Farrar Utility District Annual Report. Bill Woodruff introduced all the staff including the water and wastewater operators present at the meeting.



Bill Woodruff and P. Howard Flanders  
Photo courtesy of Lisa Scagliotti

**Article 1:** To act on the reports of the officers of the Edward Farrar Utility District. **Kenny Ryan made a motion to approve the reports of the District officers. Sally Dillon seconded the motion.** Discussion followed including progress on the Downstreet Housing building currently under construction at 51 South Main Street. The extension of the Route 100 water line in Waterbury Center from Guptil Road to Route 100 passing through East Wind Drive and the

Kneeland Flats Mobile Home Park recently completed an infrastructure upgrade. By consensus, Tom Leitz was permitted to speak for the remainder of the meeting. Tom Leitz outlined the sale of the Fiske property to the Edward Farrar Utility District. The opportunity to purchase the property was favorable largely due to springs and water infrastructure that existed on the property as well as the District recently completing a legal battle with another property owner over spring rights. The three floods did not rise to a level of a FEMA event, however, catch pans attached to manholes in the floodplain would assist in mitigating future flooding. The wastewater department has purchased several dozen of these to be installed. There is an active grant application for a flood study on the fields behind the wastewater treatment plant. There was a brief discussion about the rate increases that were necessary. As detailed on page 14, there were times when EFUD had a negative cash balance. Tom Gloor suggested items such as the catch pans and the EFUD lagoon walls should be considered as part of the infrastructure that LOT (Local Options Tax) for the Town of Waterbury pays for. Tom Gloor would like to see EFUD work with the Select Board to allocate funds from the LOT for these types of upgrades. Tom Leitz highlighted page 19 of the annual report stating many of the funds were for Village of Waterbury properties and property tax revenue. Now that all the properties have been transferred to the Town of Waterbury, Articles 4 & 5 are for the purpose of consolidating 4 reserve funds into 2 reserve funds. Tom Gloor asked for an explanation of the allocation fees collected by the departments. Tom Leitz explained the process of collecting allocation fees when a new property connects to the water and/or wastewater systems or increases their use causing, an increase to allocation fees. They are very difficult to budget in anticipation because development is not always known in advance. Valerie Rogers asked if RW taking over the revolving loan fund will be discussed at a regular EFUD meeting. Yes, that will be discussed in an upcoming EFUD meeting.

**A floor vote was held; the motion passed unanimously.**

**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 28 votes cast by Australian ballot, the results of Article 2 are as follows:

For District Commissioner for a term of one year:

Natalie Sherman:	27
Rick Weston:	24
Blank:	0
Write-Ins:	2

For District Commissioner for a term of three years:

Cynthia Parks:	27
Blank:	0
Write-Ins:	0

**Article 3:** To set the compensation of the District officers for the ensuing year as follows: \$3,000 for the District Clerk/Treasurer, \$2,000 for the Chair, and \$1,500 for each District Commissioner.

**Anne Imhoff made a motion to make compensation for officers for the ensuing year be set as follows: \$3,000 for the District Clerk/Treasurer, \$2,000 for the Chair, and \$1,500 for each District Commissioner. The motion was seconded by Roger Clapp.** Rick Weston stated the levels of compensation had not been increased in years and in the future, the commissioners would be better suited to keep in line with inflation. **A floor vote was held and the motion passed unanimously.**

**Article 4:** To see if the District will authorize the Commissioners to combine the Property Management Fund with the Water and Wastewater Capital Reserve Funds. **Natalie Sherman moved the District Commissioners be authorized to combine the Property Management**

**Fund with the Water and Wastewater Capital Reserve Funds. Rick Weston seconded the motion.** Roger Clapp wondered if any consideration would be made to move funds to the Town of Waterbury now that the parks and properties are being maintained by the Town of Waterbury. **A floor vote was held and the motion passed unanimously.**

**Article 5:** To see if the District will authorize the Commissioners to combine the General Capital Reserve Fund with the Water and Wastewater Capital Reserve Funds. **Cindy Parks moved the District Commissioners be authorized to combine the General Capital Reserve Fund with the Water and Wastewater Capital Reserve Funds. The motion was seconded by Rick Weston.** Being no discussion, **a floor vote was held and the motion passed unanimously.**

**Article 6:** To see if the District will authorize the Commissioners to engage a professional to identify and evaluate the advantages and disadvantages of continuing as a separate and distinct municipal Utility District, with costs paid for by District reserve funds. **Gary Dillon moved the District Commissioners be authorized to engage a professional to identify and evaluate the advantages and disadvantages of continuing as a separate and distinct municipal Utility District, with costs paid for by District reserve funds. The motion was seconded by Tom Gloor.**

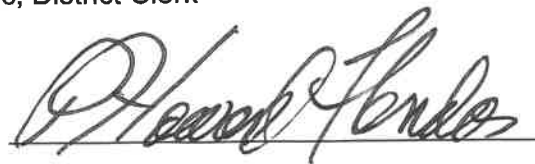
Tom Gloor thanked the Commissioners for placing this article on the warning stating he believes an outside source to conduct an independent report is good idea. There is no estimated cost at this time nor is there a timeline for the report to be completed. The District would create an RFP and anticipates a budget of roughly \$25,000 for the project. The report, once completed, would be a public report and available to the public to review. Roger Clapp thanked the Commissioners for believing an informed report, whether it is completed in 2025 or available in 2026 is worth completing.

Kenny Ryan stated an informal assessment was conducted saving only \$10,000 so why pursue this further? He also expressed concerns that non-water and wastewater customers in the Town of Waterbury would have a voice in decision making related to water and wastewater projects. Tom Leitz stated he did not get deep enough into the work to make a recommendation and believes engaging with an un-bias professional could better inform a decision whether a merger is valuable to the community and worth further engagement. **A floor vote was held; the motion passed with one nay.**

**Article 7:** To do any other business that may legally come before the meeting. **Gary Dillon made a motion to adjourn which was seconded by Bob Finucane and passed unanimously.**

Respectfully submitted,  
Karen Petrovic, District Clerk

Approved By:



Date:

