Edward Farrar Utility District

Commissioners Meeting

Wednesday, June 11, 2025
Steele Community Room, 28 North Main Street, Waterbury, VT

Attendance: P.H. "Skip" Flanders, Natalie Sherman, Bob Finucane, Cindy Parks, Rick Weston
Staff: Tom Leitz, Bill Woodruff, Kia Winchell Nealy
Zoom: Kenny Ryan, Liz Scagliotti, T. Gloor, MalachiBrennan
In Person: Valerie Rogers, Alex Showerman

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The monthly meeting of the Edward Farrar Utility District was called to order at 4:30pm.

AGENDA
R. Weston made a motion to accept today's agenda as presented. B. Finucane seconded the motion. A vote was taken … and passed unanimously.

ORGANIZATION OF THE EDWARD FARRAR UTILITY DISTRICT
R. Weston made the motion to nominate "Skip" Flanders to Chairman of the Edward Farrar Utility District board. B. Finucane seconded the motion. A vote was taken … and passed unanimously.

N. Sherman made the motion to nominate Bob Finucane as Vice-Chairman of the Edward Farrar Utility District board. R. Weston seconded the motion. A vote was taken … and passed unanimously.

N. Sherman made the motion to nominate Karen Petrovic as the Edward Farrar Utility District's Clerk/ Treasurer. B. Finucane seconded the motion. A vote was taken … and passed unanimously.

CONFLICT OF INTEREST POLICY & RULES OF PROCEDURES
T. Leitz - Town Manager - reports there has been no change to the Conflict-of-Interest Policy since last year. The topic will be taken up during a future meeting.

PUBLIC
* B. Woodruff - Public Works Director - announced that The Edward Farrar Utility District has been awarded the Best Tasting Surface Water by Vermont Rural Water Association (VRWA).
* Lisa Scagliotti, editor of Waterbury Roundabout, asked at what temperature were the samples served to the judges. Woodruff admitted he did not know … but all samples were treated equally. Kenny Ryan, and EFUD employee – said that the sample submitted was pulled from his home kitchen faucet.

MINUTES OF THE MEETING FROM MAY 14, 2025
* B. Woodruff asked for a correction to the names of his father and brother in the minutes from the May 14, 2025 meeting. John Woodruff III and John Woodruff IV (not IIII as written).
* In Article 6, Page 3, the EFUD board requested that "non-bias" be changed to "unbiased".
* C. Parks wondered if, under attendance, Kenny Ryan should be listed under District Staff and NOT under Public. T. Leitz felt, because K. Ryan voted as an EFUD customer, he should be listed under public. The board agreed to list K. Ryan attending as part of the public but would indicate he is an EFUD staff member (i.e.; Kenny Ryan/EFUD water department staff).

R. Weston made the motion to approve the minutes as written with the three modifications. B. Finucane seconded the motion. A vote was taken … and passed unanimously.

MUNICIPAL CODE OF ETHICS FOR EFUD
T. Leitz explained that during the 2024 legislative session, a municipal code of ethics was passed, which sets standards for ethical behavior of municipal officers in Vermont and the processes by which allegations of violations of the code will be investigated and resolved. In a memo to the commission, Leitz explained that the

legislation requires, among other things, that municipalities adopt an ordinance that sets out the processes for investigation and enforcement including the means by which complaints can be filed.

There was some discussion as to whether a person could submit a complaint anonymously. T. Leitz recommended that the commission not accept anonymous complaints, because the potential harm of a complaint to the accused, if unjustified, is too great to warrant protection of the complainants identify. Since an ethics complaint has the potential to adversely affect an official's reputation and authority in the community, a complaint should not be made lightly, which, Leitz believes anonymity might encourage. The individual making a complaint should identify her or himself and provide specific details as to the nature of violation

Leitz said he was recently designated complaint recipient. This is fine, he said, because the law requires that the role be filled, but, in his case, only so long as it is temporary. Given the nature of his position in the EFUD and town governance structures, he feels that it is inappropriate for him to fulfil this function in the longer term. He is working with the Waterbury Selectboard to identify another person to be the complaint recipient. There was some discussion among the commissioners and Mr. Leitz about how complaints will be filed and investigated. B. Finucane asked whether the complaint recipient would be immune from legal action as a result of their decisions. T. Letiz said he believes do, since the action is a State requirement, but that he will get an answer to the question and report back at our next meeting.

During this discussion T. Leitz suggested that EFUD could have its own website, separate and distinct from that of the Town of Waterbury, because it is a separate and distinct municipality from that of the Town. He will present a website cost proposal at the next EFUD board meeting. C. Parks suggested a Waterbury town map with an EFUD overlay ... which would indicate where the boundary lines are for water and waste-water customers. Parks will inquire as to the cost of such an overlay.

UDAG LOAN COMMITTEE DISCUSSION

The commissioners discussed the nature and constitution of the UDAG loan advisory committee. Previously, T. Letiz had recommended that, given the administrative complication that municipal open meeting requirements impose on setting and holding meetings of the advisory committee (which are mostly held in executive session) to protect the privacy of loan applicant's financial information.) EFUD should consider contracting (at a nominal fee) the advisory committee functions to a local economic development organization. Preliminary discussions with Revitalizing Waterbury had, in fact, commence.

Commissioners expressed a general desire to retain, to the extent possible, the current open, public nature of the UDAG loan review process. The consensus was that applicant's private information should not be made public, but, as a general matter, the workings of the advisory committee and the decision-making of EFUD, in its role as UDAG administrators, should be transparent. The commission decided, by acclamation, to not pursue a formal agreement with an independent organization to review loan applications and make recommendations, but rather instead to maintain the current approach, with increased information of the commission at the beginning of the process.

T. Leitz and S. Flanders will development draft updates of the EFUD UDAG loan policy for the commissioner's consideration.

UVM WATERSHED STUDY

C. Parks updated fellow board members on the UVM Student Watershed Project that was conducted this past winter. She reported a major work file was submitted to a public domain file ... but she and B. Woodruff take issue with some of the information. Before this information could be removed from public domain several EFUD users saw it and questioned their concerns about the quality of our water. Parks suggested it can be discussed further in Executive Session.

Parks expressed her concern about being at a point where EFUD needs to make an informed decision as to where they're going with the recreation use in the watershed. She appreciates the signage that was recently installed ... and asked others what they would like to see for resources that would be helpful in protecting the area. One resource would be meeting with the Stowe Land Trust Executive Director. They have managed land with recreation trails and he understands the sensitivity of the area.

T. Leitz introduced Alex Showerman, director of WATA (Waterbury Area Trails Association) and mentioned there is a parcel of land away from surface streams ... and wondered if that land could be utilized, then close the trails close to the streams. Perhaps bikers might be more receptive of the changes if WATA put their stamp of approval on the project.

T. Leitz also suggested since there is in excess of 400 acres of land, perhaps we don't need all the land ... the Town could sell the land with restrictions ... focusing less on land management and more on watershed management.

Flanders asked why mountain bikes even need to be in the water shed. C. Parks would like the opportunity to meet with the Stowe Land Trust, Vermont Dept. of Forest Parks and Recreation, WATA, Stowe Trail Association, and others to hear their point of views.

A. Showerman reports that Waterbury actually has fewer miles of trails than other towns. Vermont Mountain Bike Association claims Waterbury has 15 miles of trails ... where other towns have up to 30 miles. (VMBA has 28 chapters in Vermont ... and WATA is one of those chapters.) WATA does not build the trails ... but acts as a resource for the Town and the trail system. WATA was founded in 2015 to manage the mountain bike trails multiuse trails at Perry Hill ... which were the first state sanctioned trails in Vermont ... and WATA is the chapter that maintains those trails ... along with offering stewardship, maintenance, and education. WATA does not act as "trail police".

When questioned about the Little River State Parks trail system, A. Showerman claims the trails can be ridden in less than an hour ... and says the State of Vermont is interested in expanding the trail system. WATA will be doing a full assessment on the process... and would like support for the town of Waterbury to build trails within the Little River State Park.

WATER AND SEWER BILLS

S. Flanders thanked the EFUD staff for including the usage of water in gallons back on the water and waste-water invoices.

EFUD CHARTER STUDY

* T. Leitz has put together a request for proposal.
* R. Weston looked at it and is happy that the proposal focuses on the instruction to evaluate the pros and cons of the current governing structure.
* S. Flanders says this is not meant to be a merger proposal ... but rather a look at what is going on ... an informational piece to show what EFUD really does ... and believes it's worth explaining and having someone else write it up.
* C. Parks – how do you determine that?
* R. Weston – we've been asked to investigate the question.
* B. Finucane notes the audit report says how much our stuff is worth ... of course the replacement cost would be higher. For notes on RFB we should include polling how people feel.
* R. Weston asked who would we poll.
* B. Woodruff says paragraph 3 should say 300,000 gallons of water (not 200,000)
* T. Gloor chimed in and suggested EFUD managers try to get a proportionment of the Local Option Tax
* T. Leitz mentioned the charter reflects the old village boundaries. Perhaps there should be a charter change included for water users.
* S. Flanders says we will continue the EFUD Charter change discussion at the next meeting.

DEPARTMENT REPORTS

* B. Woodruff reported a water pipe-liner has been inserted between manholes #121 and #122 on Union Street.
* The leak on Howard Avenue in Waterbury will be fixed by Thursday morning (6/12/2025), if all goes well. A non-corrosive HDEP pipe has been fused.
* Attorneys for Oakwood Estates of Blush Hill have asked if the EFUD board would consider taking over their water system.
* Finally, an EPA grant has been submitted for the Route 100 expansion project. Engineers have been selected. Archeology work has been done. A phase 1 study is necessary. The project will go out to bid the beginning of 2026.

EXECUTIVE SESSION

At 6:52pm, R. Weston motioned that a specific finding that premature general public knowledge would clearly place the public body involved at a substantial disadvantage. B. Finucane seconded the motion. A vote was taken ... and passed unanimously.

R. Weston then made a motion to enter into executive session for the purposes of discussion a labor relations agreement with employees. C. Parks seconded the motion. A vote was taken ... and passed unanimously.

At 7:14pm, C. Parks made a motion to exit executive session. B. Finucane seconded the motion. A vote was taken ... and passed unanimously.

ADJOURN

At 7:15pm, C. Parks made the motion to adjourn this evening's meeting. B. Finucane seconded the motion. A vote was taken ... and passed unanimously.

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Next meeting of the Edward Farrar Utility District – July 9, 2025
kia

Edward Farrar Utility District
Commissioner's Meeting

Wednesday June 11, 2025
4:30 pm in the Steele Room
28 North Main St, Waterbury VT
Zoom Information
Meeting ID: 822 9251 7551
Passcode: 053700
Dial in Information: 1 305 224 1968

Agenda

4:30 pm	Call to Order/Approve Agenda
4:30 pm	Organization of the Commission and appointment of Clerk/Treasurer for the Ensuing Year
4:40 pm	Consider adoption of Conflict of Interest Policy and Rules of Procedures for the Commission
4:50 pm	Public
4:55 pm	Consider Minutes of Annual Meeting May 14 meeting.
4:50 pm	Presentation and discussion on Municipal Code of Ethics for the Edward Farrar Utility District
5:55 pm	Continued Discussion on organization of UDAG Loan Review Committee.
5:15 pm	Update on UVM Watershed Project and consider regulation of recreational uses in EFUD watershed.
5: 35 pm	Water and sewer Bills NEW RATES ADDED BY KIA.
5:45 pm	Discussion on Study of Advantages and Disadvantage of EFUD Charter and operation to EFUD users and voters
6:05 pm	Department Reports and update
6:15 pm	Executive Session for discussion on Union Contract.
6:45 pm	Adjourn

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 7th 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: _____

Memo

Date: 6/10/25

From: Tom Leitz

To: District Commissioners

Re: Ethics Requirements

The District must remain in compliance with recent legal changes related to ethics. During the 2024 legislative session the Municipal Code of Ethics was passed, which imposed ethics requirements on all municipalities in Vermont. One of those requirements involves a form allowing for individuals to submit ethics complaints to the District. Another requirement is an adopted local law that details the ethics investigation and enforcement process.

With the help of the Vermont League of Cities and Towns I have developed an ordinance for your consideration, along with the ethics complaint form. The complaint form is a fillable PDF and can be completed and filed electronically.

Please specifically note the complaint form does not allow for anonymous complaints. I do strongly recommend that complaints should not be accepted by anonymous sources. I believe an ethics complaint has the potential to impact an elected official's authority in the community. For an employee, the result of a complaint investigation, at its most serious, could lead to termination. Given the potential implications of an alleged ethics violation, I believe it is paramount that the individual making the complaint both identify themselves, and provide specific details as to the nature of the violations.

Edward Farrar Utility District
CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE

SECTION 1. AUTHORITY.

This ordinance is adopted by the Commissioners of the Edward Farrar Utility District under authority of 24 V.S.A. § 1997.

SECTION 2. PURPOSE.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics, or the District's Conflict of Interest Policy, and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. DEFINITIONS.

A. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.

B. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.

C. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics or the Conflict of Interest Policy.

D. "Municipal Officer" or "Officer" means:
   1. any member of a legislative body of a municipality;
   2. any member of a quasi-judicial body of a municipality; or
   3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
      a. district manager;
      b. clerk;
      c. treasurer;
      d. collector of delinquent taxes;
      e. department heads;
      f. district commissioners;
      g. moderator;

E. "Public body" means any board, council, or commission of the District, any board, council, or commission of any agency, authority, or instrumentality of the District, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. COMPLAINTS.

A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the District.
B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient using the District's Municipal Ethics Complaint Form.
C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the District Manager
E. No person will be adversely affected in either their volunteer or employment status with the District as a result of bringing a Municipal Ethics Complaint.

SECTION 5. ENFORCEMENT. If the Designated Complaint Recipient, or the District Manager in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, they will refer the complaint to the Legislative Body for immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:

    1. The Chair of the District may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the District and the Municipal Officer together constitute a quorum of a public body.
    2. The Commissioners may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Commissioners may admonish the offending Municipal Officer in private.
    3. The Commissioners may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
    4. Upon majority vote in an open meeting, the Commissioners may request (but not order) that the offending Municipal Officer resign from their office.

B. **Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Commissioners may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Commissioners may choose to remove an appointed Municipal Officer from office, subject to state law.

C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the District, the District Manager may take any disciplinary action, up to and including termination, in accordance with the District's personnel policy.

SECTION 6. APPEALS.

A decision of the District may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the District's personnel policy.

SECTION 7. OTHER LAWS.

This ordinance is in addition to all other ordinances of the District and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

SECTION 9. EFFECTIVE DATE. This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

Adopted this ____ day of _____, 20____.

Commissioners for the Edward Farrar Utility District

_____ _____

_____ _____

_____

Official Use Only: Date Received:

Edward Farrar Utility District
MUNICIPAL COMPLAINT FORM

The Edward Farrar Utility District has authority to accept, review, investigate, and track complaints regarding alleged violations of the Vermont Municipal Code of Ethics. 3 V.S.A. § 1223(b). Complaints alleging violations of the District's Conflict of Interest policy can also be filed using this form.

Anonymous complaints **are not accepted**

Your Contact Information

Type or print clearly

Your name:

Address:

City/Town:

State: Zip: Email:

Telephone(s):

Attach additional pages as necessary.

1. Who is this complaint against? Include their name, job title or position, and municipality. Please file a separate complaint form for each person you are complaining against.

2. Date(s) of the alleged violation(s):

3. How has this person violated the provisions of the statewide Municipal Code of Ethics or the District's ethics policies? Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

4. Please indicate which provision(s) of the Municipal Code of Ethics or the District's policies you believe have been violated.

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

7. Is there anything else the investigating authority for the Edward Farrar Utility District should know about this complaint?

Attach additional pages as necessary.

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

_____ Date: _____

(Signature-electronic signatures accepted)

Submit to the District Manager: tleitz@waterburyvt.com. Enter "Ethics Complaint" in the subject line.

If you wish to submit your complaint by regular mail, please send to:

Thomas Leitz
28 North Main Street, Suite 1
Waterbury, VT 05676

Edward Farrar Utility District

Quarterly Water Rates & Charges

Effective May 1, 2025

"VILLAGE" USER FEES PER 100 CUBIC FEET (cf) BASED ON QUARTERLY METER READINGS

Non-Metered Service	$38.22
First 1,499 cubic feet	$2.23 per 100 cf
1,500 to 4,999 cubic feet	$2.88 per 100 cf
5,000 to 24,999 cubic feet	$3.38 per 100 cf
25,000 to 174,999 cubic feet	$3.69 per 100 cf
175,000 cubic feet and above	$7.65 per 100 cf

NON "VILLAGE" USER FEES PER 100 CUBIC FEET (cf) BASED ON QUARTERLY METER READINGS

Non-Metered Service	$38.22
First 1,499 cubic feet	$2.88 per 100 cf
1,500 to 4,999 cubic feet	$3.51 per 100 cf
5,000 to 24,999 cubic feet	$4.21 per 100 cf
25,000 to 174,999 cubic feet	$4.85 per 100 cf
175,000 cubic feet and above	$9.56 per 100 cf

WATER BASE CHARGES

Residential – Each customer shall pay a base charge of $50.97 per billing period for each residential unit assigned to that water account, in addition to the charge for metered water use or non-metered charge.

Non-residential – Each customer shall pay a base charge of $50.97 per billing period for each 200 gallons per day of water capacity allocated to that water account, in addition to the charge for metered water use or non-metered charge.

Commercial – Each customer shall pay a base charge of $50.97 per billing period for each 200 gallons per day of water capacity allocated to that water account, in addition to the charge for metered water use or non-metered charge.

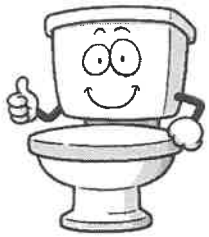
OTHER CHARGES

Luce Bond Rate - Each customer on the former Waterbury Center Water Works (Luce System) will have the same charges as non-village user fees and will also have a flat charge per connection of $29.89 per billing period.

Mobile Home Rate – Instead of metered service, each mobile home will be issued a non-metered mobile home rate of $38.22 per billing period.

Edward Farrar Utility District

Quarterly Sewer Rates & Charges



Effective May 1, 2025

USER FEES PER 100 CUBIC FEET (CF) BASED ON QUARTERLY METER READINGS

Non-Metered Service	$ 46.82
First 1,499 Cubic Feet	$ 3.91 per 100 cf
1,500 to 4,999 cubic feet	$ 4.37 per 100 cf
5,000 to 24,999 cubic feet	$ 5.07 per 100 cf
25,000 to 112,499 cubic feet	$ 5.85 per 100 cf
112,500 cubic feet and above	$11.72 per 100 cf

SEWER BASE CHARGES

Residential – Each customer shall pay a base charge of $62.44 per billing period for each residential unit assigned to that sewer account, in addition to the charge for metered sewer use or non-metered charge.

Non-Residential - Each customer shall pay a base charge of $62.44 per billing period for each 200 gallons per day of sewer capacity allocated to that sewer account, in addition to the charge for metered sewer use or non-metered charge.

Commercials – Each customer shall pay a base charge of $62.44 per billing period for each 200 gallons per day of sewer capacity allocated to that sewer account, in addition to the charge for metered sewer use or non-metered charge.

QUARTERLY WATER & SEWER BILLING PERIODS

Readings:	Last Week of January	Last Week of April	Last Week of July	Last Week of October
Covers:	Nov 1 – Jan 31	Feb 1 – Apr 30	May 1 – Jul 31	Aug 1 – Oct 31
Bills Mailed:	by February 20th	by May 20th	by August 20th	by November 20th
Due Dates:	**March 20th**	**June 20th**	**September 20th**	**December 20th**

Request for Proposals

Edward Farrar Utility District

Background

In 1882 the Fire District #2 of Waterbury petitioned the State Legislature to approve a charter that created a water system to serve the Village and provide fire protection. A water system was first approved by the voters in 1895, and in 1907 voters approved the construction of a sewer system. The creation of the charter was founded on the simple principal that users of the system were voting and paying members.

Major upgrades to the water system were completed in the 1990s, and the sewer plant was upgraded in 2014. The water and sewer systems remained under the oversight of the Village of Waterbury until 2018.

The Edward Farrar Utility District (EFUD) is a chartered municipality (24 V.S.A. Chapter 705) that was created when the Village of Waterbury was dissolved on June 30, 2018. EFUD owns and operates water and wastewater infrastructure that serves residents of the former Village of Waterbury, along with select water customers in the Towns of Waterbury, Duxbury and Moretown. EFUD typically produces 200,000 gallons of potable water per day, and treats 250,000 gallons of wastewater.

EFUD directly employs a total of 5 full-time staff that work in water treatment and distribution, and wastewater collection and treatment.

EFUD also employs a public works director and an engineer whom are shared with the Town of Waterbury. Similarly, the Town of Waterbury employs a Tax and Utility Billing Clerk, a Business Manager, Administrative Assistant, and a Municipal Manager, all whom also provide services to EFUD. In these instance the municipalities reimburse each other for their respective share of expenses. These staff are housed in the Waterbury Municipal Office Building, which is a shared facility between the Town and EFUD.

When EFUD was established it retained ownership of all lands formerly owned by the Village of Waterbury, which included parks and the site of the former Village Hall at 51 South Main Street. Since then EFUD has transferred all land to the Town of Waterbury, except for those lands which contain significant water and wastewater infrastructure. EFUD retained ownership of 51 South Main Street until January of 2025, at which point the land was sold to Downstreet Housing and Community Development and is the site of a low-income housing development.

While EFUD is a separate legal entity from the Town of Waterbury, persistent and consistent questions remain about the possibility of a merger. Indeed, prior to the establishment of EFUD when the Village of Waterbury existed there was considerable community debate about a merger. For a full history, please see the 2017 annual report for the Village of Waterbury (https://www.waterburyvt.com/fileadmin/files/Town_clerk_files/Waterbury_Village_Report_2017.pdf)

At EFUD's annual meeting on May 14, 2025, the voters voted in the affirmative on the following question:
"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."

The District is seeking a consulting to conduct a fact based analysis to provide an answer to the question. Please note the following scope of services, by design, does not include any references to a potential merger with the Town of Waterbury. Rather, the EFUD Commissioners are seeking a narrow scope that is limited to answering the question approved by the voters.

Scope of Services

(1) A review of the current charter for EFUD.

(2) Work with EFUD staff to estimate the values of the land, water and sewer infrastructure, and other assets owned by EFUD.

(3) Review the current operational and management practices of the utility district, including the process by which new water and sewer lines can be added to the system.

(4) Identify the distinct differences in the authority of voters within a distinct utility district, versus those who occupy a town that also provides water and sewer services. Conduct an identical exercise with respect to the authority of the respective governing bodies.

(5) From the review of items 1-4 above, identify any operational and/or management practices that create advantages or disadvantages to the ability of EFUD to provide reliable service to its customers, and/or to adequately provide for maintenance and improvement to the system in the future. Identify any advantages or disadvantages that EFUD voters have as members of a limited utility district.

Waterbury Water Monthly Report April 2025

Items of Interest

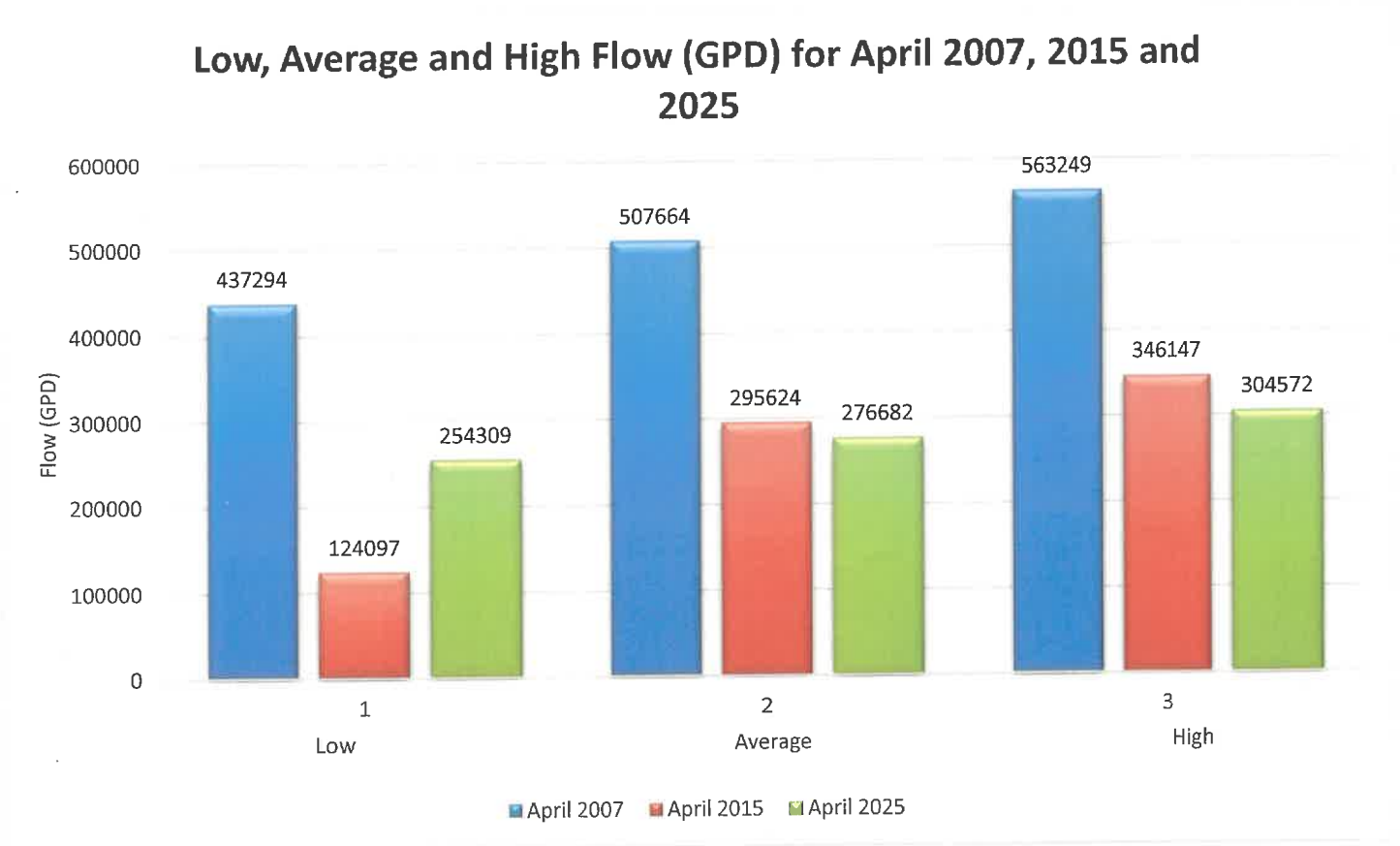
Sampling

Maintenance

Weather

Flow Data

High Day	Low Day	Average Day	Peak Flow
4/29/2025	4/20/2025		4/6/2025
304572 Gallons	254309 Gallons	276682 Gallons	882 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

April 2nd – Water Department staff conducted the first of two recycle tank clean outs for the year. The water and sludge discharged to the drying bed was monitored and tested in adherence to the updated discharge permit requirements. All testing has come back favorable and there were no discharge permit violations.

April 7th – Forest Anderson from Vermont Rural Water was at the Treatment Plant to conduct an EPA Cyber Security Assessment. This Assessment is a new requirement for the water systems sanitary survey.

April 8th- 11th – Protective coatings were applied to the filters and recycle tank lines at the treatment plant.

April 14th – A water line at Rusty Parker Park was inadvertently broken while new lights were being installed. Water department staff were able to repair the water line.

April 15th – New watershed signage was posted around surface inlets.

April 24th – Staff from the Vermont Agency of Natural Resources visited our system to conduct a once every three-year sanitary survey. During their visit they visited all water related properties including the treatment plant, surface water intakes, PRV vaults, springs, storage tanks, and meter pits. We are pleased to announce that there were no major deficiencies to report.

Weather

During the month of April, the temperature ranged from 17.7°F as the low and 70.4°F as the high. Our average temperature for the month was 42.6°F. Humidity high was 95% and the low was 21% with an average of 68%.

Waterbury Water Monthly Report May 2025

Items of Interest

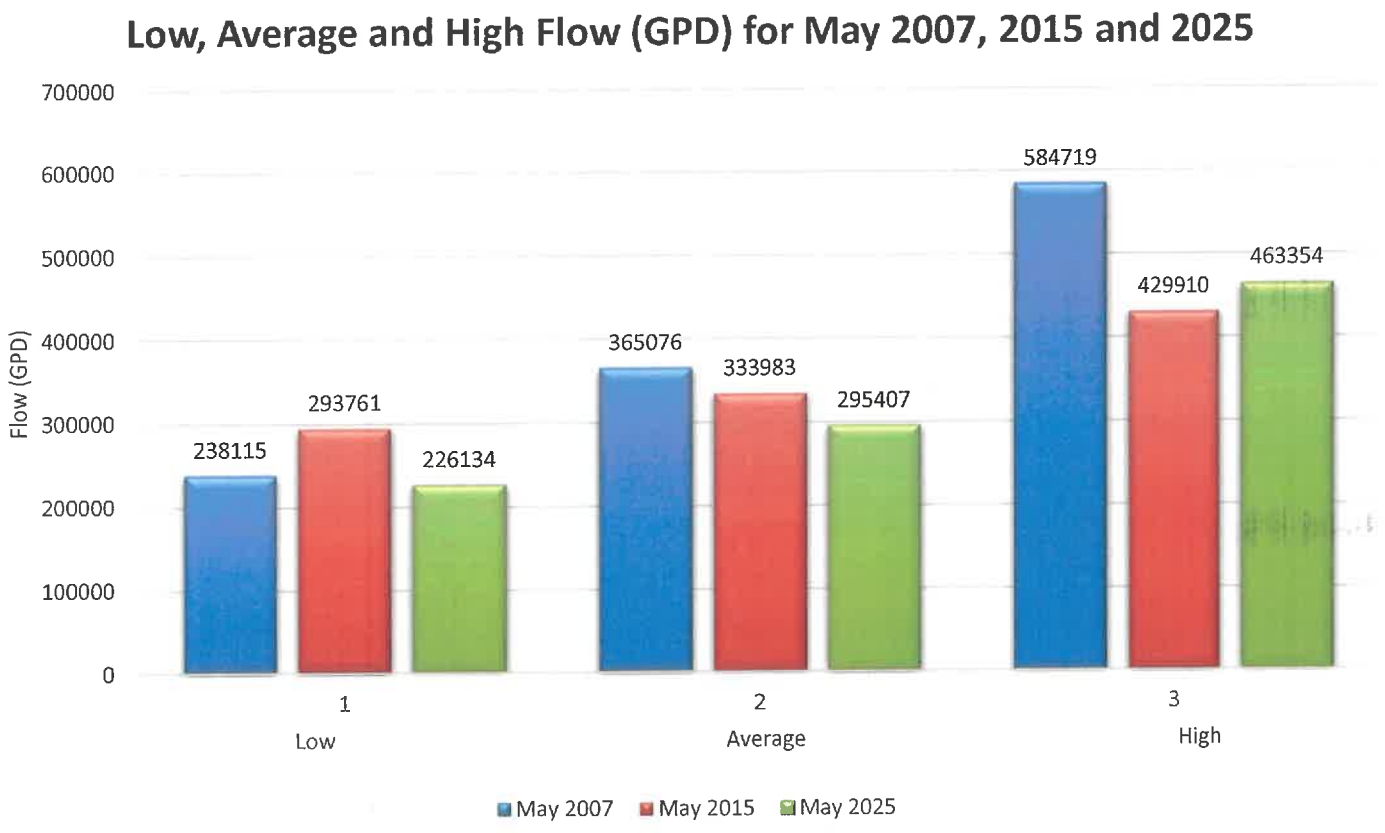
Sampling

Maintenance

Weather

Flow Data

High Day	Low Day	Average Day	Peak Flow
5/22/2025	5/24/2025		5/21/2025
461712 Gallons	226134 Gallons	295407 Gallons	1011 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

Meter readings were completed the first week of May.

May 5th: Assisted the Wastewater Department with placing a mixer into the lagoons and removing an aerator.

May 8th: One of the culverts on the Old Filter Plant Road was replaced. A sink hole had been developing due to the failure of the old culvert.

May 12th: The water line for the Community Garden at the Municipal Complex was extended 150 feet for the Recreation Department.

May 13th: Water was turned on at the Waterbury Center State Park.

May 15th: The Edward Farrar Utility District's Water Department won the award for Best Surface Water in the Vermont Drinking Water Week's 2025 Drinking Water Taste Test.

May 20th: All water and wastewater employees attended a Cross Connection Control course that was hosted in Waterbury in the Steele Room.

May 27th: The culvert at Sweet Well Field was replaced. This culvert was also developing a sink hole in the road.

May 27th: Burt from New England Instruments was on site at the Old Filter Plant to calibrate the level sensor for the V-notch weir.

May 28th: Alliance Mechanical was back at the Main Plant to start up the new dehumidifier. The operators have noticed a significant decrease of the humidity at the Main Plant.

May 29th: The water fountain at Dac Rowe was repaired.

Weather

During the month of May, the temperature ranged from 29.4°F as the low and 83°F as the high. Our average temperature for the month was 54.4°F. Humidity high was 96% and the low was 18% with an average of 78%. Total precipitation for the month of May was 6.99 inches.

Wastewater Progress Report
May 2025

- **Process and Operations:**
  - Process running well and meeting permit limits.
  - Multiple aerators had issues from winter. Ordered new ones, repairing one.
  - Splasher was installed in lagoon 2.
  - Flow meters calibrated.
  - Applied 99,401 gallons of sludge to drying beds in April.
  - Applied 37,927 gallons of sludge to drying beds in May.

  - May 2025 Flows:
    Influent average: .279 MGD
    Influent highest flow: .498 MGD
    Influent total: 8.640 MG
    Effluent average: .415 MGD
    Effluent total: 7.474 MG
    Precipitation: 7.81 inches/month
    Maximum daily precipitation: 1.36 inches
    Discharging days/month = 18

- **Collection System:**
  - Manosh cleaned service line at 3 East St. That service will be repaired by EFUD staff.
  - Insituform slip lined a section of 8 inch pipe between MH 122-121. Significant reduction in flow was noticed.

- **Office & Personnel**
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- **2025 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--Completed
  - Stream bank stabilization around MH 116-27 Dac Rowe Field
  - Install manhole and plug valve leaving ball field bathrooms