

Edward Farrar Utility District Commissioners Meeting

Wednesday, August 13, 2025

4:30 pm in person at Steele Room

28 North Main St, Waterbury VT

Join Zoom Meeting

<https://www.zoom.us/join>

Meeting ID: 822 9251 7551

Passcode: 053700

4:30 pm	Call to Order/Approve Agenda
4:35 pm	Public
4:40 pm	Approve Minutes of meeting of July 9 and July 24, 2025
4:42 pm	Discussion on EFUD response to survey for updated Waterbury Town Plan
5:05 pm	Update on Rt 100 Cross Country line project Act 250 Jurisdiction.
5:20 pm	Discussion on process for considering recreation in the Watershed.
5:35 pm	Consider any additional action on UVM Watershed Project.
5:50 pm	Follow up on Code of Ethics process.
6:00 pm	Set a date and time for Meeting with manager on Union Negotiations
6:05 pm	Project updates and Department Reports
6:15 pm	Executive Session discussion on Union Negotiations
6:45 pm	Adjourn

"If any individual or organization requests a recording of this meeting please contact the District Manager at (802) 244-4300 or via email at tleitz@waterburyvt.com."

Draft Minutes: Edward Farrar Utility District Commissioners Meeting

August 13, 2025 at 4:30 pm.

Commissioners Attending In-Person: Skip Flanders, Rick Weston, and Cynthia Parks.

Commissioners Attending Remotely: Bob Finucane

Town Staff: Tom Leitz, Bill Woodruff, Grant McCracken

Public: John Zimmerman, Alisha Greer, Dana Allen, William Shepeluk

Skip Flanders called the meeting to order at 4:30 p.m.

Approval of Agenda: Rick Weston made a motion to amend the agenda and Cynthia Parks seconded the motion. All Commissioners voted in favor of the motion.

Approval of Minutes. Rick Weston made a motion to approve the minutes of July 9, 2025 and July 24, 2025. Cynthia Parks seconded the motion. All members voted in favor of the motion.

EFUD Response to Waterbury Town Plan Survey: Members reviewed the draft survey response that was prepared by Chairman Flanders. After a lengthy conversation and spirited debate, the board revised some goals and aspirations and directed the Chairman to complete the response on behalf of the board.

Route 100 Cross Country Line: Commissioner Parks noted an Act 250 jurisdictional opinion had been requested by our engineer for this project, but the requested was incorrectly made on behalf of the Town of Waterbury. Commissioners directed the District Manager to correct the official record.

Discussion on recreation in the watershed: After a lengthy discussion between Commissioners, staff and the public the Commissioners agreed to schedule future meetings to discuss this matter and bring the issue to a final resolution. Dana Allen presented a map that shows property boundaries, along with EFUD's surface sources and locations of existing social trails.

Discussion on UVM Watershed Project: Commissioners discussed the UVM project and concluded no further action was necessary as the final project report and storymap are not published or publicly available. Commissioners directed the Board Chairman and District Manager to draft a resolution to be considered at the next meeting. The intent of the resolution is to detail the concerns of the Commissioners.

Code of Ethics: The District Manager notes that ethics training, available through the State of Vermont, was a requirement by the end of September. The Manager noted he would email a link to the required training. The District Manager noted he remains the ethics officer. The Commissioners directed the Manager to present a draft job description and a pay proposal at a future meeting.

Department Reports: It was noted the sewer department did not submit a monthly report due to staff vacations. The water department report noted that our surface streams were low and we were relying heavily on our well system. A discussion was held regarding the Stowe Street bridge project, and how a water line was impacted.

Executive Session: Rick Weston made a motion to enter executive session for the purposes of discussion of Union negotiations. Cynthia Parks seconded the motion. All members voted in favor. The Commissioners entered executive session at 6:40 pm with the District Manager and Public Works Director attending.

At 8:30 p.m. the Board exited executive session.

Rick Weston made a motion to adjourn, Cynthia Parks seconded the motion. All members voted in favor. Meeting was adjourned at 8:31 pm.

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, Malachi Brennan

In Person: Valerie Rogers, Alex Showerman

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.

Edward Farrar Utility District

Commissioners Meeting

Thursday, June 26, 2025

Waterbury Municipal Office, 28 North Main Street, Waterbury, VT

Attendance: P.H. "Skip" Flanders, Bob Finucane, Cindy Parks, Rick Weston

Staff: Tom Leitz, Bill Woodruff

Today's special meeting of the Edward Farrar Utility District was called to order at 10:10am.

AGENDA

C. Parks made the motion to accept today's agenda as presented. B. Finucane second the motion. A vote was taken ... and passed unanimously.

PUBLIC

n/a

EXECUTIVE SESSION

At 10:14am, C. Parks motioned that a specific finding that premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage. B. Finucane seconded the motion. A vote was taken ... and passed unanimously.

C. Parks then made a motion to enter into executive session for the purposes of discussion of labor relations agreement with employees. 1 VSA § 313(a)(1)(B). B. Finucane seconded the motion. A vote was taken ... and passed unanimously.

At 11:32am, B. Finucane made a motion to exit executive session. C. Parks seconded the motion. A vote was taken ... and passed unanimously.

ADJOURN

At 11:33am, B. Finucane made the motion to adjourn this morning's meeting. C. Parks seconded the motion. A vote was taken ... and passed unanimously.

- * R. Weston asked who whom 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.

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

kia

Edward Farrar Utility District
Commissioners Meeting
Wednesday, July 9, 2025
Waterbury Municipal Office, 28 North Main Street, Waterbury

Attendance: P.H. "Skip" Flanders, Natalie Sherman, Bob Finucane, Cindy Parks,
Staff: Bill Woodruff, Kia Winchell Commo
Zoom: Rick Weston, Neil Leitner, Ann Imhoff
Audience: Martha Staskus

This afternoon's meeting of the Edward Farrar Utility District was called to order at 4:32pm.

AGENDA

There was a request to move the discussion of the town's website earlier in the meeting. It was suggested the board take the discussion up after the discussion of the Waterbury Town Plan.

The EFUD billing clerk requested a decision on a late payment. It was suggested that could be addressed prior to the review of the department reports.

N. Sherman R. Weston made the motion to approve the agenda, with the two changes.

B. Finucane seconded the motion.

A vote was taken ... and passed unanimously.

WATERBURY TOWN PLAN

Martha Staskus - Chairperson of the Waterbury Planning Commission - updated the EFUD board on their work to the Town Plan for Waterbury. The Planning Commission recently held Four Visioning Sessions. Have received more than 400 responses as the result of a community survey ... and are currently compiling a list of those comments ... and will take that information to various organizations (i.e.; organizations, groups, friends of ..., schools, etc..) Ms. Staskus presented the website for the City of Montpelier, along with Montpelier's regional plan, and the goals of the city. Ideally, the Waterbury Planning Commission would like to know the aspirations of the Edward Farrar Utility District ... and the goals and strategies to get to those aspirations.

TOWN WEBSITE

Karen Petrovic - Town Clerk and Treasurer - reported that the Town Manager had approached her about the Town's website and the inclusion of the Edward Farrar Utility District. Ms. Petrovic explained EFUD could have 1) their own website ... or 2) a "button" on the town's website which directs users to the EFUD page. She is looking for input and ideas from the EFUD board. N. Sherman believes EFUD and the Town's website should be combined as EFUD is a "service" within the Town of Waterbury. R. Weston feels EFUD is a separate entity and has a distinct identity ... but admits EFUD is a "service" within the town and a button on the Town's website is necessary. Weston expressed his concerns that the language used for the website should be considered. There was also a brief discussion of the cost of work on a website ... and who would be responsible for payment. Ms. Petrovic shared the 2025 contract between the Town and Ecopixel (website designers).

UVM Request For Proposal / THE WATERSHED PROJECT

Amy Marshall Carney and Town Manager Tom Leitz have both received communication from UVM asking if The Edward Farrar Utility District is open for an Request For Proposal. C. Parks asked 1) if there are other projects the board would like to submit ... or 2) would the board like to continue with the current project. The consensus was the EFUD board thought the Watershed Project had been completed and there were no other RFPs.

B. Finucane made the motion to instruct the Town Manager to respond to UVM that we are not interested in pursuing further RFPs with the Leahy Institute for Rural Partnership on the Watershed Project.

N. Sherman seconded the motion.

A vote was taken ... and passed unanimously.

UNION NEGOTIATIONS MEETING

The next union negotiation meeting is scheduled for Wednesday, July 16, 2025. Both S. Flanders and R. Weston are not available ... and report that T. Leitz - Town Manager - is planning on canceling the meeting. Weston wonders if the discussions go well, perhaps their absence would not be harmful. But, if T. Leitz is insistent that they attend, the meeting will need to be moved. Weston will be meeting with selectboard member Tori Taravella to discuss wording for the Union contract. Flanders reported Leitz wants to meet with board members from the Edward Farrar Utility District board prior to the next union session. The EFUD board has scheduled to meet on July 24th.

DEPARTMENT REPORTS

Public Works Director, Bill Woodruff, was unexpectedly called away from this afternoon's meeting.

KIM CROSBY

The EFUD billing clerk, Kia Winchell Nealy, requested a decision on late fees for a payment made by Kim Crosby at 151 and 153 South Main Street. On July 7th, K. Nealy received a message from Ms. Crosby about an uncashed check for water/waste-water services for 151 and 153 South Main Street. On July 9th a battered and bruised envelope was found in the drop-box outside the municipal office. S. Flanders reminded us we received the payment late and late fees should apply as stated in the EFUD policies. N. Sherman, R. Weston, and K. Nealy agree it appears a good faith effort was made in making the payment on time.

B. Finucane authorized the billing clerk to waive the fees and penalties for Kim Crosby.

C. Parks seconded the motion.

A vote was taken and passed unanimously.

EXECUTIVE SESSION

At 5:50pm, C. Parks motioned that a specific finding that premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage.

B. Finucane seconded the motion.

A vote was taken ... and passed unanimously.

C. Parks then made a motion to enter into executive session for the purposes of discussion of Union Negotiations and the Town Manager's Contract. 1VSA § 313(a)(1)(B).

B. Finucane seconded the motion.

A vote was taken ... and passed unanimously.

ADJOURNMENT OF EXECUTIVE SESSION

A 6:30pm, B. Finucane made a motion to exit executive session.

N. Sherman seconded the motion.

A vote was taken ... and passed unanimously.

ADJOURN

At 6:33pm, B. Finucane made the motion to adjourn this morning's meeting.

N. Sherman Seconded the motion.

A vote was taken ... and passed unanimously.

Next regular meeting of the Edward Farrar Utility District – August 13, 2025

kia