

**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: Neil Leitner, Ann Imhoff  
Audience: Martha Staskus

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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 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 Leltz 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.

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

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"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](mailto:tleitz@waterburyvt.com)."

### **Draft Minutes: Edward Farrar Utility District Commissioners Meeting**

July 24, 2025 at 4:30 pm.

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

Commissioners Attending Remotely: Natalie Sherman

Town Staff: Tom Leitz, Bill Woodruff, Kenny Ryan

Public: Pegeen Mulhern

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

Approval of Agenda: Rick Weston made a motion to amend the agenda to include approval of meeting minutes of June 18, 2025. Bob Finucane seconded the amendment. All members voted in favor to approve the amended agenda.

Public Comment: Pegeen Mulhern, representing the Waterbury Land Initiative, spoke to the Commissioners about the parcel of land that has been placed into trust, formerly owned by William and Celia Russell. There is a private road, Blackberry Lane that goes through the land, and the abutters would like the Town of Waterbury to take over ownership of the land. The District is an abutter as the road leads to District's water reservoir, and Mrs. Mulhern requested the Commissioners consider supporting the effort. She noted all other abutters support the Town owning and maintaining the road. Bill Woodruff noted that, in all his years as Public Works Director, the town has not taken ownership of any additional roads, and modifying the road to meet town standards would be difficult. The Commissioners noted they would discuss the matter further at their regular meeting on August 13<sup>th</sup>.

Approval of Meeting Minutes: Rick Weston requested the minutes of June 11<sup>th</sup> be amended to say "whom we would poll." He further requested that minutes of July 9<sup>th</sup> be amended to reflect that he attended the meeting via zoon. Rick made a motion to approve the minutes as amended, and Bob Finucane seconded the motion. All members voted in favor to approve the amended agenda.

Executive Session: Bob Finucane motioned that a specific finding of premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage. Rick Weston seconded the motion. All members voted in favor.

Bon Finucane made a motion to enter executive session for the purposes of discussion of Union Negotiations and the town managers contract. Rick Weston seconded the motion. All members voted in favor. The Commissioners entered executive session at 4:55 pm with the District Manager and Public Works Director attending.

At 6:50 p.m. the Board exited executive session.

Grant McCracken joined the meeting at approximately 6:50.

Rick Weston made a motion for the District to send a letter to the Waterbury Conservation Committee discussing the Board's position on future partnerships. Bob Finucane seconded the motion, and all members approved.

Bob Finucane made a motion to approve the District Managers contract. Cynthia Parks seconded the motion. All members voted in favor.

Rick Weston made a motion to adjourn, Cynthia Parks seconded the motion. All members voted in favor. Meeting wad adjourned at 6:55 pm