

**Edward Farrar Utility District**  
Commissioners Meeting  
Wednesday, June 10, 2026  
Steele Community Room, 28 North Main Street, Waterbury, VT

Attendance: P.H. "Skip" Flanders, Natalie Sherman, Bob Finucane, Cindy Parks, Rick Weston  
Staff: Bill Woodruff, Bill Shepeluk, Kia Winchell Nealy  
Audience: ORCA, Valerie Rogers, Tom Gloor  
Zoom: Michael Miller, Carrie MacMillan, Anne Imhoff

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The monthly meeting of the Edward Farrar Utility District was called to order at 4:32pm

**AGENDA**

S. Flanders requested the order of discussing James Barlow and the EFUD Reserve Fund be flipped ... and after comments from the public, the Board discuss the topic of Town Manager Interview Committee

R. Weston moved to approve the agenda as amended. N. Sherman seconded the motion.  
A vote was taken and passed unanimously

**COMMISSION ORGANIZATION**

B. Finucane nominated S. Flanders as Chairman for the ensuing year. R. Weston seconded the motion.  
A vote was taken and passed unanimously.

N. Sherman nominated B. Finucane as Vice-Chairman for the ensuing year. R. Weston seconded the motion.  
A vote was taken and passed unanimously.

**EFUD CLERK & TREASURER POSITION**

With the departure of the former EFUD Clerk and Treasurer – Karen Petrovic – the Board will need to find a new clerk. The clerk will need to live within the utility district ... unless there is a vote at the Annual Meeting in March 2027 or at a special meeting to authorize a non-resident to serve as Clerk. S. Flanders suggested drafting a job description and advertise for the position.

R. Weston moved to draft such a document for both positions; EFUD Clerk and EFUD Treasurer and present the document at the next EFUD meeting. B. Finucane seconded the motion.  
A vote was taken and passed unanimously.

**PUBLIC**

\* V. Rogers expressed concerns about "transparency" with the EFUD board; why are supporting documents for meetings not made public? S. Flanders replied that the documents are posted after they are approved.

\* Ms. Rogers also inquired what has happened to the municipality that there needs to be multiple clerks and treasurers. There was an attempt to explain the different roles Karen Petrovic - the former EFUD Clerk and Treasurer held vs. the new Town Clerk ... and how the Edward Farrar Utility District is a municipality within the municipality of the Town of Waterbury.

\* T. Gloor asked if there was money in the EFUD budget to pay a Clerk and/or Treasurer. B Shepeluk replied that there was money in the budget as during the 2026 Annual Meeting on May 13<sup>th</sup>, voters passed Article 3 requesting voters to approve \$3,000 for the District Clerk/Treasurer. Article 3 passed by floor vote.

**INTERVIEW**

Martha Staskus has invited members from the Edward Farrar Utility District board to be on the Town Manager Interview Committee. There is a potential meeting scheduled for June 11<sup>th</sup> at 4:30pm to pair down the list of candidates.

## **EDWARD FARRAR UTILITY DISTRICT'S RULES OF PROCEDURES**

The last Rules of Procedures was adopted on June 8, 2022.

B. Finucane moved to revise the EFUD Rules of Procedures for 2026 to include agendas being posted at the Waterbury Post Office, the Waterbury Center Post Office, and the Times Argus as being the Paper of Record. N. Sherman seconded the motion.

A vote was taken and passed unanimously.

B Finucane moved to amend the EFUD Rules of Procedures the include the meeting day and time as the second Wednesday of each month at 4:30pm in the Steele Community Room. R. Weston seconded the motion.

A vote was taken and passed unanimously.

## **OPEN MEETING LAW**

The EFUD board was reminded they are required to take the Open Meeting Law Training program ... which is available on line.

## **MINUTES OF THE MEETING(S) – May 6, 2026 @ 8am, May 6, 2026 @ 9:30am, and the Annual Meeting held on May 13, 2026**

N. Sherman moved to approve the minutes of all three meetings. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

## **ADVANTAGE AND/OR DISADVANTAGE QUESTIONS**

See handout following these minutes.

It was asked; “advantages and disadvantages of what?” S. Flanders explained from the perspective of an EFUD voter, is there an advantage or disadvantage of having the current utility district be the provider of water and waste-water. Would there be advantages/disadvantages of the Town as the provider? Or having a private operator?

Discussion that followed:

- \* Users within the old village district being able to vote versus town users not being able to.
- \* Does EFUD having the capability for CHIP (Community Hosing Infrastructure Program.)
- \* Explanation of what the Edward Farrar Utility District is and who it serves ... and the fact that EFUD manages only water and waste-water and is completely independent of the town government.

## **JAMES BARLOW PLC – Vermont Local Government Law**

S. Flanders, B. Finucane, B. Shepeluk, and B. Woodruff spoke with James Barlow PLC at Vermont Local Government Law concerning the Edward Farrar Utility District's water and sewer revenue and reserve funds. See e-mail messages following these minutes from Mr. Barlow and the State Statutes pertaining to, and the requirement for, the establishment of a dedicated water fund.

There discussion about each board member's interpretation of Statute §3313 and §2804 and whether or not the Attorney General's office should be consulted despite the advice from Mr. Barlow.

R. Weston moved for the EFUD board to direct the manager at Edward Jones to rebalance the water and sewer portfolio 60% fixed income / 40% equities. N. Sherman seconded the motion.

A vote was taken and passed unanimously.

N. Sherman moved to make B. Woodruff an authorized signer on the EFUD accounts at Edward Jones. B. Finucane seconded the motion. (B. Woodruff would be an authorized signer along with Beth Jones – Assistant Town Clerk – who is currently the only person authorized to sign on behalf of the Town.

A vote was taken and passed unanimously.

## **EFUD RESERVE FUND**

**TREASURER REPORT**

The Treasurer’s Report from B. Shepeluk will be discussed at a future EFUD meeting.

**UDAG LOAN COMMITTEE**

Both S. Flanders and R. Weston suggested the board invite the Loan Review Committee to a future meeting and see what their suggestions are.

**EAST WIND MOBILE HOME PARK**

\* Once a few items are resolved to the satisfaction of the Interim EFUD manager, the Board will authorize B. Woodruff to sign the contract for construction and inspection services of the East Wind Mobile Home Park.

\* C. Parks informed the EFUD board the EPA expressed displeasure that the document presented by Dufresne Group was further vetted by an attorney.

**UVM’S LANDSCAPE INVENTORY & ASSESSMENT REPORT**

The written report of UVM’s Waterworks Property Landscape Inventory and Assessment has not been release ... but a link to it has been sent to board members. The topic will be taken up at the next EFUD meeting.

**WATERSHED PROPERTY**

It was asked if the board would like to affirm the current use restrictions. R. Weston feels there is no need to make changes to the current watershed policy. Weston also reported he and C. Parks have met and rough-drafted an agenda for another public information session. During this proposed meeting, the board would hear from parties who are interested in using the waterworks for their various recreation uses. This program would be held before any changes made to the policy. R. Weston and C. Parks will continue to move forward in the process of getting a program together.

**DEPARTMENT REPORTS**

See reports following these minutes.

**ADJOURN**

R. Weston moved to adjourn the meeting. B. Finucane seconded the motion.

A vote was taken and passed unanimously ... and the monthly meeting of the Edward Farrar Utility District adjourned at 7:43pm.

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Next meeting scheduled for July 8, 2026

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# Edward Farrar Utility District Commissioners Meeting

Wednesday, June 10, 2026  
4:30 pm in person at Steele Room  
28 North Main St, Waterbury VT

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

Meeting ID: 822 9251 7551      Passcode: 053700

- 4:30 pm      Call to Order/Approve Agenda
- 4:35 pm      Act on Commission Organization
- 4:40 pm      Consider action on Clerk and Treasurer position.
- 4:45- pm      Public
- 4:50 pm      **INTERVIEW**  
Action on 2026 EFUD Rules of Procedures
- 5:00 pm      Open Meeting Law Training requirements.
- 5:05 pm      Consider Minutes of May 6, 8 am meeting, May 6, 9:30 am meeting and May <sup>13</sup>~~14~~ EFUD Annual Meeting
- 5:10 pm      Discussion on draft of questions for Advantage Disadvantage issues RFP.
- 5:30 pm      Consider multiple faceted review of EFUD Reserve Fund uses from July 2018 to date via review of finding of Annual Audit Reports, review of EFUD Monthly minutes, and review of annual meeting minutes to establish present and past the use of Water and Sewer Reserve Funds.
- 6:00 pm      Review of Attorney Barlow responses of March 2, 2026 and March 10, 2026 regarding creation of and use of dedicated water and sewer funds under 24 VSA 3313(b) and 24 VSA 3617(b) regarding requirements for dedicated Reserve Funds.
- 6:10 pm      Review of B Shepeluk, Treasurer April report of source of funds in various Water and Sewer accounts to determine the amount of non-Water and Sewer Funds in those accounts. See minutes of April 10, 2026
- 6:20 pm      Discussion on process to update rules and procedures of UDAG Loan Review committee.
- 6:30 pm      Update on status of Construction services contract for East Wind Project
- 6:30 pm      Update on UVM Resource inventory project report.
- 6:35 pm      Discussion of next steps in determining of uses of Watershed Property and affirmers current use restrictions.
- 6:45 pm      Review Department Reports
- 6:55 pm      Adjourn

## **EDWARD FARRAR UTILITY DISTRICT RULES OF PROCEDURE**

**A. PURPOSE.** The Commissioners of the Edward Farrar Utility District are required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Edward Farrar Utility District must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Commissioners so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the board. 1 V.S.A. § 312(h).

**B. APPLICATION.** This policy setting forth rules of procedure for Utility District meetings shall apply to all regular, special, and emergency meetings of the Utility District.


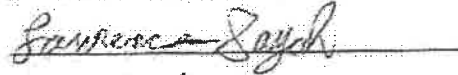


### **C. PROCEDURES.**

1. The chair of the Utility District, or in the chair's absence, the vice-chair, shall chair all meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
3. A majority of the members of the Commissioners shall constitute a quorum. If a quorum of the members of the board not present at a meeting, the only action that may be considered by the board is a motion to recess or adjourn the meeting.
4. At the beginning of each meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the board may increase the time for open public comment and may adjust the agenda items and times accordingly.
5. Each board meeting shall have an agenda, with time allotted for each item of business to be considered by the board. Those who wish to be added to the meeting agenda shall contact the District Manager, board chair, or District Clerk to request inclusion on the agenda. The board chair shall determine the final content of the agenda. Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. The reason for the addition shall be reflected in the minutes. Any other adjustments to the agenda may be made at any time during the meeting. The public shall be given a reasonable opportunity to express its opinion on matters added to the agenda at the commencement of the meeting and considered by the public body during the meeting as long as order is maintained.
6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the board, the order of items to be considered and/or the time allotted may be modified.

7. Public comment on issues discussed by the board, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 5 minutes, unless by majority vote, the board increases the time for public comment.
8. Meetings may be recessed to a time and place certain.
9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
10. These rules may be amended by majority vote of the board, and must be readopted annually at the organizational meeting.

**EDWARD FARRAR UTILITY DISTRICT COMMISSIONERS**

Signatures:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Natalie Sherman  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Date: June 8, 2022

~ APPROVED ~

**Minutes**  
**Edward Farrar Utility District**  
8:00 am Wednesday May 6, 2026

Chairman Flanders called the meeting to order at 8:03 am in the SAL Room of the library. Notice was posted on the outer door that the EFUD meeting was in the Sal Room

Present were Commissioners Skip Flanders, Natalie Sherman, Bob Finucane, Rick Weston, and Bill Woodruff Interim District Manager who managed the Zoom link for the meeting. No one joined the meeting via Zoom.

**Approve Agenda:**

Rick Weston moved to approve the amended Agenda with the addition of an item To consider a motion to approve short term borrowing at an annual interest rate of 2% in anticipation of revenues. This item to be considered after the Collective Bargaining Agreement item, Seconded by Bob Finucane and was passed with all voting in the affirmative.

**Public:"**

There were no members of the public in attendance.

Bob Finucen expressed his concern that the Commissioners needed to address the issue of the EFUD Reserve accounts.

**Approval of Minutes of April 8, 2026:**

Rick Weston moved to approve the minutes of the EFUD meeting of April 8, 2026, seconded by Bob Finucane. Motion passed with all voting in the affirmative.

**Consider Contractor Bids on East Wind Construction Project and Recommendation from Engineer and Public Works Director:**

Chairman Flanders handed out a copy of a March 12, 2026, letter from Dufresne Group Consulting Engineers that contained the bid tabulation for the five bidders on the East Wind Mobil Home Park Water System extension. Chairman Flanders explained the engineers bid tab process and the result was that for the sum of the base bid and the add alternate each of the bidders, J A MacDonald was the low bidder with a total of \$1,160,498.75. Tim Knapp of the Dufrene Group recommended awarding the contract to J. A. Macdonald. Bill Woodruff expressed his reasons for also recommending accepting the bid of J. A. Macdonald. J. A. MacDonald was the contractor for the rebuilding of Main Street and had been very responsive to any concerns that developed during construction.

Following the discussion Bob Finucame moved that the EFUD accept the Bid of the J A Macdonald Inc for the East Wind Mobil Home Park Extension at a price of \$1,160,498.75 on the recommendation of the Dufresne Group and the EFUD Public Works Director and direct them to prepare a contract for construction of the same. Seconded by Rick Weston Motion passed with all voting in the affirmative.

**Consider contract for construction of Eastwind Project:**

Bill Woodruff discussed the construction contract with J.A. MacDonald Inc for construction of the East Wind MHP Water System Extension. The contract has approximately 576 pages and includes all specifications for materials and construction procedures. Following a brief discussion and recommendation of the Interim District Manager the motion was made by Rick Weston and seconded by Bob Finucane to authorize William Woodruff, Interim EFUD District Manager to sign the contract for construction of the East Wind MPH Extension with J A MacDonald Inc for \$1,160,498.75 effective March 16, 2016. The motion passed with all voting in the affirmative.

**Consider contract for Construction Services for Inspection**

Bill Woodruff presented the draft of the Professional Services contract with Dufresne Group for oversight and inspection of the construction work on the East Wind MHP Water System Expansion at a cost of \$173,970.00. Bill briefly discussed the comments from Attorney James Barlow on his review of the Professional Service Contract.

Following discussion Rick Weston moved seconded by Bob Finucane to authorize William Woodruff, EFUD Interim District Manager to sign the Professional Services Contract with J A. MacDonald for construction of the East Wind MHP Extension contract at a cost of \$173,970 after Attorney Barlow's comments have been resolved to the satisfaction of the EFUD Interim District Manager and the EFUD Chairman.

**Update on easements, allocations gallons and fees and list of new connections.**

Bill Woodruff updates the board on securing necessary easements, allocations for the potential new connection. Bill reported that two easements needed to be revised due to location of leach fields. These systems resulted in a small relocation of the pipeline and revised easements had been agreed to. Another easement is being returned from California.

**Consider compensation for administrative help with EFUD Report and election balloting Project.**

Chairman Flanders recommended that EFUD compensate Beth Jones \$2,585 for her work in managing the absentee ballot voting in the elections for the EFUD Annual

which was necessary after EFUD Clerk Karen Petrovic was no longer employed as Town Clerk at the Municipal office. Beth also manages the weekly warrants for EFUD.

Following brief discussion Rick Weston moved seconded by Bob Finuacane to compensate Beth Jones \$2,585 for her work on the EFUD annual election. Motion passed with all voting in the affirmative.

Chairman Flanders recommended that EFUD compensate Cheryl Casey \$650 for her work preparing the EFUD 2025 Annual Report for printing. Although the meeting is held in May 2026 the reports are for the year ending on December 31, 2025.

Following brief discussion Rick Weston moved seconded by Bob Finuacane to compensate Cheryl Casey \$650 for her work preparing the EFUD 2025 Annual Report. The Motion passed with all voting in the affirmative.

### **Consider Bids for replacing roof at the Water Treatment Plant**

Bill Woodruff presented the quotes for replacing the roof of the Water Treatment Plant on Barnes Hill. The plant was constructed in 1992, and the roof had a 20-year warranty. Bill had obtained two quotes on from Rodd Roofing in St Johnsbury VT and Burrell Roofing in Williamston VT. The two quotes were \$192,000 for Burrell and \$222,610 for Rodd Roofing. Bill Woodruff recommended accepting the bid of \$192,000 from Burrell Roofing.

Rick Weston moved, seconded by Bob Finuacane, to authorize Bill Woodruff to sign a contract with Burrell Roofing for \$192,000 to replace the roof at the Water Treatment Plant on Barnes Hill. Motion passed with all voting in the affirmative.

### **Consider authorizing Short -term inter municipal borrowing and lending:**

Bill Woodruff presented a motion to authorize short term inter-municipal borrowing and lending between the Town of Waterbury and Edward Farrar Utility District at an annual interest rate of 2% in anticipation of revenues.

Natalie Sherman moved, and seconded by Rick Weston to approve inter-municipal borrowing and lending between the Town of Waterbury and the Edward Farrar District as needed for current expenses in anticipation of revenues at a rate of 2.0 % annually.. Motion passed with all voting in the affirmative.

### **Signing of the Union Collective Bargaining Agreement**

Following a brief discussion the Commissioners agreed that the Chairman should sign both the Collective Bargaining Contract and the Addendum with EFUD Staff in accord with the Board's previous vote on April 8, 2026, authorizing the EFUD Chair to sign the Union contract agreement and the addendum outlining interpretations with the EFUD staff.

Chairman Flanders then signed both the Union contract agreement and the addendum outlining interpretations with the EFUD staff.

**Consider authorizing short -term inter- municipal borrowing and lending:**

Bill Woodruff presented a motion to authorize short term inter-municipal borrowing and lending between the Town of Waterbury and Edward Farrar Utility District at an annual interest rate of 2% in anticipation of revenues.

Natalie Sherman moved Seconded by Rick Weston to approve inter-municipal borrowing and lending between the Town of Waterbury and the Edward Farrar District as needed for current expenses in anticipation of revenues at a rate of 2.0 % annually.. Motion passed with all voting in the affirmative.

Before adjourning Bill Woodruff briefed the Commissioners on the aerator issues at the wastewater treatment plant. There was damage to a couple of aerators, and it was more expensive to repair than to replace them with new aerators. Other aeration devices were being used until the aerators can be replaced. There may be some odors from the lagoons until the all aerators are back in service.

Bob Finucane moved that the meeting be adjourned seconded by Rick Weston. The motion passed and the Commissioners went to prepare for the meeting in the Steele Room for the presentation on the UVM report by students on the Inventory Assessment of the Water works Property.

8 59 am      Adjourn

Skip Flanders, Interim recorder

# Minutes

~ APPROVED ~

## Edward Farrar Utility District

Wednesday May 6, 2026

9:30 am Steele Room

28 North Main St, Waterbury VT

Meeting for the presentation of the report by the UVM Landscape Inventory and Assessment class led by Sophie Mazowita to present their findings about the ecology and human use of the Waterworks/EFUD parcel from their research this semester.

Present were Commissioners Skip Flanders, Natalie Sherman, Bob Finucane, Rick Weston, Bill Woodruff Interim District Manager and Sophie Mazowita from UVM along with about 12 students and 30 interested members of the public. The meeting was recorded by ORCA, and attempts were made to have the meeting on Zoom. The program was interrupted a couple of times with computer program issues. With patience the issues were eventually resolved, and the audience was treated to the full and interesting and informative program.

### Call to Order

Chairman Skip Flanders called the meeting to order and explained that although the meeting was warned because the Commissioners would be in the audience. The purpose of the meeting was to share with everyone the results of the Inventory and Assessment of the Calss work on the Waterworks Parcel. Following the introduction Chairman Flanders turned the meeting over to Sophie Mazowitia.

9:35 am The UVM Landscape Inventory and Assessment class led by Sophie Mazowita will present their findings about the ecology and human use of the Waterworks/EFUD parcel from their research this semester.

9:30 – 9:35 am Introduction by Sophie Mazowita, Primary Instructor

9:35 – 9:50 am Human History and Land Use

9:55 – 10:10 am Enduring Features

10:15 - 10:25 am Intermission

10:25 – 10:40 am Plants

10:45 – 11:00 am Wildlife

11:05 – 11:20 am Recommendations

12:00 Noon The meeting was concluded and the field trip to the Water Works parcel was cancelled due to rain. UVM will be providing the EFUD with a full write up of the class findings and recommendations.

Skip Flanders, Interim Recorder

~ APPROVED ~

Minutes of Annual Meeting of the  
Edward Farrar Utility District  
Wednesday May 13, 2026  
held at 28 North Main Street, Waterbury VT 05676

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

**District Staff:** Bill Woodruff, Manager; Karen Petrovic, Clerk

**Public:** Gary Dillon, Kenny Ryan, Tom Gloor, Mark & Vicki Alberghini, Lisa Scagliotti, Alec & Jane Tuscany, Valerie Rogers, Alyssa Johnson, Anne Imhoff, Marie Gervais, Richard Bilodeau

**Call to Order:** P. Flanders called the 8<sup>th</sup> Annual Edward Farrar Utility District meeting to order at 7:33pm. P. Flanders opened the meeting with the Pledge of Allegiance and the dedication of the annual report to Alec Tuscany.

**R. Weston moved to nominate P. Howard Flanders as Moderator, which was seconded by R. Finucane. A vote was held and passed unanimously.**

**R. Weston moved to dispense with the reading of the warning. The motion was seconded and passed unanimously.**

**Article 1:** K. Ryan made a motion to act on the reports of the officers of the Edward Farrar Utility District. The motion was seconded by A. Tuscany. P. Flanders reviewed the reports of officers with highlights on items related to the Cross-Country water line currently in place for water service from Guptil Road through East Wind Drive. This project will improve water quality to the residence and fire protection in the area. The Marsh House, located at 51 South Main Street, which was sold to Downstreet Housing will open soon. The watershed public use meetings and considerations. There is a Union contract recently signed with the EFUD staff. The study to merge with the Town was not completed, however it is still being considered. T. Gloor would like a commitment to a timeline for this study to be completed. The board has committed to discuss this at their June meeting. Questions were raised due to recent discussions related to hiring a separate manager while the study for merging has not been completed. T. Gloor reiterated his views regarding the Local Options Tax (LOT) the Town is collecting. The majority of sales tax is paid in the village boundaries, yet EFUD is not receiving any portion of the LOT. Discussion about updating the RFP to reflect all the aspects of a merger and not strictly on the economics. All the EFUD operators now have dual certifications to better serve the district. UVM has completed a landscape inventory assessment on the 500-acre EFUD watershed property.

The District managers' report includes the announcement of the award of a Hazard Mitigation Grant which is close to going out to bid.

The Water and Sewer budgets were reviewed. The sale of property revenue in each budget in the amount of \$69,000 is for the sale of 51 South Main Street. Other details of the budget were discussed such as loan proceeds in 2024 in the amount of \$750,000, increased operating costs and inflation.

An overview of the UDAG Revolving Loan fund was provided including the committee members and open meeting laws. It is the responsibility of the Chair of the Loan Fund Review Committee to warn meetings. In the past interest rates on loans have been a manager's recommendation. A review of the loans was provided including terms.

There was a voter request for more details of the UDAG accounts in the years to come including when the loans originated and if they are current. The Ice Center was given relief until September 2027, 5 years following COVID.

**A floor vote was held approving the reports of officers.**

**By consent Article 2 was passed over and Article 3 was considered.**

**Article 3:** R. Finucane made a motion 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. The motion was seconded by R. Weston; **The motion was passed by floor vote.**

**Article 4:** R. Weston made a motion that the voters authorize the Commissioners to borrow a sum up to \$200,000 for a period not to exceed 5 years to make improvements to the Water System. C. Parks seconded the motion. A. Imhoff made a friendly amendment to the motion that the amount does not exceed \$200,000. C. Parks seconded the amendment. **A vote was held on the amendment which passed unanimously. A floor vote on the amended motion was held and passed unanimously.** B. Woodruff stated there was consideration being made to borrow for the new roof that is needed on the Water Treatment Plant.

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

For District Commissioner for a term of one year:

Valerie Rogers: 68

Natalie Sherman: 114

Rick Weston: 118

Blank: 0

Write-Ins: 1

For District Commissioner for a term of three years:

Robert Finucane: 129

Blank: 0

Write-Ins: 3

Spoiled ballots: 2

**Article 5:** T. Gloor asked about software updates to keep up with cyber-attacks which are in place within the Department.

P. Flanders shared slides of wildlife at the Wastewater Treatment Plant.

A motion was made to adjourn which was duly seconded.

Respectfully submitted,  
Karen Petrovic, District Clerk

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

June 5, 2026 Draft of questions for Advantage  
Disadvantage for EFUD Residents.

The Commissioners of the Edward Farrar Utility District (EFUD) are seeking proposals from qualified professionals to conduct a review and evaluation of the following aspects of the Utility District to determine from the perspective of the Utility District voter under the current legislative Charter and authority provide any advantage or disadvantage in the ability of the EFU District to provide adequate and efficient sustained operation of the water and sewer services for all EFUD customers.

A qualified professional should have full knowledge of the Vermont legislative process, knowledge and understanding of Vermont Statute construction, knowledge of state and local municipal functions, knowledge of Vermont voter laws and regulations.

The review and evaluation of any advantages or disadvantages to the Utility District voters should include at a minimum a review of the following aspects of the District authority and function.

1 A review of the authority of the Edward Farrar Utility District Charter as passed on and codified in Vermont state Statues.

2) Interview with legislative draftsmen concerning aspects of the Charter concerning the ability and authority of the commissioner to provide efficient and sustained water and sewer service for all those District customer and determining any advantages or disadvantages of the define ability in the Charter to provide those services.

3) Interview current elected EFUD Commissioners on their perspective on the advantage or disadvantages of the ability of the District to provide efficient and sustained water and sewer service for all those customers within the current authority and operational structure of the District.

4. Interview current and past Utility District Managers and engineering Staff

5. Interview current water and wastewater operators

6 Interview the District's legal advisor familiar with the District Charter and authority.

7) Interview up to 10 residents receiving water and sewer services who are registered District voters

The review should seek information and respond at a minimum to the following aspects of the EFUD Charter, structure and operation of the District.

1) Does the authority in the EFUD Charter offer any advantage or disadvantage in applying for and receiving any State or federal grants pertaining to construction operating and maintaining water and sewer services within the EFUD service area.

2) Does the authority in the Charter offer any advantages or disadvantages in the District applying for and receiving long term loans and bonds at favorable interest rates for construction and maintaining water and sewer services and facilities.

3) Does the authority in the Charter offer any advantages or disadvantages in the District's ability to set water and sewer fees to fully operate and maintain the water and wastewater systems in full compliance with all state and federal laws and regulations.

4) Does the existence of the EFUD within the Town of Waterbury in any way diminish or interfere with any of the rights of a registered EFUD voter as a town resident.

5) Does the existence of the EFUD within the Town of Waterbury in any way diminish or interfere with any of the rights of a registered Town of Waterbury voter..

6) Does the requirement in the EFUD charter to hold an EFUD annual District meeting to elect the officers independent and separately from the Town of Waterbury Town Meeting offer any advantage or disadvantage to EFUD registered voters.

## Skip Flanders

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**From:** jim@vtlocalgovlaw.com  
**Sent:** Monday, March 2, 2026 9:20 AM  
**To:** 'Skip Flanders'  
**Cc:** bwoodruff@waterburyvt.com; 'robert finucane'; 'WILLIAM SHEPELUK'  
**Subject:** RE: Summary of Meeting on EFUD water and sewer reserve funds

Hi Skip,

Confirming our conversation, 24 V.S.A. § 3313(b) authorizes the District to establish a dedicated water fund to finance major rehabilitation, maintenance, or upgrades of the water system and to accumulate monies for grant matching. The fund balance may not exceed the District's reasonably estimated needs for the authorized purposes, must be used only for those purposes, and must be held in deposits insured by the U.S. government or an agency thereof. 24 V.S.A. § 3617(b) contains parallel authority for a dedicated sewage disposal fund for major rehabilitation, maintenance, or upgrades of the sewage system. It likewise allows accumulation of up to 15% of normal operating, maintenance, and debt service costs. Like § 3313(b), the fund is capped at reasonably anticipated needs, restricted to its established purposes, and must be maintained in deposits insured by the U.S. government or an agency thereof.

Both statutes are permissive. They provide that a municipality may establish such a fund for major rehabilitation, upgrades, or grant matching, but neither section mandates the creation of a dedicated fund. A municipality may accumulate capital monies outside the statutory dedicated fund structure, subject to general municipal investment authority. Monies maintained outside a § 3313(b) or § 3617(b) fund are not subject to the insured-deposit requirement contained in those subsections. Although not required, these statutes can provide "guardrails" for conservatively and predictably managing utility capital reserves, helping protect principal and reducing exposure to investment and political risk.

Let me know if you need anything else.

Best,

Jim

James W. Barlow PLC  
Vermont Local Government Law  
P.O. Box 172  
Danville, VT 05828  
(802) 274-6439

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-----Original Message-----

From: Skip Flanders <wtbskip@comcast.net>

## Skip Flanders

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**From:** Jim Barlow <jim@vtlocalgovlaw.com>  
**Sent:** Monday, March 9, 2026 9:03 AM  
**To:** Skip Flanders  
**Cc:** bwoodruff@waterburyvt.com; 'robert finucane'; wshepeluk@waterburyvt.com  
**Subject:** Re: EFUD water and sewer revenues

Good morning, Skip.

I hope you had a nice weekend.

24 V.S.A. 3313(b) is itself permissive. It provides, in part: "Receipts derived by a municipality from its waterworks may be deposited in a dedicated fund created by the water commissioners...." The key is the use of "may" rather than "shall."

However, 24 V.S.A. 3313(a) provides, in part: "The receipts derived by the municipal corporation from its waterworks shall only be used and applied to pay the principal and interest upon the water bonds of such municipal corporation, the expense of repairs and management of the water department, and payment into the dedicated fund created under subsection (b) of this section."

This provision in 3313(a) does not mandate the creation of a dedicated water fund, but it authorizes payment into such a fund if one has been created under subsection (b). If a municipality does not establish a 3313(b) dedicated fund, water receipts may still be used for debt service on water bonds and for operating, repairing, and managing the water system.

That said, if the District has accumulated water receipts for capital purposes (e.g., major rehabilitation, upgrades, or grant matching), I think the fund used for that purpose would be expected to comply with the conditions set forth in 3313(b), including limitation to the authorized purposes, the balance cap tied to reasonably anticipated needs, and maintenance of the fund in deposits insured by the U.S. government (e.g., the FDIC).

The same analysis would apply to 24 V.S.A. 3617. Creation of a 3617(b) dedicated sewer fund is permissive, not mandatory. If no such fund is created, sewage receipts may still be used for debt service and the operation, repair, and management of the sewage system. However, if a municipality accumulates sewer receipts for capital purposes such as rehabilitation, upgrades, or similar long-term system improvements, the fund used for that purpose would be expected to comply with the 3617(b) limitations.

In my opinion, the key takeaway is understanding and identifying the purpose for which water and sewer system receipts are being accumulated. If the accumulated funds will be used for operational expenses and ordinary system repairs, they may be maintained outside the 3313(b) and 3617(b) dedicated fund structure. On the other hand, if the funds are being accumulated for capital purposes (e.g., major rehabilitation, upgrades, or grant matching), the statutory framework strongly suggests to me that those funds should be maintained in accordance with the requirements of §§ 3313(b) and 3617(b).

I hope this is helpful.

## Title 24 : Municipal and County Government

### Chapter 089 : Waterworks

Cite as: 24 V.S.A. § 3313)

- **§ 3313. Duties of water commissioners, use of proceeds**

(a) Water commissioners shall have the supervision of such municipal water department and shall make and establish all needful water rates, charges, rules, and regulations for its control and operation. Such commissioners may appoint or remove a superintendent at their pleasure. The receipts derived by the municipal corporation from its waterworks shall only be used and applied to pay the principal and interest upon the water bonds of such municipal corporation, the expense of repairs and management of the water department, and payment into the dedicated fund created under subsection (b) of this section.

(b) Receipts derived by a municipality from its waterworks may be deposited in a dedicated fund created by the water commissioners under section 2804 of this title, to finance major rehabilitation, major maintenance and costs of upgrading the water supply system, and for the accumulation of funds to be used to match federal funds pursuant to 10 V.S.A. § 1624(d). Such revenues may include a surcharge established by the water commissioners of up to 15 percent on the costs of normal operations, maintenance, and debt service. The fund balance shall not exceed the estimated costs of the purposes for which the fund is established, and shall be maintained in deposits insured by the United States of America or an agency of the United States. Withdrawals shall be made only for purposes for which the fund was established. Such a fund shall meet the requirements of subdivision 4756(a)(4) of this title. (Amended 1997, No. 62, § 62, eff. June 26, 1997.)

## **Title 24 : Municipal and County Government**

### **Chapter 077 : Construction; Condemnation**

**(Cite as: 24 V.S.A. § 2804)**

- **§ 2804. Reserve funds; use**

(a) At an annual or special meeting duly warned, a municipality may establish a reserve fund to be under the control and direction of the legislative branch of the municipality. The reserve fund shall be kept in a separate account and invested as are other public funds and may be expended for such purposes for which established, or when authorized by a majority of the voters present and voting at an annual or special meeting duly warned, for other purposes.

(b) If a reserve fund is established under subsection (a) of this section to pay a school district's future school capital construction costs approved under 16 V.S.A. chapter 123, any funds raised by the district as part of its education spending to pay for those future costs shall be considered "approved school capital construction spending" in calculating excess spending under 32 V.S.A. § 5401(12). Districts shall submit to the Agency of Education annually a report of deposits into and expenditures from a school capital construction reserve fund. If the Agency of Education determines that any amount in the reserve fund has not been used for approved school capital construction within five years after deposit into the fund, then 150 percent of that amount shall be added to the district's education spending in the then-current year for purposes of calculating the excess spending penalty. The definitions in 16 V.S.A. chapter 133 shall apply to this subsection. (Amended 1997, No. 71 (Adj. Sess.), § 103, eff. March 11, 1998; 2005, No. 38, § 23; 2013, No. 92 (Adj. Sess.), § 271, eff. Feb. 14, 2014.)

## VERMONT GENERAL ASSEMBLY

## The Vermont Statutes Online

### Title 24 Appendix: Municipal Charters

#### Chapter 705: Edward Farrar Utility District

##### § 705-1. Establishment

There is hereby established a body politic and corporate known as the Edward Farrar Utility District (District) whose inhabitants shall be those of the Village of Waterbury. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

##### § 705-2. Purpose

The District is established for the purpose of providing water and sewer services as provided by 24 V.S.A. chapters 89 (waterworks), 97 (sewage system), and 101 (sewage disposal system); and holding, maintaining, and administering any property, assets, and liabilities that it shall acquire from the Village of Waterbury. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

##### § 705-3. Boundaries

The boundaries of the District are coextensive with the current boundaries of the Village of Waterbury. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

##### § 705-4. Voters; grand list

(a) Voters. The checklist of legal voters of the Town of Waterbury residing within the District shall be the checklist of legal voters of the District.

(b) Grand list. The grand list of the District shall be the grand list of the Town of Waterbury property within the District. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

##### § 705-5. Board of Utility Commissioners

(a) The legislative body of the District shall be the Board of Utility Commissioners consisting of five persons.

(b) Commissioners shall be elected by Australian ballot from among the legal voters of the District.

(c) Commissioners' terms shall be staggered and commence upon election, and the length of Commissioners' terms shall be as follows:

(1) three Commissioners shall serve a term of three years; and

(2) two Commissioners shall serve a term of one year. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

**§ 705-6. Powers**

(a) The District shall have the power and authority to:

(1) own, operate, maintain, improve, and extend:

(A) public water supply systems as provided by 24 V.S.A. chapter 89; and

(B) sewerage collection, treatment, and disposal systems as provided by 24 V.S.A. chapters 97 and 101;

(2) establish rates, charges, and fees for water service pursuant to 24 V.S.A. chapter 89, and for sewer service pursuant to 24 V.S.A. chapters 97 and 101.

(3) levy taxes upon its grand list and impose such assessments as allowed by law for any purpose for which it is authorized under this charter;

(4) hold, manage, purchase, and sell real estate, deposits, accounts, contract rights, investments, reserve funds, loan funds, and loan programs as it shall acquire from the Village of Waterbury or may otherwise acquire; and

(5) incur debt in the manner provided by general law for the purposes authorized under this charter.

(b) Extraterritorial water and sewer service may be provided under such terms as the Board of Utility Commissioners deems advisable. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

**§ 705-7. District officers**

(a) At the discretion of the Board of Utility Commissioners, the District may engage and employ a manager and such additional personnel as it deems necessary.

(b) The Board of Utility Commissioners shall appoint a district clerk and district treasurer, who shall serve at the pleasure of the Board. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

**§ 705-8. Annual meeting**

(a) Until changed in the manner provided by general law, the annual meeting of the District shall be held on the second Wednesday of May, commencing on May 8, 2019. The annual and special meetings shall be warned in the same manner as for annual and special town meetings.

(b) Unless provided for otherwise by vote of the District, the general laws of the State shall control in all matters relating to the call, notice, and conduct of annual and special District meetings.

(c) The Board of Civil Authority shall be the Board of Utility Commissioners, the District Clerk, and the Town of Waterbury Justices of the peace residing within the District, all of whom shall constitute election officials for all District purposes. (Added 2017, No. M-19 (Adj. Sess.), § 3.)

# EFUD Commissioners review of records of Board actions since July 1, 2018

*Proposed June 10, 2026*

Review of the following records for actions related to establishment of Dedicated Reserve funds under #24 VSA 3313(b) for Water and 24 VSA 3617(b) for Sewer and other deposits or expenditure from such Fund.

1) Minutes of Regular and special EFUD Meetings the Commissioners would divide up the review of the minutes for the following years

- 1 July 1 Dec 2018 \_\_\_\_\_
- 2 Jan 1 Dec 31, 2019 \_\_\_\_\_
- 3 Jan 1 Dec 31, 2020 \_\_\_\_\_
- 4 Jan 1 – Dec 31, 2021 \_\_\_\_\_
- 5 Jan 1-Dec 31, 2022 \_\_\_\_\_
- 6 Jan 1 Dec 31, 2023 \_\_\_\_\_
- 7 Jan 1 Dec 31 2024 \_\_\_\_\_
- 8 Jan 1, Dec 31, 2025 \_\_\_\_\_
- 9 Jan 1 June 1, 2026 \_\_\_\_\_

2) All Commissioners Review Findings of Auditors Reports for the following years.

Reports to be scanned and available online.

Year Ending 2018

Year Ending 2022

Year ending 2019

Year Ending 2023

Year Ending 2020

Year Ending 2024

Year ending 2021.

3) All Commissioners would review Minutes of all EFUD Annual Meetings

# Waterbury Water Monthly Report May 2026

## Items of Interest

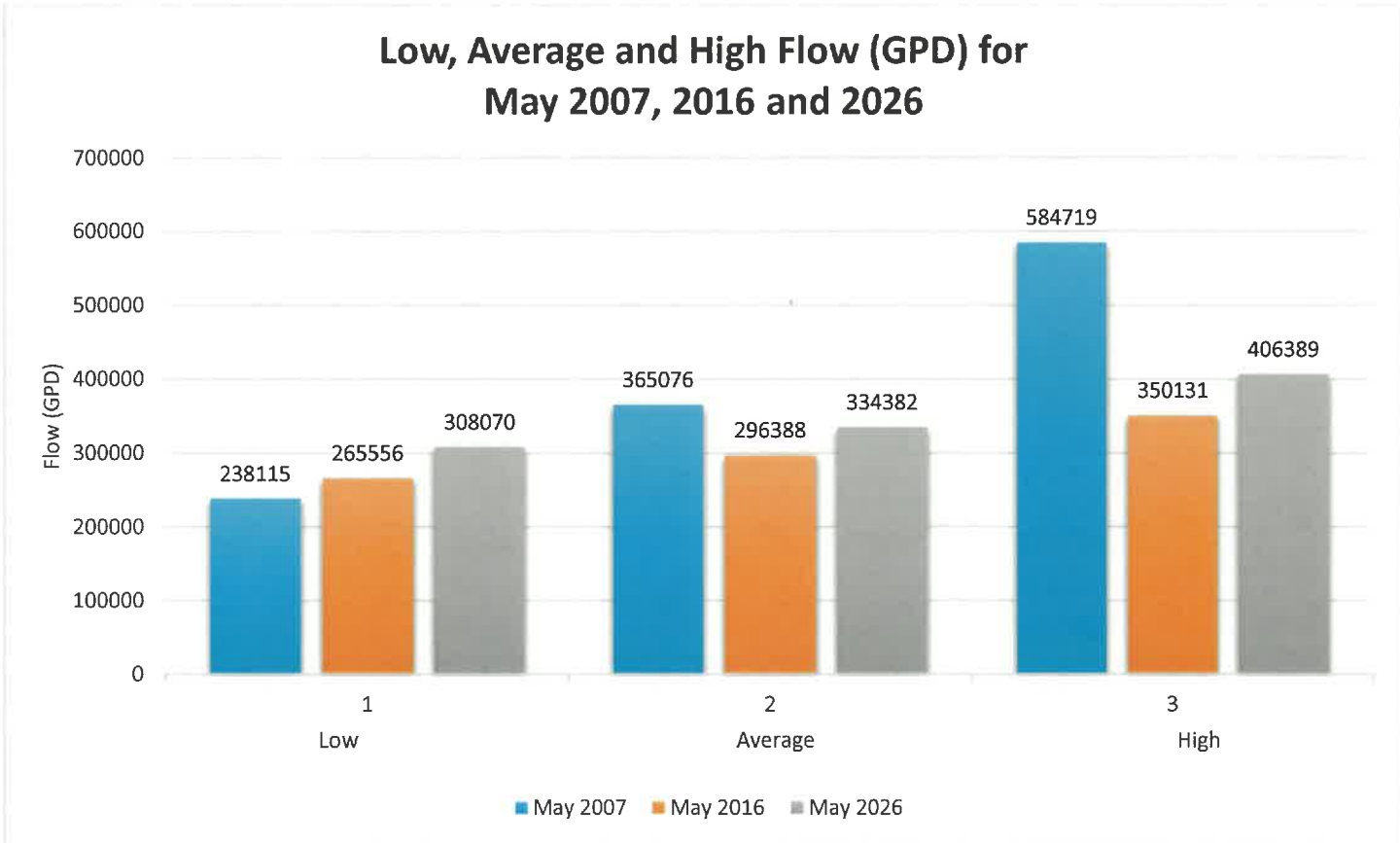
Sampling

Maintenance

Weather

## Flow Data

High Day	Low Day	Average Day	Peak Flow
5/20/2026	5/4/2026		5/20/2026
329487 Gallons	308070 Gallons	334382 Gallons	758 GPM



## **Sampling**

All Seven monthly coliform samples were submitted. One sample came back with a positive result for coliform. The water department resampled that location as well as one sample upstream and downstream of that location. Those samples 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**

May 4<sup>th</sup> – Bert Parrot from New England Instruments was onsite at the Old Filter Plant for the yearly calibration of our flowmeter. That flowmeter is an integral piece of equipment that allows the operators to monitor how much water is available for treatment.

May 6<sup>th</sup> – The water operators attended the UVM students' presentation for the Waterworks property.

May 7<sup>th</sup> – The Water Department assisted the Wastewater Department with drying bed cleanouts.

May 12<sup>th</sup> – Farr's Tree Service was onsite at the Water Treatment Facility to remove trees that were posing a threat to the clearwell.

May 13<sup>th</sup> – Searched for and found the shut off for the service line to the Alchemist building on Crossroad.

May 14<sup>th</sup> – Hach was onsite at the Main Plant for quarterly maintenance of the analyzers.

May 15<sup>th</sup> – Water off/on at the Alchemist to facilitate a repair to their sprinkler system.

May 15<sup>th</sup> – Cleaned out and exercised isolation valves adjacent to Patterson Park in Duxbury.

May 18<sup>th</sup> – J.A. McDonald replaced the meter and valves at Patterson Park in Duxbury. The repair necessitated a planned boil water notice that was lifted on May 21<sup>st</sup>.

May 19 – A new “Trails Closed” sign was installed at the CC Putman State Forest side of the Waterworks property. The sign needed to be replaced due to the original sign be removed from that location. There are signs of hikers and bikers using the property for recreational use.

May 20<sup>th</sup> – Marked valve boxes and cubstops on Park Row in anticipation of the upcoming roadwork on that street.

May 25<sup>th</sup> – Work began on replacing the failing culvert at the Main Plant driveway.

May 26<sup>th</sup> – Work on the culvert at the Main Plant has been completed. Paving will be done at a later date.

May 28<sup>th</sup> – A contractor working on Huntington Dr. broke a service line. That line has been repaired.

## **Weather**

During the month of May, the temperature ranged from 29.7°F as the low and 88.3°F as the high. Our average temperature for the month was 53.0°F. Humidity high was 96% and the low was 30% with an average of 70%. The Water Treatment Facility observed a total of 6.14 inches of rain for the month of May.

# Waterbury Water Monthly Report April 2026

## Items of Interest

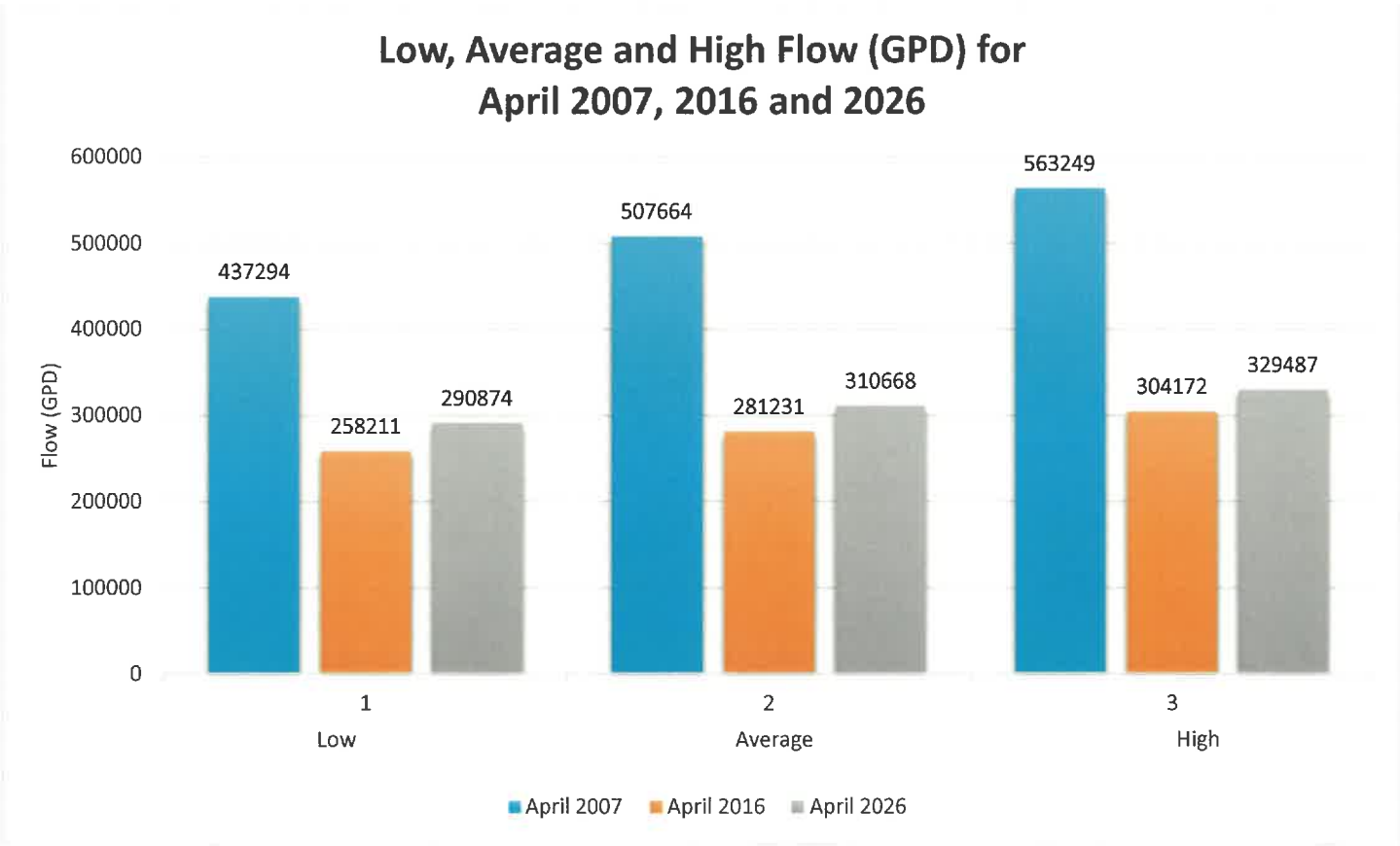
Sampling

Maintenance

Weather

## Flow Data

High Day	Low Day	Average Day	Peak Flow
4/28/2026	4/22/2026		4/26/2026
329487 Gallons	290874 Gallons	310668 Gallons	715 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 1<sup>st</sup> – Changed over tracks to wheels on the four wheelers. Changed over from winter to summer tires on the Ford truck.

April 2<sup>nd</sup> – Cleaned out Tyler Dam.

April 3<sup>rd</sup> – Alliance at the Water Treatment Plant to repair the process room heating unit. General cleaning of the Water Treatment Facility.

April 8<sup>th</sup> – Conducted the first of two recycle tank cleanouts for the year.



April 13<sup>th</sup> – Assisted the Wastewater Department with a broken lagoon cable.

April 14<sup>th</sup> – Removed a hydrant from Gallagher Acres that was a part of the old system in that area. Pushed down a curb stop on Wallace St that had risen due to frost heaves during the winter. Fixed a Curb Stop on Wallace St that had been bent due to a plow truck hitting it.

April 15<sup>th</sup> – Built a table to store equipment at the Old Filter Plant. Reorganized and cleaned up the Old Filter Plant.

April 16<sup>th</sup> – Work began on the Gupil Road to Route 100 cross country water main project. JA McDonald along with Mike MacDougall completed the 12-inch water main tap and have begun placing new pipe in the ground starting on the Gupil Rd side. What was thought to be a broken service line at 5 Randall St due to being frozen was in fact not broken and will not need to be repaired. Water service has been restored.



April 27<sup>th</sup> – Coliform samples were collected from two locations within the Patterson Trailer Park in Duxbury. Those samples were taken to Endyne for further analysis.

April 28<sup>th</sup> – The aforementioned coliform samples from Patterson Trailer Park were tested and the results were favorable. The boil water notice was lifted and the state was updated on the status of the water supply to that area.

April 29<sup>th</sup> – The leak that was discovered at the Dascomb Rowe recreation area was excavated. Due to the location of the leak the best course of action was to cap the line running to the old washroom facilities on the property. This fix still allows water to flow to the spigots at the recreation fields and the community garden that is located behind the Waterbury Municipal Offices.

## **Weather**

During the month of April, the temperature ranged from 15.1°F as the low and 75.3°F as the high. Our average temperature for the month was 44.9°F. Humidity high was 96% and the low was 21% with an average of 69%.

# Wastewater Progress Report

May 2026

- **Process and Operations:**

- Process running well and meeting permit limits.
- Multiple aerator issues resulted in very low Dissolved Oxygen in lagoon 1. Needed to order new motors. Now all aeration equipment besides L1-C2 operational.
- Flow meters were calibrated on 5/5.
- May sludge processing volume: 50,451 gallons
- YTD sludge processing volume: 133,971 gallons
  
- May 2026 Flows:
  - Influent average: .235 MGD
  - Influent highest flow: .360 MGD
  - Influent total: 7.298 MG
  - Effluent average: .383 MGD
  - Effluent total: 5.356 MG
  - Precipitation: 6.47 inches/month
  - Maximum daily precipitation: 1.34 inches
  - Discharging days/month: 14

- **Collection System:**

- Semi-Annual jetting and Main Pump Station cleaning happened. Found one main line partial plug. Line was cleaned with no further issues to report.
- Sewer line plug reported at 83 Stowe St. found roots to be the issue outside of EFUD ROW.
- 5/23 started having issues at MPS with the level transducer, and off float for float system. Gates Electric was on site 5/25 and replaced the off float, and ordered a new transducer. MPS has been operational using the float system since the replacement float was installed.

- **Office & Personnel**

- Matt now has a Distribution water license.

- **2026 Projects List**

- TBD