

Edward Farrar Utility District
Commissioners Meeting
Wednesday, September 9, 2026 @ 4:30pm

Attendance: P.H. "Skip" Flanders (Chairperson), Bob Finucane, Natalie Sherman, Rick Weston
Staff: Bill Woodruff, Kia Winchell Nealy
Audience: Graci Zeiger
Zoom: Annie Imhoff, Michael Miller, Kenny Ryan

The monthly meeting of the Edward Farrar Utility District was called to order at 4:34pm on Wednesday, September 9, 2026 in the Steele Community Room, 28 North Main Street, Waterbury, Vermont.

AGENDA

Bob Finucane made "a motion to approve the agenda".
Rick Weston seconded the motion. A vote was taken and passed unanimously.

PUBLIC

No comment from the public.

INTRODUCTION OF THE NEW TOWN MANAGER – GRACI ZEIGER

Bill Woodruff introduced Graci Zeiger – Waterbury's new Town Manger – to the Edward Farrar Utility District (EFUD) board members.

MINUTES-OF-THE-MEETINGS – July 8, 2026 and August 12, 2026

For the minutes of the August 8th meeting, chairperson Flanders presented additional wording under the discussion of a joint meeting between the Waterbury Selectboard and the Edward Farrar Utility District: "Chairman Flanders reported that he had received an invite from Martha Staskus chair of the selectboard for the EFUD commissioners to attend the Selectboard meeting last Tuesday. Chairman Skip reported that he had declined the invitation because according to the open meeting law a meeting of more than two commissioners must be warned and have a posted agenda. We would be glad to meet in compliance with those requirements."

Natalie Sheman made "a motion to approve the August 12th minutes with the additional comments related to the joint meeting between the Waterbury Selectboard the Edward Farrar Utility District."
Bob Finucane seconded the motion. A vote was taken and passed unanimously.

Rick Weston moved that "we approve the minutes from July 8th."
Bob Finucane seconded the motion. A vote was taken and passed unanimously.

WATERBURY HOUSING TASK FORCE & CHIP

Joe Camaratta from the Waterbury Housing Task Force presented a slide-show of Vermont's Community and Housing Infrastructure Program (CHIP), which uses future property-tax growth to finance infrastructure that enables housing. The purpose of the Waterbury Housing Task Force is to advance goals in the Waterbury Municipal Plan pertaining to housing.

EFUD DISTRICT CLERK & TREASURE DUTIES & RESPONSIBILITIES

Bill Woodruff presented a job descriptions for EFUD's clerk. Natalie Sherman expressed concerns about what constitutes "part-time/as needed". Woodruff will write up a description for the role of EFUD's treasurer ... along with a description for a combined clerk/treasurer position.

CORRECTIONS TO EFUD'S ANNUAL REPORT

Bob Finucane presented corrections for page 22, 23, and 24 of the Annual Report for EFUD for the year ending December 31, 2025. Rick Weston requested one change; change the last sentence in the write-up to "please call the EFUD Manager

if you have questions.” Bill Woodruff will place a call to our lawyers for advice on the best way to make the amendment to the Annual Report.

DRAFT RFP BY VLCT FOR EFUD ADVANTAGES/DISADVANTAGES

Skip Flanders and Rick Weston met with Kathleen Ramsey from Vermont Leagues of Cities and Towns to discuss an RFP for the advantages and disadvantages of EFUD.

Bob Finucane moved that “we authorize Skip and Rick to prepare and issue an RFP for the high-level governance and financial scan of the Edward Farrar Utility District.”

Natalie Sherman seconded the motion. A vote was taken and passed unanimously.

LETTER TO THE VERMONT ATTORNEY GENERAL

The Board has not heard back from the Vermont Attorney General’s office.

SCHEDULE & AGENDA FOR THE INFORMATIONAL MEETING ON THE WATERSHED

Rick Weston brought the Town Manager up-to-date on concerns with the Watershed ... and what activities are taking place in that area. A public hearing is proposed for October 21st at the Waterbury Fire Department. This will be an opportunity for the public and municipal water users to express their concerns of the area. In addition to Vermont’s Forest, Parks, and Recreation department, there is hope Stowe Land Trust and Vermont Mountain Biking Association will be in attendance. Weston will work with Bill Woodruff to get the message out to the public.

UPDATE ON THE EAST WIND PROJECT

Bill Woodruff presented a Change in Work Order for the East Wind Project ... and summarized the project;

- * J.A. McDonald has provided a price of \$418,231

- * Money and grants are available.

- * Most of the permits are in hand.

- * Drilling is expected soon.

- * The line is being extended south on Route 100 to the Cabot Annex ... and will be available to the Sunoco Station.

Rick Weston moved “that we authorize Woody to execute the change order with J.A. McDonald for the water line extension down Route 100 at an estimated cost of \$418,231.”

Bob Finucane seconded the motion. A vote was taken and passed unanimously.

2026 EFUD RULES AND PROCEDURES

Wording was added to the existing Rules and Procedures to include requirements for Zoom attendees. Rick Weston volunteered to make the correction to several typographical errors.

DEPARTMENTAL REPORTS

- * *See Department Reports that follow*

Bill Woodruff noted a leak on High Street recently that was the result of a cracked pipe. That has since been taken care of. Woodruff also mentioned waste-water being low.

In other business, Bob Finuance asked if the board could receive quarterly financial reports to review. Bill Woodruff will work on getting those reports.

ADJOURN

Bob Finaunce moved “to adjourn the meeting.”

Rick Weston seconded the motion.

A vote was taken and passed unanimously.

The September 9th meeting of the Edward Farrar Utility District adjourned at 6:43pm.

Next EFUD meeting scheduled for October 14, 2026

kia

Edward Farrar Utility District Commissioners Meeting

Wednesday, September 9, 2026

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 and approve Agenda.
- 4:35 pm • Public
- 4:40 pm • Introduction new Town Manager Gracie Zeigler
- 4:50 pm ✓✓ Consider Minutes of July 8, and August 8, Meetings 2026
- 4:55 pm ✓ Joe Camaratt of the Housing Task Force briefing on Community and Housing Infrastructure Program (CHIP) program for Housing.
- 5:25 pm ✓ Review draft of Duties and Responsibilities of EFUD District Clerk and Treasurer. *
- 5:35 pm • Review corrections to 2026 EFUD Annual Report
- 5:45 pm ☐ Review and discussion of draft RFP prepared by VLCT for EFUD Advantages - Disadvantage review and supporting information*
- 6:15 pm • Update on letter to VT Attorney General on designated water and sewer reserve funds according to Statute.
- 6:20 pm • Update on schedule and agenda for next meeting on information on activities in Watershed
- 6:30 pm Update on East Wind Project change order and connections.
- 6:35 pm ✓ Approval and signing of 2026 EFUD Rules of Procedures *
- 6:40 pm ✓ Review Department Reports*
- 6:50 pm Adjourn

Item with * have attachment information.

Edward Farrar Utility District

Commissioners Meeting

Wednesday, July 8, 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, Kia Winchell Nealy

Audience: Joe Bahr, Rich Hayes, Anne Imhoff, Valerie Rogers

Zoom: Kenny Ryan, Michael Miller, Lisa Scagliotti, ORCA Media

The monthly meeting of the Edward Farrar Utility District was called to order at 4:38pm.

PUBLIC

Valerie Rogers spoke directly to The Board to express her concerns about EFUD moving towards independence a bit too quickly ... but realized the Edward Farrar Utility District is more than water and sewer. EFUD maintains a Revolving Loan Fund ... but that's been given to another group. She acknowledges EFUD's stewardship of the Waterworks ... and the collaboration with The Town on housing and the CHIPS program. But, during the last EFUD monthly meeting, when The Board was asked about finances, "new blood" (i.e.; new Board members), and "succession", she was disappointed that The Board did not respond to her concerns ... that instead a non-commissioner replied.

AGENDA

- * N. Sherman would like to correct the agenda to read "Consider Corrections to the 2025 Annual Report"
- * During the discussion with the UDAG Loan Review Committee ... include report and application
- * B. Woodruff asked to speak about the Thatcher Brook Stream Stabilization Projection.

N. Sherman made the motion to correct the year of the Annual Report, include report and application when speaking with the UDAG Loan Review Committee, and to include the topic of the Thatcher Brook Stream Stabilization Project prior to the departmental reports. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

MINUTES OF THE MEETING – June 10, 2026

- * During the discussion of the Watershed Property, R. Weston asked to include "at this time" at the end of the second sentence under the notes about the Watershed Property.
- * On page 2, under EFUD Reserve Fund, R. Weston noted there are no notes

N. Sherman made the motion to approve the Minutes of the Meeting with the exception of the EFUD Reserve Fund. Appropriate wording will be provided at the next Board meeting. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

JOE BAHR

Joe Bahr from Waterbury Center made a slide-show presentation on Lady Slipper plants found in the Watershed. In an area of approximately 3,300 square feet, he noted a total of 181 Lady Slippers. 75 in bloom ... 106 not in bloom.

When asked if The Board would mind if Mr. Bahr shared the information with the VT Agency of Natural Resources ... C. Parks made the motion to allow Mr. Bahr to share his data with the VT Agency of Natural Resources. N. Sherman seconded the motion.

A vote was taken and passed unanimously.

UDAG LOAN REVIEW COMMITTEE

Anne Imhoff and Rich Hayes from the UDAG Loan Committee presented an application from The Bidwell. A new restaurant at the former Stowe Street Café location. Both explained the challenges of a restaurant trying to secure commercial lending ... as restaurant ownership is a volatile business. Ms. Imhoff believes the proprietors are doing things correctly; they are open Mondays ... they're open 9 to 9 ... they are open at times when other restaurants in the area are not. Mr. Hayes says as business owners, they are "walking the walk" ... and asked the board to consider upwards to the maximum of \$75,000 ... with deferred interest for six months ... and to be paid off within five years.

R. Weston expressed a few concerns;

- * Why does the income statement differ from the cash flow statement?

Mr. Hayes explained the variance between cash and income is attributed to a short-window in the turnaround time of getting The Board a report ... along with the spreadsheet is a product of an SBA template.

- * Why the small annual payroll for full time employees?

Mr. Hayes suspects the payroll will increase with time

- * The amortization report uses a 7.5% interest rate?

The proprietors were assuming 10+%

B. Finucane made the motion to offer the Interim Manager to enter into an agreement with The Bidwell to offer a five-year \$50,000 loan at 5%, with payments to start in full within six months. N. Sherman seconded the motion.

A vote was taken and passed unanimously.

2026 EFUD RULES OF PROCEDURES

See document following these minutes.

N. Sherman made a motion to approve the EFUD Rules of Procedure document – with corrected typos – dated July 8, 2026. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

ONE LEAK REQUEST – Executive Care Wash

After much discussion – and confusion - over Executive Car Wash and 63 South Main Street (which are both owned by Spillane's and both experienced leaks) – it was decided the Billing Clerk will rework the numbers for Executive Car Wash using the previous season's usage ... and work up the calculations for excessive usage at 63 South Main Street. That information will be reported at the next EFUD meeting and a decision will be made at that time.

2025 ANNUAL REPORT

In review the 2025 Annual EFUD Report, B. Finucane and B. Woodruff discovered a page missing ... and information regarding some funds that are inaccurate.

DISTRICT CLERK & TREASURER

B. Woodruff has looked for Job Descriptions for both the EFUD Clerk and EFUD Treasurer ... but could not find anything. Currently, the interim treasurer is Bill Shepeluk. EFUD is without a Clerk. Fortunately, this is not hindering the operation of the Edward Farrar Utility District.

ADVANTAGE DISADVANTAGE OF THE STRUCTURE OF EFUD

B. Finucane would like to ask employees for cost-saving ideas. S. Flanders has spoken with Heather Law about preparing a Request for Proposal. Flanders was going to ask Valerie Rogers and Tom Gloor if they were interested in learning the history of EFUD and how it was formed. Unfortunately, Mr. Gloor was not in attendance at this evening's meeting. V. Roger stayed only through the Public Comment.

LETTER TO VERMONT'S ATTORNEY GENERAL

Attorney James Barlow drafted a letter to the Vermont Attorney General ... and yesterday morning (Tuesday) B. Woodruff received a copy of said letter ... but did not have time to review it for this evening's meeting. He hopes to have that letter available for the next EFUD meeting.

INFORMATIONAL PRESENTATION

C. Parks and R. Weston are working on the next informational presentation for the Watershed property. See Weston's letter following these minutes. The information will be posted on the Town's website, Front Porch Forum, and the Waterbury Round About.

EAST WIND PROJECT

C. Parks reported there are two funding sources for the East Wind water project;

- 1) Congressional designated spending
- 2) Agency of Commerce and Community Development

C. Parks also reported:

- * Bids have come in lower than expected
- * The EPA has given the green light to spend \$500,000 ...
- * ... and the project can extend across Route 100

C. Parks made the motion to proceed with amending Dufresne's professional services contract for design and associated permitting for additional scope to the East Wind project and that EFUD allow a change order to be drafted and executed with the current general contractor. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

B. Woodruff reports there has been a pay request from the contractor of the East Wind project in the amount of about \$500,000. Woodruff has spoke with B. Shepeluk and both suspect there will be a request by the EFUD board to borrow the funds for said payment.

C. Parks made the motion to authorize short-term borrowing to pay J.A. MacDonald for their second pay request. B. Finucane seconded the motion.

A vote was taken and passed unanimously.

THATCHER BROOK STABILIZATION PROJECT

B. Woodruff reported the stabilization project to Thatcher Brook (along Stowe Street) is moving along as scheduled. Phase One - the design cost was approximately \$93,000. Phase Two - construction, has come in with an estimate of approximately \$355,000. Bids for construction have come in around \$500,000.

DEPARTMENT REPORTS

See reports following these minutes.

ADJOURN

R. Weston made the motion to adjourn this evening's meeting. B. Finucane seconded the motion.

A vote was taken and passed unanimously ... the monthly meeting of the Edward Farrar Utility District adjourned at 7:02pm.

Next meeting scheduled for August 12, 2026

kia

Edward Farrar Utility District
Commissioners Meeting
Wednesday, August 12, 2026 @ 4:30pm
Steele Community Room, 28 North Main Street, Waterbury, VT

Attendance: P.H. "Skip" Flanders (Chairperson), Bob Finucane, Natalie Sherman, Cindy Parks, Rick Weston
Staff: Book Woodruff, Kia Winchell Nealy
Audience: Tyler Stratton, Valerie Rogers, John Zimmerman, Roy Schiff
Zoom: Anne Imhoff, Michael Miller

The monthly meeting of the Edward Farrar Utility District was called to order at 4:39pm on Wednesday, August 12, 2026, in the Steele Community Room, 28 North Main Street, Waterbury, VT

AGENDA

A request by the utility billing clerk was made to add a One Leak request for Lowell & Molly Spillane when discussing One Leak requests from other customers.
Rick Weston made "a motion to approve the agenda as amended."
Natalie Sherman seconded the motion.
A vote was taken and passed unanimously.

PUBLIC

- * Valerie Rogers inquired who the Edward Farrar Utility District (EFUD) District Clerk and Treasurer is – since the previous clerk resigned, but is still listed on the Town's website.
- * Ms. Rogers also asked about the public EFUD meeting where Bill Shepeluk was appointed the District Clerk.
- * Ms. Rogers asked about the progress of the creation of the organizational chart discussed at the March 2026 EFUD meeting, with the both the Selectboard and the Edward Farrar Utility District. Further asked at what meeting was it discussed that EFUD commissioners motioned to not pursue a shared manager with the Town of Waterbury.
- * Tyler Stratton – owner of Stone's Throw Pizza on Stowe Street – was invited to this evening's meeting. He shared his Letter of Intent for monies borrowed from the Waterbury UDAG Fund. He previously met with the UDAG Advisory Committee and is attending this evening's meeting to introduce himself.

MINUTES-OF-THE-MEETING FROM JULY 8, 2026

Kia Winchell Nealy failed to provide minutes from the last EFUD meeting held on July 8, 2026. They will be reviewed at the next meeting.

WHAT IS REQUIRED TO BE IN MEETING MINUTES

* See following handout.

There was a discussion of Roberts Rules of Order and what is necessary for The Minutes.

UDAG LOAN REVIEW COMMITTEE

John Zimmerman introduced himself to the EFUD Commissioners. Mr. Zimmerman has reviewed applicants, made recommendations, and passed that information on to the EFUD Commissioners for review and approval of UDAG Loan applicants. The UDAG Loan Review Committee believes the process could be structured differently, as there is currently no application process or standardized form to present to the EFUD committee for a final decision.
Bob Finucane "moved that EFUD request the UDAG Loan Fund Committee to review the loan policy and application process and propose updates and reviews as appropriate."
Cindy Parks seconded the motion.
A vote was taken and passed unanimously.

THATCHER BROOK FEMA PROJECT

Roy Schiff – water resource scientist and engineer from SLR Consulting – spoke of the Thatcher Brook FEMA project. The project has three components; Stowe Street, sewer lines, and creating a flood bench. A hydraulic model of erosion has been dropped with three alternative solutions; create a shelf along Thatcher Brook, pull back existing rock, and armoring along the sewer line.

The project currently sits with FEMA and is between Phase One (permitting and design being almost complete) and Phase Two (Construction).

The three lowest bidders on the Thatcher Brook FEMA Project:

J.A. MacDonald, Boulder Excavation of Morrisville, VT, and Hilltop Construction of Randolph, VT. Hilltop construction has come in with the lowest bid and has experience with river bank stabilization and can work with and around utilities. Any of the three companies listed are capable of completing the project.

Natalie Sherman “made a motion to approve the EFUD share of the Thatcher Brook Sewer Protection and Bank Stabilization Project at 10 percent of the FEMA construction cost.”

Bob Finucane seconded the motion.

A vote was taken and pass unanimously.

ONE LEAK REQUESTS

* Executive Care Wash: by consensus, the EFUD Commissioners approved a request of \$4,290.44.

* Lowell & Molly Spillane; by consensus, the EFUD Commissioners approved a request of \$1,785.09

* Clinton Bedell: by consensus, the EFUD Commissioners approved a request of \$2,226.45

CORRECTIONS TO THE EFUD ANNUAL REPORT

* *See following handout*

The third page of the handout was missing from the Annual Report. Also, Bill Shepeluk and Bill Woodruff are still working on more corrections and clarifications.

DUTIES AND RESPONSIBILITIES OF THE EFUD DISTRICT CLERK AND TREASURER

Bill Woodruff will work on a job description for the District Clerk and Treasurer, as nothing is currently written up for the position(s).

HELP FROM VLCT ON RFP AND EFUD ADVANTAGE/DISADVANTAGE REVIEW

Karen Ramsey from Vermont League of Cities and Towns has offered to meet with Skip Flanders and anyone else from EFUD. Rick Weston is interest. Flanders will arrange a meeting with Karen Ramsey.

DRAFT OF LETTER TO VERMONT ATTORNEY GENERAL

* *See letter that follows*

Bob Finucane “motioned to authorize Skip Flanders to sign the letter to the Attorney General requesting an advisory opinion on designated water and sewer reserve funds.”

Rick Weston seconded the motion.

A vote was taken and passed unanimously.

DISCUSSION ON PROPOSAL AND SCHEDULE FOR NEXT MEETING ON INFORMATION ON ACTIVITIES IN THE WATER.

Cindy Parks believes October would be the best time to have the next public informational meeting on the watershed.

By consensus, the EFUD board is instructing B. Woodruff to add the two links to the Town’s website for the UVM watershed presentation. (One link for the story map ... one for the pdf report.)

EAST WIND PROJECT

** See following*

Amendment #1 from Dufresne Group is for additional engineering work on the west side of Route 100 for \$41,300.

Rick Weston "moved to authorize Bill Woodruff to sign amendment one with Dufresne Group for the engineering services agreement for the East Wind water system extension dated August 4th."

Cindy Parks recused herself from the vote.

Bob Finucane seconded the motion.

A vote was taken and passed.

COMMUNITY & HOUSING INFRASTRUCTURE PROGRAM

Skip Flanders gave a brief overview of CHIPs, a statewide program used as an incentive for developers.

2026 EFUD RULES & PROCEDURES AND ZOOM REQUIREMENTS

Skip Flanders asked if the EFUD commissioners wanted people who attended the monthly meeting via zoom to sign in with their first and last name.

Rick Weston "moves that we add to our rules of procedures the following, "Zoom attendees who wish to speak during board meeting must give their first and last names and turn on the camera – if available – when speaking.""

Cind Parks seconded the motion.

A vote was taken and passed unanimously.

JOINT MEETING WITH THE SELECTBOARD

The EFUD board received a message from Martha Staskus – Chairperson of the Waterbury Selectboard - asking if they would like to attend a joint meeting with the Waterbury selectboard.

DEPARTMENT REPORTS

** See reports that follow*

ADJOURN

Bob Finucane "move we adjourn."

Rick Weston seconded the motion.

A vote was taken and passed unanimously.

The August 12th meeting of the Edward Farrar Utility District adjourned at 7:09pm

Next EFUD meeting scheduled for September 9, 2026

Topics scheduled to be discussed: Minutes from July 8th

The Ice Center of Washington

JOB DESCRIPTION

District Clerk

Reports To: Edward Farrar Utility Board of Commissioners

Employment Status: Part-Time / As Needed

Position Summary

The District Clerk is responsible for providing clerical, administrative, meeting, and election support to the Edward Farrar Utility District. The Clerk serves as the official record keeper and election official for the District and is responsible for ensuring that required notices, records, elections, filings, and other official duties are completed accurately and in accordance with applicable laws, rules, and District requirements.

Essential Duties and Responsibilities

- Coordinate and provide administrative support for public meetings of the Edward Farrar Utility District.
- Coordinate District elections in accordance with applicable election laws and requirements.
- Prepare and issue official warnings for annual and special District meetings.
- Maintain the District voter checklist and ensure voter information is properly maintained.
- Prepare the required ballots appropriate for each election.
- Prepare, process, and track absentee and mail-in ballots as appropriate for each election.
- Verify petitions submitted by voters and candidates for compliance with applicable requirements.
- Act as clerk for all annual meetings, and special meetings of the District.
- Serve as the presiding election official for District elections.
- Upload all required election information into the VEMS system including:
 - Election results;
 - Election participation reports;

- Absentee ballot tracking information; and
 - Early voting tracking information.
- Collect and maintain oaths of office from Edward Farrar Utility District officials
- Maintain official meeting, election, and clerk records.
- Ensure required election and meeting records are completed, filed, posted, and retained in accordance with applicable requirements.
- Perform other duties consistent with the responsibilities of the District Clerk as assigned by the Board of Commissioners.

Qualifications

- High school diploma or equivalent required; additional education or relevant certification preferred.
- Experience in clerical administration, election administration, municipal administration, or public-sector operations preferred.
- Knowledge of applicable election laws, public-meeting requirements, and recordkeeping procedures preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain accurate and confidential records.
- Ability to meet deadlines and manage multiple election and meeting-related responsibilities.
- Proficiency with standard office software and electronic filing systems, or the ability to learn required systems.
- You must reside within the boundaries of the Edward Farrar Utility District

AMENDMENT SEPTEMBER 9, 2026 TO THE ANNUAL REPORT OF THE EDWARD FARRAR UTILITY
DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2025

Shortly after the publication of the 2025 Report, certain errors and emissions were noted. This Amendment replaces entirely, pages 22,23,24 of that report. This Amendment will be given public notice and copies will be made available in the Town offices.

The Edward Farrar Utility District has several reserve funds that were authorized by voters and Commissioners of EFUD and its predecessor, the Village of Waterbury. These funds are for capital improvements, economic development and, and a historic Village Property management fund.

The former tax stabilization fund was established in 2015 and was split into two funds by voters in 2019—the Utility Capital Reserve Fund and the General Property Management Fund. In 2025, voters chose to close those two funds, splitting the combined proceeds between the water and sewer funds. That was done in May 2025, but a small, residual amount remains in the Utility Capital Reserve Fund. That money will be split between and moved to the water and sewer funds in 2026.

The CDBG Fund was established in the 1990 and was used to develop infrastructure in Pilgrim Park. The outstanding loan to Ladd Hall, Ltd. helped finance the affordable housing project on that former state property. The UDAG Fund, established with a federal Urban Development Action Grant (UDAG), was used to bring Ben & Jerry's to Waterbury in 1984. Proceeds of principal and interest from that loan were used to establish EFUD's revolving loan fund, which has been used to provide capital to many local businesses.

The Funds have assets that are invested. Activity and balances are included below in the several brief reports detailing the status of all these funds. Please call the Municipal Manager if you have questions.

UDAG LOAN FUND

Balance January 1, 2025

Cash and Money Market	\$ 502,560
Certificates of Deposit	0
Bonds	0
REITs	0
Other Equity Securities	82
Loans to Other Funds	0
Mutual Funds	<u>199,890</u>
Total Cash/Investment Value	\$ 702,532

Balance December 31, 2025

	\$ 494,678
	0
	0
	0
	96
	0
	<u>344,067</u>
	\$ 838,841
Loans Receivable	\$1,144,302
Total Assets	1,846,834
Tot. Liabilities (Deferred Revenue)	<u>(1,144,302)</u>
Fund Balance	\$ 702,532
	1,072,362
	1,911,203
	<u>(1,072,362)</u>
	\$ 838,841

Transactions during 2025

Total Fund Value 1/01/25	\$ 1,846,834
Int., Dividends on Investments	27,467
Interest on Loans Receivable	15,553
Unrealized gain/(loss) on investments	<u>21,349</u>
Total Value 12/31/25	\$ 1,911,203
Principal on loans Received	\$ 71,939
Loans Made	\$ 25,000

General Property Management Fund

Investment Bal. 1/1/2025	\$ 122,180	
Interest on investments	348	
Gains/(Losses)-Securities	(1,265)	
Transfer Out to Water & Sewer	(121,263	See Report Amendment Page 3
Balance 12/31/2025	\$ 0	

Investment Balance 1/1/25		Investment Balance 12/31/25	
Cash	\$ 0	\$ 0.00	
Money Market	4	0.00	
Mutual Funds	<u>122,176</u>	<u>0.00</u>	
		122,180	\$
0.00			

Utility Capital Reserve Fund

Balance 1/1/2025	\$ 496,801	
Interest	4,574	
Gain/Losses-Securities	2,143	
Transfer Out to Water & Sewer	<u>445,598</u>	See Report Amendment Page 3
Balance 12/31/2025	\$ 57,920	

Investment Balance 1/1/25		Investment Balance 12/31/25	
Cash	\$ 45,036	\$ 45,451	
Money Market	0	0	
Mutual Funds	<u>451,765</u>	<u>12,469</u>	
	\$496,801		\$ 57,920

CDBG FUND

Balance 1/1/25	\$ 74,630
Interest	372
Expenditures	<u>0</u>
Balance 12/31/25	\$ 75,002

*\$72,071 of asset balance is a loan to Ladd Hall Partnership, \$2,931 in cash.

	Balance January 1, 2025	Balance December 31, 2025
Cash and Money Market	\$ 0	\$ 0
Bonds	0	0
CDs	27,000	27,000
Loans to Other Funds	0	0
Mutual Funds	<u>1,048,240</u>	<u>1,532,775*</u>
Total	\$1,075,240	\$1,559,775

- Includes a total transfer in of \$283,431 of mutual funds came from the Utility Capital Reserve and the Property Management Fund. \$26,687 in interest posted to investment portfolio 2025. Unrealized gains on investments were \$23,945.

SEWER FUND INVESTMENTS

	Balance January 1, 2025	Balance December 31, 2025
Cash and Money Market	\$ 2,785	\$ 0
Bonds	0	0
Stocks	0	0
Mutual Funds	<u>73,315</u>	<u>410,463*</u>
Total	\$ 76,100	\$410,463

- Includes a total transfer in of \$283,431 from the Utility Capital Reserve and the Property Management Fund. \$113,367 in interest posted to investment portfolio 2025. Unrealized gains on investments were \$87,740.

To: Edward Farrar Utility District Board of Utility Commissioners

From: [Your Name/Title]

Date: [Insert Date]

**Re: Draft Request for Proposals – High Level Governance & Financial Scan of EFUD
Request for Board Input and Authorization to Proceed**

I. Purpose of this Memo

This memo transmits a draft Request for Proposals (RFP) for a “High Level Governance & Financial Scan” of the Edward Farrar Utility District (EFUD).

We are requesting that the Board:

1. Review and comment on the draft RFP content (scope, schedule, and expectations); and
2. Authorize staff to finalize and issue the RFP, with any revisions directed by the Board.

II. Overview of the Proposed Study

The proposed RFP seeks a qualified consultant to conduct an independent, planning-level assessment of EFUD’s current charter, governance structure, and broad financial trajectory. The intent is to give the Board and District voters a concise, neutral overview of whether EFUD’s current structure appears to advantage or disadvantage District voters.

Key points:

- This is a “scan,” not a detailed legal opinion or full merger/structural study.
- The effort is not a restart of Town–Village merger discussions, but a focused response to recurring community questions about representation, governance, and financial impacts under EFUD’s existing structure.
- The results are intended to help frame issues and options for the Board and voters, and to guide any potential future phases of analysis if the Board so chooses.

III. Summary of Draft RFP Content

Below is a brief summary of the key components of the draft RFP that will go to potential consultants.

1. Introduction & Background

1. Describes EFUD's creation following dissolution of the Village of Waterbury in 2018.
2. Summarizes the long history of Village/Town merger attempts and the choice to form a separate utility district for water and sewer services.
3. Explains EFUD's governance as a legislatively chartered municipal utility district and the distinction between:
 1. District voters (residents within EFUD boundaries), and
 2. Non-resident customers (outside the District but served by EFUD).
4. Notes that the advantages and disadvantages of this voting structure—given the wider customer base—are a central topic for this scan.

2. Objectives

The consultant will be asked to:

1. Provide a concise scan of EFUD's charter and governance structure, identifying strengths, weaknesses, and key issues for District voters, including the voting structure.
2. Develop a high-level financial and rate snapshot using recent data to broadly characterize EFUD's financial health and implications for District voters.
3. Obtain limited, low-cost public input via a small sample (5–10) of interviews with businesses and residents in the District.
4. Summarize advantages and disadvantages of EFUD's current structure at a planning level and compare it conceptually to alternative models (e.g., Town department, modified district, regional/shared services).

3. Scope of Services (Tasks 1–5)

Task 1 – Project Initiation & Targeted Document Review

1. One in-person kickoff meeting with the Board and key staff.
2. EFUD to compile key documents (charter, budgets, financials, capital plan or list, description of EFUD–Town relationship, relevant historical materials).
3. Consultant prepares a short Project Work Plan Memo clarifying objectives, assumptions, data gaps, and schedule.

Task 2 – High Level Governance & Charter Scan

1. Planning-level review of the EFUD Charter and key Vermont statutes related to EFUD's formation, powers, and governance.
2. Plain-language description of Board structure, powers, and definition of "District voters," with attention to resident versus non-resident customers.
3. Identification of apparent strengths and concerns from a District voter perspective, including EFUD's interaction with Town government.
4. Light comparison to 1–2 other Vermont utilities/districts to highlight notable differences.
5. Deliverable: 3–5 page Governance/Charter Brief with bullet-point advantages and disadvantages and a short "questions for legal counsel" list.

Task 3 – High Level Financial & Rate Snapshot

1. Use at least 3 years of financial data (budgets/actuals, rate schedules, debt, reserves, planned capital projects).
2. Develop simple trend charts/tables (revenues vs. expenses, debt and reserves, typical residential bill over time).
3. Provide basic illustrative sensitivity analysis for one or two representative capital investments and their potential rate impacts.
4. Offer qualitative commentary on long-term sustainability and whether EFUD's structure suggests any notable financial advantages/disadvantages compared to being a Town department or other organizational structure (recognizing this is planning-level only).
5. Deliverable: 4–6 page Financial Snapshot Memo in plain language.

Task 4 – Limited Public & Stakeholder Input

1. Very limited, low-cost outreach via interviews with 5–10 District businesses and residents.
2. Focus topics:
 1. Awareness of EFUD and understanding of EFUD vs. Town roles;
 2. Perceptions of service quality and rate fairness;
 3. Views on governance and representation (including residents vs. non-resident customers);

4. Initial reactions to structural options (status quo, charter “tune-ups,” closer Town integration, regional/shared services).
 3. Consultant drafts interview/survey questions and suggested explanatory text; EFUD manages basic outreach logistics.
 4. Deliverable: 3–4 page Public Input Summary highlighting participation levels, key themes, and any clear signals about satisfaction or interest in change.

Task 5 – Options Overview & Recommendations for Next Steps

1. Synthesize Tasks 2–4 into a short, practical overview of governance/organizational options at a conceptual level, likely including:
 1. Status quo;
 2. EFUD with targeted charter/governance “tune-ups”;
 3. Integration into Town government (acknowledging prior history and dissolution);
 4. Regional or shared services options.
 5. For each option, outline qualitative pros/cons for District voters and non-resident customers and the general kinds of steps likely required (legal, financial, procedural).
 2. Draft final report will explicitly address:
 1. Representation and voting structure;
 2. EFUD–Town operational relationship;
 3. Any apparent missed advantages of not being within Town government structures (e.g., visibility at Town Meeting, Town Report, funding or coordination).
 3. Consultant prepares a 15–20 slide deck, provides one in-person public presentation of the draft findings, incorporates feedback, and then provides one in-person final presentation to the Board.
 4. Deliverables: Draft final report, draft slide deck, public presentation; then final report, final slide deck, and final Board presentation.
- 4. Proposal Requirements**
- Consultants will be asked to provide:

1. Cover letter and contact information.
2. Project understanding and approach, including discussion of EFUD's history and context, and methodology for each task.
3. Work plan and schedule.
4. Team qualifications and experience (governance/charter work, utility finance, water/wastewater, small-community engagement), with 2–3 relevant project examples and references.
5. Public engagement approach for the limited survey/interviews.
6. Cost proposal: not-to-exceed budget, broken down by task, staff, hours, and rates, with assumptions about in-person vs. virtual meetings and expected EFUD staff effort.
7. Legal/administrative items (conflict disclosure, insurance to be specified in contract).

5. Budget

1. The RFP instructs proposers to distinguish any optional add-on tasks from the core Phase 1 scope, with separate cost estimates so that the Board can consider those separately.

6. Schedule

The draft RFP proposes the following schedule (flexible if the Board wishes to adjust dates):

- RFP Issued: October 1, 2026
- Questions Due: October 12, 2026
- Responses to Questions: October 19, 2026
- Proposals Due: November 2, 2026
- Selection/Notice of Award: November 18, 2026
- Contract Execution: By December 1, 2026
- Project Start / Kickoff: December 9, 2026
- Draft Final Report Due: March 15, 2027
- Draft Report Presentation: March 24, 2027

- Final Report Due: April 2, 2027
- Final Presentation: April 14, 2027

Proposers may suggest reasonable schedule adjustments but must stay within the overall budget and a comparable timeframe.

7. Evaluation Criteria

Proposals will be evaluated based on:

1. Understanding of EFUD's context and the objectives of the study.
2. Quality and practicality of the proposed approach.
3. Relevant experience and qualifications (governance/charter, utility finance, water/wastewater, small-community engagement).
4. Quality of prior work products and references.
5. Realistic schedule and cost-effectiveness.
6. Overall responsiveness to the RFP.

IV. Key Policy / Directional Questions for the Board

Before issuing the RFP, it would be helpful to receive Board direction on the following:

1. Scope and Emphasis

1. Does the draft scope adequately reflect the Board's intent for a "scan" (high-level, planning-oriented, not a detailed legal or engineering study)?
2. Are there any topics you believe should be de-emphasized or added, given the sensitivities around past Town/Village merger discussions?

2. Governance & Voting Focus

1. Is the Board comfortable with the explicit focus on the resident-voter vs. non-resident customer issue, including public input on that topic?
2. Are there particular questions about representation or accountability you want to be sure the consultant addresses?

3. EFUD–Town Relationship

1. Are there aspects of the EFUD–Town working relationship (operational, financial, or political) you want the consultant to examine more closely (or, conversely, keep strictly at a high level) in this effort?

4. Schedule and Budget Expectations

1. Do the draft milestone dates align with the Board's expectations and meeting calendar?
2. Are there any constraints (e.g., Annual Meeting timing, budget cycle) that should be highlighted in the RFP?

5. Public Engagement Approach

1. Given the intentionally limited and low-cost engagement in this phase, is the "5–10 interviews" approach acceptable?
2. Does the Board wish to specify any particular types of interviewees (e.g., at least one non-resident customer, one large user, one business, etc.)?

6. Communications and Framing

1. Are there any clarifications or additional language the Board would like to include in the RFP to underscore that this work is not a merger restart, but rather an information-gathering and planning exercise for EFUD and its voters?

V. Requested Board Action

At your upcoming meeting, we respectfully request that the Board:

1. Review and discuss the attached draft RFP;
2. Provide any edits or direction regarding:
 1. Scope and tasks;
 2. Schedule;
 3. Emphasis on governance/voting, financial analysis, EFUD–Town relationship, and public input; and
3. Authorize staff to finalize and issue the RFP, with Board-directed revisions, on or about October 1, 2026 (or an alternative date selected by the Board).

Once authorized, the study committee and staff will:

- Incorporate the Board's changes;
- Insert final contact names, email addresses, and any standard EFUD contract/insurance requirements;
- Publish the RFP and distribute it to likely qualified firms;

- After the due date, deliver proposals to the Board's consideration of next steps and discussion of the consultant selection process.

REQUEST FOR PROPOSALS (RFP)
High Level Governance & Financial Scan
Edward Farrar Utility District (EFUD)

1. Introduction and Purpose

The Edward Farrar Utility District (EFUD) invites qualified consultants to submit proposals for a Phase 1, high level assessment of EFUD's current charter, governance, and financial trajectory.

The purpose of this study is to provide EFUD's Board of Utility Commissioners (the "Board") and District voters with a concise, independent assessment of whether the current EFUD governance/charter and broad financial trajectory appear to advantage or disadvantage District voters.

This investigation and reporting are not about re-starting a merger effort with the Town of Waterbury after the Village spent over 60 years pursuing separation and ultimately dissolving. Rather, a limited number of residents have, in recent years, raised questions about advantages and/or disadvantages of the current structure of EFUD - governance, representation, financial, or otherwise. This study is intended to frame those questions clearly and provide an objective initial scan of EFUD's current structure.

2. Background

EFUD is a Vermont municipality established to provide water and sewer services to the former Village of Waterbury and a number of extraterritorial water customers in nearby areas, including portions of Waterbury Center, Duxbury, and Moretown. EFUD was formed when the Village of Waterbury dissolved on July 1, 2018.

Historical context – Village, Town, and EFUD

The service area currently identified as the EFUD district has a long history of organized local services and governance:

- The area began as Waterbury Fire District #1 of the Town of Waterbury, created to provide firefighting equipment within what is now the Village area.
- In 1882, Fire District officials worked with the Vermont Legislature to create a charter to incorporate the Village of Waterbury. The Legislature approved the charter on November 28, 1882 and required a Fire District meeting in December 1882 to

vote on accepting the charter and discontinuing the Fire District organization. That vote was held on December 20, 1882, formally incorporating the Village.

- From that time forward, the Village levied a Village property tax to fund improvements and services for its inhabitants, including: fire protection, police protection, improved streets and sidewalks, and later a water system and sewer system. With these improvements, the Village grew and developed as a center of population and services.

Beginning in the late 1950s, Waterbury repeatedly considered merger of the Town and Village:

- In 1959, a bill (#263) was introduced in the Vermont Legislature to allow Town residents to vote to dissolve the Village Charter and accept the Village's property, assets, and debts. The Legislature ultimately required two separate votes (Town outside the Village, and Village voters) rather than one combined vote.
- Over subsequent decades, multiple merger committees and studies were undertaken. Merger proposals were considered in 1961, 1963, the early 1970s, 1990, 2002, 2004–2005 (including a successful vote later overturned on reconsideration), and 2007.
- Generally, these efforts found that merger could produce some financial savings and expanded services, but Town voters outside the Village repeatedly defeated merger proposals, even as Village voters often supported them.

At the 2016 Village Annual Meeting, Village voters directed the Trustees to explore dissolving the Village as a way to accomplish what the prior merger votes had not.

Following that direction:

- The Trustees worked with legal counsel to prepare a plan to dissolve the Village and create a new utility district to continue water and sewer services in the existing service areas.
- The resulting plan proposed transferring all Village property, assets, and debts to a new utility district and consolidating Village general government functions with the Town, while preserving a dedicated water/sewer entity.
- The proposed charter for the new Edward Farrar Utility District (named in honor of Edward Farrar, a former Village Trustee and Water Commissioner who died in a trench cave-in in 1904 while installing a sewer line) was approved by Village voters on June 20, 2017 (244 yes, 83 no) and later enacted by the Vermont Legislature as H.716.

- On July 1, 2018, the Village of Waterbury was discontinued and EFUD assumed responsibility for water and sewer services, along with the former Village's related assets and liabilities.

The 2018 Village Annual Report dedicated its final Village report to all elected and appointed officials who served the incorporated Village of Waterbury and its inhabitants from 1882 through June 30, 2018, recognizing the Village's central role in the development of Waterbury and its transition into a single municipal community with a separate utility district for water and sewer services.

Key legal and structural points

- EFUD was established by a charter enacted by the State Legislature, Title 24 Appendix, Municipal Charters, Chapter 705, Edward Farrar Utility District: <https://legislature.vermont.gov/statutes/chapter/24APPENDIX/705>
- EFUD is governed by a Board of Utility Commissioners consisting of five persons elected by Australian ballot among the legal voters of the District. 24 App. V.S.A. ch. 705, § 5.
- 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 acquired from the Village of Waterbury. 24 App. V.S.A. ch. 705, § 2.
- District voters are those registered voters who reside within the boundaries of the Utility District. 24 App. V.S.A. ch. 705, § 4(a).

EFUD currently serves both:

- "Voting residents" – those who live within the EFUD boundaries and are legal voters at EFUD's annual meeting and on any bond votes; and
- Non-resident customers – those who live outside EFUD's boundaries but receive EFUD water and/or sewer services (including in parts of Waterbury, Duxbury, and Moretown). These customers do not vote at EFUD's annual or bond meetings.

The advantages and disadvantages of limiting EFUD voting rights to residents of the District—while serving a wider base of customers—are among the issues to be explored and clearly explained in this study.

Relationship with the Town of Waterbury

Since EFUD's creation, the District and the Town have developed a working relationship that reflects the long history of Village/Town interaction and the reconfiguration of

responsibilities following Village dissolution. Certain EFUD personnel interact regularly with Town staff (for example, in areas such as finance, administration, and public works coordination). This operational relationship, and how it supports or complicates EFUD's governance, finances, and accountability for District voters, is an important context for this review.

EFUD officials have identified the need to obtain an independent, high-level assessment of whether EFUD's existing structure, authority, operations, and relationship with the Town remain in the best interest of District voters, particularly with respect to costs, representation, service quality, and long-term sustainability.

A background article from the 2017 Village Annual Report summarizing the history of merger discussions and the creation of EFUD will be included in the document packet provided to the selected consultant.

3. Objectives

The primary objectives of this project are to:

1. Provide a concise scan of EFUD's current charter and governance structure and identify obvious strengths, weaknesses, and potential issues for District voters, including the implications of limiting voting rights to District residents while serving customers outside the district boundaries.
2. Develop a high-level financial snapshot, using recent data, to understand EFUD's general financial health implications for District voters.
3. Obtain limited, low-cost public input through interviews with a small sample of 5 – 10 businesses and residents in the district.
4. Summarize key advantages and disadvantages of the current EFUD structure for District voters at a planning level (not a full legal or technical opinion), including how EFUD's current arrangement compares conceptually to alternative organizational models (e.g., a Town department, modified district, or regional/shared services).

4. Scope of Services

The selected consultant will be expected to perform, at minimum, the following tasks. Proposers may suggest refinements in addition to this scope to improve enhance the quality of the study.

EFUD will:

- Handle outreach logistics (posting meeting information on EFUD website, social media, email lists, etc.).
- Assemble and provide requested background documents in an organized packet, including the 2017 Village Annual Report merger history article and any summary documents describing the EFUD–Town working relationship developed since 2018.

The consultant should assume:

- **One in-person kickoff meeting** with the Board and key staff in Waterbury.
- **One-in person** public presentation of the preliminary findings of the study and the final draft report. The public presentation will include a PowerPoint presentation, which will be posted on the EFUD website.
- **One in-person final presentation** to the Board (and, if desired, a joint session with other local officials). The public presentation will include a PowerPoint presentation, which will be posted on the EFUD website.

Task 1 – Project Initiation & Targeted Document Review

Goal: Sharply focus the work and minimize hours spent on data gathering.

Scope:

1. **In-person kickoff meeting** (approximately 1.5–2 hours) with representatives of:

1. EFUD Board of Utility Commissioners
2. Key staff/contractors involved in EFUD operations

to confirm the study’s goals, deliverables, schedule, and roles.

2. **EFUD will prepare a document packet in advance.** At a minimum, the consultant should anticipate reviewing:

1. EFUD Charter and any amendments.
3. Last 3 years of budgets, financial statements, and rate schedules.
4. Current or recent capital plan / priority project list.
5. Summary of EFUD’s operating arrangements and organizational chart (if available), including a description of EFUD’s operational and administrative relationship with the Town of Waterbury.

6. The 2017 Village Annual Report background article on merger history and the formation of EFUD (and any related summaries prepared by EFUD).
 3. Consultant will:
 1. Conduct a **scan-level** review of the materials provided.
 2. Prepare a brief (2–3 page) **Project Work Plan Memo** clarifying:
 1. Study objectives and limits.
 2. Key assumptions and data gaps (if any).
 3. Final task list and schedule.
-

Task 2 – High-Level Governance & Charter Scan

Goal: Identify obvious strengths and weaknesses in EFUD’s legal/governance setup from a planning perspective, and flag items for potential legal review in a later phase.

Scope:

1. Review and summarize, at a planning (non-legal-opinion) level:
 1. EFUD Charter
 2. Key referenced Vermont statutes related to EFUD’s formation, powers, and governance
2. Identify and describe in plain language:
 1. How the Board is structured and elected.
 2. Key powers (rate setting, debt issuance, service area, etc.).
 3. The definition of “District voters” and how EFUD’s charter treats voting rights for residents versus non-resident customers who receive service.
 4. Apparent strengths (e.g., flexibility, clear authority, representation).
 5. Apparent concerns or ambiguities affecting District voters, including:
 6. Representation and accountability of EFUD to voting residents versus non-resident customers;
 7. How EFUD’s governance interacts with Town government and Town Meeting;
 8. Any charter provisions that may complicate future organizational changes.

3. Conduct a **very light desktop comparison** to 1–2 other Vermont water/wastewater utilities or districts, using publicly available information, to highlight notable differences in governance, voting structure, and relationship to host municipalities.

Deliverable:

- A concise **Governance/Charter Brief** (approximately 3–5 pages) including:
 - Bullet-point advantages and disadvantages of EFUD’s current governance and charter from a District voter perspective (planning-level only), including the implications of limiting voting rights to District residents while serving customers outside the District.
 - A short list of “questions for legal counsel” that would require a formal legal opinion or deeper statutory analysis, such as potential charter amendments and operational management efficiencies.

Task 3 – High Level Financial & Rate Snapshot

Goal: Provide a directional overview of EFUD’s financial condition and rate implications for District voters, without building a full long-range financial model.

Scope:

1. Using at least the last 3 years of available data (to be provided by EFUD):
 1. Operating budgets and actuals
 2. Rate schedules and fee structures
 3. Summary of debt, reserves, and fund balances
 4. Brief description or list of key planned capital projects (amounts and timing, if available)
2. Consultant will:
 1. Develop simple **trend charts and tables**, such as:
 1. Revenues vs. expenses
 2. Debt levels and reserves
 3. Typical residential bill over time (based on standard usage assumptions)

2. Provide **basic sensitivity analysis**, for example:
 1. Illustrative rate impact of 1–2 representative capital projects (e.g., “If EFUD finances a \$X million project at Y% over Z years, the typical residential bill could increase by approximately __%.”)
3. Offer **qualitative commentary** on:
 1. Apparent long-term sustainability of current rate levels and financial posture, in broad terms.
 2. Whether EFUD’s current structure appears to pose notable financial advantages or disadvantages compared to, for example, being a Town department (based on public benchmarks and consultant experience, not a full alternatives analysis).

Deliverable:

- A **Financial Snapshot Memo** (~4–6 pages) that includes:
 - Simple charts/tables.
 - Plain-language interpretation of trends and illustrative rate impacts on a typical household.

Task 4 – Limited Public & Stakeholder Input

Goal: Capture some initial feedback from District voters and stakeholders at low cost, to gauge perceptions and appetite for further study.

Scope:

1. Obtain limited, low-cost public input through interviews with a small survey sample of 5 – 10 businesses and residents in the district, including:
 1. Awareness of EFUD and its relationship to the Town (e.g., understanding of EFUD vs. Town roles).
 2. Perceptions of service quality and rate fairness.
 3. Views on governance and representation, including:
 1. Whether respondents are EFUD residents (voting) or non-resident customers (non-voting);

2. Perceptions of the advantages and disadvantages of limiting EFUD voting to residents, given that some customers live outside the District;
 4. Initial views on structural options (e.g., status quo, charter “tune-ups,” closer integration with Town government, regional/shared services).
2. The consultant will:
1. Draft survey questions (focusing on awareness of EFUD, perceptions of service and rate fairness, and initial views on structural change).
 2. Provide recommended introductory/explanatory text.
 3. The consultant will compile and analyze survey responses and comments at a basic level, identifying any clear signals regarding:
 1. Satisfaction with EFUD’s current structure;
 2. Concerns about representation and voting;
 3. Interest in having EFUD included more visibly in Town government deliberations, Town Meeting, or reporting (e.g., Town Report); and
 4. Appetite for further, more detailed study.

Deliverable:

- **A Public Input Summary** (~3–4 pages) including:
 - Number of survey responses and meeting participants.
 - Key themes, concerns, and areas of apparent consensus or disagreement.
 - Any clear signals regarding satisfaction with current EFUD structure or interest in exploring changes.

Task 5 – Options Overview & Recommendations for Next Steps

Goal: Synthesize findings from Tasks 2–4 into a short, practical overview of options.

Scope:

1. Identify and describe, at a conceptual level, at least three to four governance/organizational options (e.g.):
 1. Maintain current EFUD structure with no major changes (status quo).

2. Maintain EFUD but pursue targeted charter/governance “tune-ups” (potentially including modifications to representation, voting eligibility, reporting, or EFUD–Town coordination mechanisms).
 3. Explore integration into Town government as a municipal department or enterprise fund (recognizing the long history of prior merger discussions and the 2018 Village dissolution).
 4. Explore shared services, consolidation, or regional arrangements.
2. For each option, provide brief discussion of:
 1. Potential advantages and disadvantages for District voters (governance, representation, cost, complexity) in qualitative terms.
 2. Possible implications for non-resident customers and the question of who votes versus who pays for services.
 3. General types of legal, financial, operational, and political steps likely required (e.g., local votes, legislative action) and approximate level of difficulty.
 3. The draft final report should:
 1. Clearly state planning-level advantages and disadvantages of the current EFUD structure for District voters, explicitly addressing:
 2. Representation and voting structure (residents vs. non-resident customers)
 3. The current EFUD–Town operational relationship and its benefits/risks.
 4. Any apparent missed “advantages” of not being part of Town government (e.g., visibility at Town Meeting, Town Report, or access to certain funding/coordination mechanisms).
 4. Develop a simple **slide deck** (15–20 slides) for EFUD’s use.
 5. Provide **one in-person public presentation of the draft final report** and slide deck.
 6. Compile feedback received at the public presentation and, in consultation with the EFUD Board, determine if any changes in the draft final report and presentation are warranted and finalize the presentation accordingly.
 7. Provide **one in-person final presentation** to the EFUD Board (and other local officials, if invited) in Waterbury to present findings and answer questions. A virtual option may be used if circumstances require.

Deliverables:

- Draft final report
 - Presentation slide deck of draft final report
 - In-person public presentation of slide deck draft final report
 - Final report
 - Presentation slide deck of final report
 - In-person presentation of the final report to the Board
-

6. Proposal Requirements

Proposals should be concise but sufficiently detailed to demonstrate the proposer's understanding and ability to perform the Phase 1 scope within the stated budget. At a minimum, proposals must include:

1. Cover Letter

1. Brief introduction of the firm/team.
2. Statement of interest and availability within the anticipated schedule.
3. Identification of primary contact (name, title, phone, email).

2. Project Understanding and Approach

1. Description of your understanding of EFUD's context and the Phase 1 objectives, including:
 1. The historical Village/Town merger attempts and the 2019 Village dissolution;
 2. EFUD's current role as a limited-service utility district
 3. The distinction between EFUD voting residents and non-resident customers; and
 4. The operational relationship between the EFUD and the Town of Waterbury.
2. Proposed methodology for each task in Section 4, including:
 1. Approach to a planning-level governance/charter scan.
 2. Approach to developing the financial and rate snapshot.

3. Approach to low-cost public engagement (survey a small sample of 5-10 residents and businesses in the district).
3. Any refinements or suggestions to improve the cost-effectiveness and/or outcome of the study, while meeting the objectives of the study.

3. Work Plan and Schedule

1. Task-by-task work plan for Tasks 1–5.
2. Project schedule with key milestones and estimated completion dates.
3. Identification of any anticipated challenges (e.g., data availability) and how they will be addressed.

4. Team Qualifications and Experience

1. Identification of the project manager and key personnel, including any subcontractors.
2. Brief resumes or bios highlighting relevant experience in:
 1. Municipal/special district governance and/or charters, including familiarity with the statutory framework of municipalities.
 2. Utility finance and rate analysis.
 3. Water/wastewater or municipal utilities.
 4. Public engagement in small communities.
3. Description of at least 2–3 relevant projects (preferably in Vermont or similar jurisdictions) that demonstrate:
 1. Governance/organizational reviews for utilities or special districts, and/or
 2. Financial and operational assessments for water/wastewater entities.
4. References for each example project, including name, title, organization, phone number, and email address.

5. Public Engagement Approach

1. Brief description of how you will design the business and resident survey interviews to maximize useful input within the limited scope.
2. Any tools or platforms you propose to use, and EFUD's role in outreach and hosting.

6. Cost Proposal

1. Not-to-exceed budget, inclusive of all labor, travel, and incidental expenses.
2. Budget breakdown by task and staff, including estimated hours and hourly rates.
3. Assumptions regarding the number of in-person trips (minimum is one for kickoff, one for survey interviews, one for public presentation of draft final report and one for final presentation), with use of virtual meetings for all other interactions.
4. Level of effort expected from EFUD staff (data gathering, outreach logistics, hosting survey and virtual meeting).

7. Legal and Administrative Requirements

1. Disclosure of any potential conflicts of interest with EFUD, the Town of Waterbury, or nearby municipalities.
2. Proof of insurance and other standard requirements, as applicable (to be specified by EFUD in the contract phase).

7. Budget

If proposers wish to suggest **optional add-on tasks** beyond the core scope, those should be clearly labeled as **optional** with separate cost estimates, and not assumed in the base budget proposed, as the EFUD Board will consider optional add-on tasks separately.

8. Schedule

The anticipated schedule is as follows (subject to change):

- RFP Issued: **October 1, 2026**
- Deadline for Questions: **October 12, 2026 at 4:00 p.m.**
- Responses to Questions Posted: **October 19, 2026**
- Proposals Due: **November 2, 2026 at 2:00 p.m.**
- Selection and Notice of Award: **November 18, 2026**

- Contract Execution: **By December 1, 2026**
- Project Start / Kickoff Meeting: **December 9, 2026**
- Draft Final Report Due: **March 15, 2027**
- In-Person Presentation of Draft Final Report and slide deck: **March 24, 2027**
- Final Report Due: **April 2, 2027**
- In-Person Presentation of Final Report: **April 14, 2027**

Proposers may suggest an alternative schedule if they better suit the work but must clearly explain any proposed changes and still respect the overall budget.

9. Evaluation Criteria

Proposals will be evaluated based on, but not limited to, the following:

- Demonstrated understanding of EFUD's context and the scope objectives.
- Quality, practicality, and clarity of the proposed approach and methodology.
- Relevant experience and qualifications of the firm and key personnel, including:
 - Municipal/special district governance, including familiarity with the statutory framework of municipalities.
 - Utility finance and rate work.
 - Water/wastewater systems and municipal utilities.
 - Public engagement in small communities, especially with constrained budgets.
- Quality of previous work products (may be requested as samples).
- Realistic schedule and ability to meet deadlines.
- Cost effectiveness of budget proposal.
- Quality of references.

EFUD reserves the right to request interviews (virtual or in-person), seek clarification, and negotiate scope and cost with the highest-ranked proposer(s).

10. Submission Instructions

- **Format:** Proposals shall be submitted in PDF format via email. Hard copies are optional unless otherwise requested.
- **Deadline:** Proposals must be received by November 2, 2026 at 2:00 p.m. Late proposals may not be considered.
- **Submission Email Address:**
[Insert Email Address]
- **Questions:**
All questions regarding this RFP must be submitted in writing by [Insert Question Deadline] to:

[Name/Title]

Edward Farrar Utility District

[Email Address]

Responses to substantive questions will be shared with all known potential proposers and/or posted on [website/RFP page].

11. General Conditions

- EFUD reserves the right to accept or reject any or all proposals, to waive informalities, and to award a contract deemed to be in the best interest of District voters.
- This RFP does not commit EFUD to award a contract or pay any costs incurred in the preparation of a proposal.
- The selected consultant will be required to enter into a contract with EFUD that includes standard terms and conditions (insurance, indemnification, compliance with applicable laws, etc.).
- All proposals become the property of EFUD and may be subject to public disclosure under Vermont law.

Bill Woodruff

From: Parks, Cynthia <Cynthia.Parks@vermont.gov>
Sent: Wednesday, September 9, 2026 4:05 PM
To: Bill Woodruff
Subject: FW: East Wind Project - Updated Project Costs - See Below and Proposal for Rt 100 Change Order Work
Attachments: RT 100 EXTENSION_ProposalStandard.pdf

Funding Available

1. Agency of Commerce & Community Development Grant	\$ 592,600
2. EPA Congressional Designated Spending Grant	\$2,250,000
TOTAL ASSETS	\$2,842,600

Updated Project Costs

1. Construction Contract	\$1,160,498.75
2. Change Orders	
a. CO 1 – Tree Cutting	\$ 6,000
b. CO 2 – Interference with Onsite Systems	\$ 25,000
c. PCO – Vault Painting	\$ 4,000 (est)
d. PCO – Additional Driveway Restorations/Added Services	\$ 50,000 (est)
e. PCO – Rt 100 Work	\$ 418,231
3. Contingency on Rt 100 Work (assume 5%)	\$ 21,000
4. Engineering including Subs	
a. Design & permitting	\$ 174,088
b. Construction Phase Services	\$ 173,970
c. Additional Permitting/Approvals for Rt 100 Work	\$ 40,000
TOTAL COSTS	\$ 2,072,787.75

Funds Remaining \$ 769,812.25: These funds can also be used to be reimbursed for Project-related costs including permitting fees, easement recording fees, legal fees, and any other change orders greater than the assumed contingency of \$21,000.

Status Update on Rt 100 Work: All permits and approvals have been completed except for the DEC-Waste Management Division's signoff of the SMACKED petroleum-contamination at the Sunoco Station. The driller is scheduled to be onsite to collect soil samples for analysis on 9/15. There is minimal concern with contaminated soils due to the direction of groundwater flow being away from Rt 100.

From: Charles Flower <cflower@dufresnegroup.com>

Sent: Wednesday, September 9, 2026 8:33 AM

To: Parks, Cynthia <Cynthia.Parks@vermont.gov>; Bill Woodruff <bwoodruff@waterburyvt.com>

Subject: Fwd: Rt 100 cost

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Cindy - the cost from JAM is attached. I have not reviewed it, as we discussed this morning.

Charles W. Flower, PE

Dufresne Group

Phone: 802.479.3698 | Cell: 802.279.3546

Begin forwarded message:

From: Pat Clifford <Pat@jamcdonald.com>

Date: September 9, 2026 at 8:31:24 AM EDT

To: Bill Woodruff <bwoodruff@waterburyvt.com>

Cc: Charles Flower <cflower@dufresnegroup.com>, Matt Morin <matt@jamcdonald.com>

Subject: Rt 100 cost

Bill, Charles

Attached is the cost for the Rt 100 work. This is based on completing the work this Fall, there would be additional costs for mob (mob, lot rent, office trailer, etc.) if we need to come back in the spring. Also as mentioned we didn't carry any cost to haul any contaminated soils off site. The work is obviously more expensive than the current contract, due to the traffic, and the production daily.

Let me know if you have any questions.

Also, we are meeting at 1 this afternoon to flow the hydrants.

Thanks, Pat

Pat Clifford
General Manager
J.A. McDonald, Inc.

Office: (802) 223-5288

Cell: (802) 751-9189

Email: pat@jamcdonald.com

46 Three Mile Bridge Rd

Middlesex, VT 05602

www.jamcdonaldinc.com

At. EEO Employer

Proposal

From: J.A. McDonald, Inc.
46 Three Mile Bridge Rd.
Middlesex, VT 05602 USA
Phone: 802-223-5288
Fax: 802-223-0940

Project: RT 100 EXTENSION
Description: WATER SYSTEM EXTENSION
EDWARD FARRAR UTILITY

ITEM / DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
100C 6" DUCTILE IRON PIPE	45.000	LF	\$112.00	\$5,040.00
1B 8" DUCTILE IRON PIPE	825.000	LF	\$95.00	\$78,375.00
100A 12" DUCTILE IRON PIPE	12.000	LF	\$118.00	\$1,416.00
400A HYDRANT	2.000	EA	\$7,500.00	\$15,000.00
1900 MISC WORK AND CLEAN UP	1.000	LS	\$212,500.00	\$212,500.00
300C 6" GATE VALE W/ BOX	2.000	EA	\$6,500.00	\$13,000.00
3B 8" GATE VALVE W/ BOX	1.000	EA	\$3,900.00	\$3,900.00

Proposal

ITEM / DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
300A 12" GATE VALVE W/ BOX	2.000	EA	\$7,500.00	\$15,000.00
10000 DIRECTIONAL DRILL	40.000	LF	\$1,850.00	\$74,000.00
			TOTAL BID:	\$418,231.00

Signature: _____

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, I V.S.A. 310314. Meetings of the Edward Farrar Utility District must be open to the public at all times, except as provided in I 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. I 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 I 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 their 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 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. Notices of meetings and agendas will be posted 1) in the Municipal Office at 28 North Masin Street, 2) in the Waterbury Post Office 05676, and 3) in the Waterbury Center Post Office 05677.
9. Meetings may be recessed to a time and place certain.
10. Zoom attendees who wish to speak during the board meeting must give their first and last name and turn their camera on, if available, when speaking.
11. These rules shall be made available at all meetings, and procedures for public comments shall be reviewed at the beginning of all meetings.
12. The newspaper of record for required legal notices is the Times Agus Barre Vermont
13. 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

September 9, 2026

Signatures _____

Waterbury Water Monthly Report August 2026

Items of Interest

Sampling

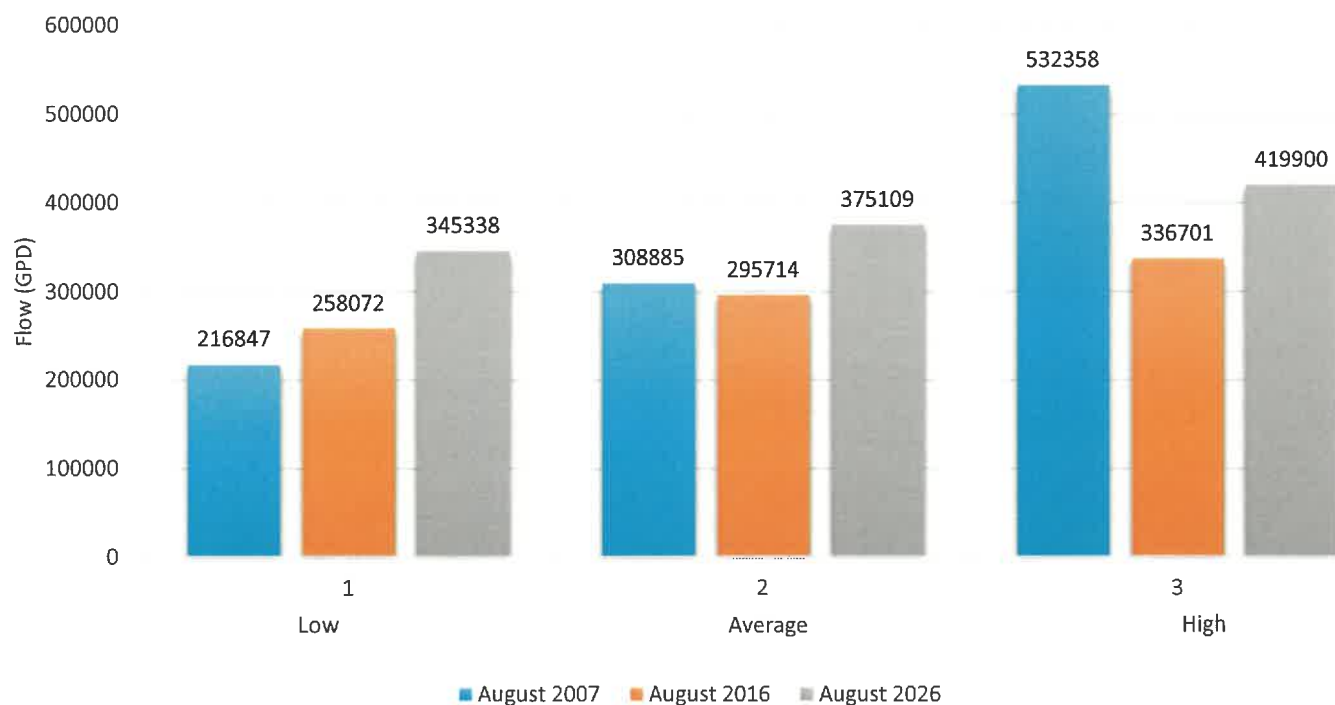
Maintenance

Weather

Flow Data

High Day	Low Day	Average Day	Peak Flow
8/6/2026	8/24/2026		8/26/2026
419900 Gallons	33509913 Gallons	375109 Gallons	1317 GPM

**Low, Average and High Flow (GPD) for
August 2007, 2016 and 2026**



Sampling

All seven monthly coliform samples were submitted, and all results received to date have been favorable.

The weekly fluoride samples were also submitted to the State Laboratory. While we are still awaiting some results, all results received so far have been favorable.

As part of the required monitoring schedule, nitrate testing for surface water and disinfection byproducts testing were conducted. All results received for these tests have been favorable. Groundwater nitrate testing is scheduled to be completed in September.

Maintenance

August 4th – Sodium Fluoride delivery to the water treatment facility.

August 6th – Water department staff investigated a water taste complaint from a residence on Apple Hill Road. After testing water from the residence, it was found to have elevated pH levels. We believe the elevated pH is due to lack of flow through the new water line. Once the East Wind Park is hooked up to the new water line the pH should adjust back to normal levels. Until the park is flowing water the water department staff will continue to flush water to bring fresh water into the line.

August 7th – Flushed water for new water line due to high pH.



August 10th - Mowed lawn at the main plant.

August 11th – Mobilized equipment to replace hydrant at the Ice Center.

August 12th – Replaced the hydrant at the Ice Center.



August 14th – Mowed lawns at the Well Field, and Reservoir on Blush Hill.

August 17th – Transferred excess sodium hypochlorite from the pool to the water treatment facility. Due to upgrades at the pool, considerably less sodium hypochlorite was used than in previous years. The remaining sodium hypochlorite would have lost strength before the next pool season.

August 18th – Laramie Water Resources was at the Main Plant to replace packing in the surface wash pump.

August 19th – Pressure washed the recycle tank in preparation for the application of a new layer of protective coating.

August 20th – 21st – Applied protective coating to the recycle tank.



August 25th – Trimmed weeds around the fire hydrants. This is necessary to prevent weeds from obstructing fire crews.

August 26th – During the process of exercising valves and fire hydrants water department staff found that the hydrant at the end of Batchelder St. has been struck and needs to be replaced.

EFUD owned properties in Stowe were brush hogged for the year.

August 27th – Located water main on Main St. in Duxbury for a new tap.

August 28th – Repaired hydrant valve box on Park St.

New curbstop installed at 94 Lakeview Terrace.

Added gravel to the road leading to Merrium Dam.

August 29th – The sodium hypochlorite pump for filter 1 at the water treatment facility stopped working. A new pump has been ordered.

August 31st – Mowed the lawn at the Main Plant.

Weather

During the month of August, the temperature ranged from 46.1°F as the low and 91.5°F as the high. Our average temperature for the month was 66.8°F. Humidity high was 97% and the low was 37% with an average of 78%.

The Water Treatment Facility observed a total of 2.24 inches of rain for the month of August.

Wastewater Progress Report

August 2026

- **Process and Operations:**

- Process running well and meeting permit limits.
- 8/12 Gates Electric replaced the brainboard for a lagoon mixer.
- Lagoon mixer still having issues- contacted manufacturer for advice.
- 8/18 Chlorine delivery.
- 8/19 Champlain Door replaced damaged garage door parts.
- 8/20 Mountain Air started PM work on equipment.
- 8/24 Farr's Tree Service removed a broken branch suspended in other trees, and removed dead trees around the lagoons.
- 8/26 Permit required Whole Effluent Toxicity samples were sent out- still waiting on results.
- 8/28 Hallam ICS was called in to help with SCADA issues.
- Ran sludge barge in Lagoon 3 for 6.5 hours.
- August sludge processing volume: 72,274 gallons
- YTD sludge processing volume: 385,614 gallons
- Applied 51,615 gallons more sludge than this time last year.

- August 2026 Flows:
 - Influent average: .167 MGD
 - Influent highest flow: .182 MGD
 - Influent total: 5.165 MG
 - Effluent average: .336 MGD
 - Effluent total: 3.355 MG
 - Precipitation: 2.42 inches/month
 - Maximum daily precipitation: .57 inches
 - Discharging days/month: 10

- **Collection System:**

- 8/5 Installed risers to MH 137 -High St- to bring up to grade for driveway extension.
- 8/19 Pump Control Solutions installed AccuDose remote monitoring for Lincoln St pump Station.

- **Office & Personnel**

- **2026 Projects List**