

EDWARD FARRAR UTILITY DISTRICT

Annual Report

FOR THE YEAR ENDING DECEMBER 31, 2024



Bill "Woody" Woodruff, Waterbury Public Works Director.

The 2024 Annual Report is dedicated to William Woodruff for his 39 years of dedicated service to the residents and community of Waterbury.

**PLEASE BRING THIS REPORT TO THE ANNUAL MEETING OF
THE EDWARD FARRAR UTILITY DISTRICT
WEDNESDAY, MAY 14 AT 7:30PM, STEELE COMMUNITY ROOM**

Dedication of the 2024 EFUD Annual Report

Bill "Woody" Woodruff, Public Works Director

The EFUD Commissioners dedicate the 2024 Edward Farrar Annual Report to Waterbury's Public Works Director Bill "Woody" Woodruff, for his dedicated service maintaining the public utilities serving the Waterbury community.

Bill grew up in Waterbury, graduated from Harwood Union High School and studied agriculture at UVM. Bill began working as a temporary employee with the Street Department in 1983. In 1988, Bill became the Assistant Water Operator to Mike Grace. When Mike retired in 1999, Bill became the Chief Operator. Bill continued as the Chief Water System operator until 2015 when he was promoted to the Public Works Director after the retirement of Alec Tuscany.

During his nearly forty years of service to Waterbury, Bill has overseen and, more often than not, participated directly in the construction of and repairs to the town's essential infrastructure—our water lines, sewers, roads, streets, water treatment system, wastewater system, fire stations, and municipal buildings. Bill has seen it all. Bill has skillfully performed his duties with professionalism, with courtesy and with caring for the concerns of the community and its residents under all conditions. Bill provides leadership with fairness and empathy to his staff. The saying "If you want something done, give it to the busiest person in the room" certainly applies to Bill.

Waterbury extends our deep and sincere appreciation to Bill for his service to our community.

Bill, thank you for a job well done!

"Woody"
Thank you from
everyone for a
Job well Done!

YAY!
RBF

Bill,
with much
gratitude:
Natalie

Woody -
The Village, EFUD, and PW are
so lucky to have you in your
many roles over the years. You
are a "Rock Star"! Thank
you x1000 for your
professionalism, hard work,
caring, and good sense
of humor. Looking
forward to continuing
working together.
Cindy Parker

Woody -
Public service is a noble cause
and you have performed most nobly
across your career. Thank you,
Thank you
Rick Westphal

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**WARNING OF THE ANNUAL MEETING OF THE
EDWARD FARRAR UTILITY DISTRICT
TO BE HELD MAY 14, 2025**

The inhabitants of the Edward Farrar Utility District who are legal voters in the District are hereby notified and warned to meet at the Steele Community Room at 28 North Main Street, Waterbury, Vermont on Wednesday May 14th, 2025 at 7:30 P.M. in the evening to act on articles 1 through 7 listed below.

The legal voters of the Edward Farrar Utility District are further notified that voter qualification, registration and absentee voting relative to said meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

ARTICLE 1: To act on the reports of the officers of the Edward Farrar Utility District.

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

NOTE: THE POLLS FOR VOTING BY AUSTRALIAN BALLOT ON ARTICLE 2 WILL BE OPEN FROM SEVEN O'CLOCK IN THE FORENOON TO SEVEN O'CLOCK IN THE AFTERNOON AT THE WATERBURY MUNICIPAL OFFICE, AT 28 NORTH MAIN STREET IN WATERBURY.

ARTICLE 3: To set the compensation of the District officers for the ensuing year as follows: \$3,000 for the District Clerk/Treasurer, \$2,000 for the Chair, and \$1,500 for each District Commissioner.

ARTICLE 4: To see if the District will authorize the Commissioners to combine the Property Management Fund with the Water and Wastewater Capital Reserve Funds.

ARTICLE 5: To see if the District will authorize the Commissioners to combine the General Capital Reserve Fund with the Water and Wastewater Capital Reserve Funds.

ARTICLE 6: To see if the District will authorize the Commissioners to engage a professional to identify and evaluate the advantages and disadvantages of continuing as a separate and distinct municipal Utility District, with costs paid for by District reserve funds.

ARTICLE 7: To do any other business that may legally come before the meeting.

Dated at Waterbury, Vermont the 9th Day of April, 2025.

Edward Farrar Utility District Commissioners



P. Howard Flanders, Chair



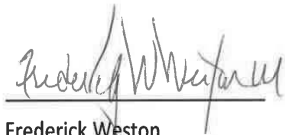
Robert Finucane



Natalie J. Sherman



Cynthia Parks



Frederick Weston

**EDWARD FARRAR UTILITY DISTRICT
ELECTED OFFICIALS**

	Term Length	Term expires
P. Howard Flanders	3 years	2027
Natalie Sherman	1 year	2025
Rick Weston	1 year	2025
Robert Finucane	3 years	2026
Cynthia Parks, P. E.	3 years	2025

APPOINTED OFFICIALS

Tom Leitz	District Manager
Karen Petrovic	District Clerk and Treasurer

The Edward Farrar Utility District Commissioners meet on the second Wednesday of the month at 4:30pm at the Municipal Office and via Zoom.

For meeting agendas, minutes, and Municipal contact information, please visit the Municipal website at <https://www.waterburyvt.com/boards/utility>

Edward Farrar Utility District (EFUD) Commissioners Report for 2024

In mid-January 2025 Waterbury residents observed the long-awaited start of construction on 26 Marsh House apartments on the historic lot on South Main known as 51 South Main. On August 28, 2011, Tropical Storm Irene caused severe flooding in Waterbury, and set in motion decisions that led to this historic start of construction. While construction did not start in the year 2024, it is too important not to acknowledge this report. We look forward to reporting that construction has finished, and Waterbury residents are living in their new homes. The name “Marsh House” honors the hardships and sacrifice of Waterbury’s first family James Marsh. Through land records and recorded wills, we were able to document that James Marsh’s oldest son Elias Marsh owned and lived in a home located on this lot. Elias died in 1802 and is buried in an unmarked grave in Hope Cemetery.



During June, archaeological explorations on the lot before construction revealed the existence of a stone well near the rear of the property. This well was three feet in interior diameter and five feet in outside diameter and eleven feet deep. This well confirms the early presence on the lot. The well was carefully closed in place and left undisturbed as a reminder of the efforts of our early pioneer residents.

These findings, along with the report of Eliot Lathrop on the construction of the Cephas Wells 1830 house, confirm the role this lot played in the early development of Waterbury Village.

Another project that is in the design stage is the Route 100 Water Main Extension Project that will extend a waterline from the Guptil Road near the Town garage over the hill to extend the line to Route 100 at the intersection of McNeil Road. This project, when completed, offers many improvements to the residents and properties served. When complete, the Eastwind Mobile Home Park will be connected to the municipal water supply along with numerous public buildings in the vicinity. The extension will also provide adequate fire flows from hydrants along the way to provide improved fire protection. The Edward Farrar Utility District has been awarded two grants to provide funding for the project. The first is a Community Recovery and Revitalization Grant for \$592,600 from the Vermont Agency of Commerce and Community Development. The

second is a Federal EPA Stag Grant of \$2,240,000. Initial planning and surveying have been completed and an RFP for engineering services for final design has been advertised. This is a significant project and will provide multiple benefits to the health and safety of the area residents and properties.

Over the years, the Village of Waterbury Trustees and Edward Farrar Utility District Commissioners have invested in the upgrade of the water and wastewater system to be able to provide reliable service without interruption. Both the Water and Wastewater systems are now in excellent physical condition with continued attention to maintenance to maintain reliability. The heart of the system operation is the employees who operate and maintain the system. Public Works Director Bill Woodruff has developed a staff that is cross trained in both operating the Wastewater system and the Water Supply system. Recently Kyle Guyette and Grant McCracken have both passed their Grade 2 Domestic Municipal Pollution Abatement Exam and now only need to meet the experience requirement to be fully licensed. This cross training is very valuable to have qualified staff to cover vacations and weekend duty and providing assistance in daily activities when necessary. The Commissioners appreciate the extra effort of staff to study and take the exam to be qualified in operating both systems. Over the years we have had many operators for both the Water and Wastewater system. We would like to take this opportunity to recognize them as follows:

Wastewater Operators

Hudson Fifield
Jim Brimblecombe*
Milford Ramey, Assistant*
Kent Sturtevant*
Randy Thompson*
Howard Ripley, Assistant*
Pete Krolczyk
Galen Therault
Tony Roy
Keith Johnson
Brandon Guyette
Dan Hinson
Brad Roy
Matt Jones
Tony Millus

Water Operators

Earle Towne
Elie LaRoche
Mike Grace
Bill Woodruff
Scott Guyette
Matt Hunt
Brad Roy
Kyle Guyette
Kenny Ryan
Grant McCracken

*Indicates contract operators employed by Metcalf Eddy

The Commissioners would like to recognize the full complement of the current staff that provide the daily service to EFUD customers. The following are the short bios of the EFUD staff beginning with the District Manager Tom Leitz.

District Manager:

Tom Leitz was hired as District Assistant Manager in November of 2022. Bill Shepeluk, the longstanding District Manager, officially retired at the end of 2022 and Tom formally became the manager. Prior to coming to EFUD, Tom had worked in senior and executive level positions in local government for the prior 15 years. He lives in Cambridge with his wife Courtney and his two sons, Henry (11) and Ira (10). He spends his free time with his family, and worries his boys will soon be teenagers and too cool to spend time with Mom and Dad.

Public Works Director:

Bill “Woody” Woodruff has been working for the Village of Waterbury or EFUD for several years. He began full-time employment for the Water Department during the construction of the Earle P. Towne Water Treatment Facility back in 1990. Bill transitioned to the job of Public Works Director in 2015 when Alec Tuscany began “retirement.” Bill grew up in Waterbury on East Street and has many fond memories of boyhood days spent roaming around Waterbury. After living many years in Waterbury and raising his two girls, he relocated to Duxbury.

EFUD Engineer:

Alec Tuscany has been with the Edward Farrar Utility District for almost 20 years, calling it the “the best job I have ever had.” He spent his early career working for some notable engineering firms in Vermont and New England and also served as the Town and Village Manager for Waterbury back in the 1970’s. He began as Waterbury’s first Public Works Director in 2005. His work today mainly consists of providing engineering oversight for the many water and wastewater projects that the district has going. Alec has been faking retirement for 10 years now but maybe someday he will be able to kick back and enjoy not working. He likes to spend wintertime with his wife Jane in Florida and sunny summers at camp on Lake Champlain. He currently resides in a beautiful home on South Main Street in Waterbury.

Clerk/Treasurer:

My name is Karen Petrovic, and I began working for the Utility District in 2015. I spent 7 years as the EFUD Billing Clerk before being appointed as the Clerk and Treasurer in September 2022. In my spare time I enjoy spending time with my family and friends on our boat or traveling to new places around the world.

Billing Clerk:

After years of working on Stowe Street, Kia Winchell Nealy came to the Edward Farrar Utility District as Billing Clerk in November 2023. When not behind her desk at the municipal office, during the summer months Kia enjoys spending time in her gardens or with her husband on Lake Champlain.

Water Department Staff:

My name is Kenneth Ryan, and I have been a water operator with the Edward Farrar Utility District since November 2022. Before that, I spent six years driving trailers throughout Vermont and Northern New Hampshire. Prior to my trucking career, I served for five years as a Military Police Officer in the U.S. Army, with assignments in Germany, Afghanistan, and Alabama. I live in Waterbury with my wife, Michelle, and our daughter, Harper. When I'm not at work, I split my time between serving as a member of the Waterbury Fire Department and spending time with my family—most likely out on the water, boating on one of Vermont's lakes.

Water Department Staff:

My name is Kyle Guyette, and I started with the Water Department in November of 2022. Prior to my role at EFUD Water, I dedicated much of my career to public works, specifically working with Highway Departments in Waterbury, Duxbury, and Jericho. Additionally, I gained valuable experience in underground utility locating during a two-year tenure with Vermont Underground Locators.

I have been a member of the Waterbury Fire Department for 22 years, currently holding the rank of Captain. In addition, I serve as a Lieutenant with the Stowe Fire Department, where I have been involved for the past two years.

Outside of work, I prioritize spending quality time with my wife of 10 years, Amanda, and our 7-year-old daughter, Leighton. In my leisure time, I enjoy a variety of activities, including hockey, snowmobiling, and hunting, just to name a few.

Water Department Staff:

My name is Grant McCracken, and I started working for EFUD in June of 2023. I participate in many roles for the EFUD and Town of Waterbury; you may see me plowing sidewalks or mowing in one of the Towns many parks. Previously I worked at Cold Hollow Cider Mill for 4 years. I enjoy fishing at the Waterbury Reservoir in the summer and skiing in the winter. I am also a proud member of the Waterbury Fire Department.

Wastewater Department Staff:

My name is Matt Jones, and I started working as a Wastewater Operator for the Edward Farrar Utility District in January 2021. Before working for the utility district, I worked at

Waterbury True Value for 13 years. I have been a member of the Waterbury Fire Department for 17 years, holding the rank of Lieutenant. I live in Waterbury Center with my wife, KT, 11-year-old daughter Shayla, and soon to be baby girl expected in April. In my free time I enjoy spending time with friends and family, ice fishing in the winter and swimming and kayaking in the summer.

Wastewater Department Staff:

My name is Anthony Millus, and I have been a wastewater operator with EFUD since May of 2022. Before beginning my tenure at EFUD, I spent 9 years working and building Vermont Artisan Coffee and Tea Company in Waterbury as a roaster and maintenance Technician amongst a wide variety of other tasks. Prior to that, I operated a printing press at Courier Book Manufacturers in Kendallville, Indiana for almost 12 years and 2 years as a concrete and soils lab manager for DLZ Industrial LLC in Burns Harbor, Indiana. I attended Purdue University and have degrees in History, Medieval Studies and Classical Studies. Historical interests aside, I spend my time off hunting, fishing, gardening, and cooking in and around Barre, Vermont.

The Commissioners and staff are concerned about the public use in the watershed and the need to protect the water source from contamination. The Commissioners have worked with a group of students from UVM to evaluate options to balance the public uses in the watershed with the need to protect the water supply. The students will submit a written report to the Commissioners with options to consider.

One of the water system large users, the Kneeland Flats Mobile Home Park recently completed a complete replacement and upgrade of their original water piping system serving the approximately 60 mobile homes in the park. The old system was replaced with adequate pipe sizes to supply fire hydrants and included new piping into the mobile homes with individual water meters. This system has been completed and is fully functional. Initial meter readings indicate this upgrade significantly reduced water loss in the system and will conserve water used and result in a reduction in the water bill to the owner. The system was paid for by a State grant. This upgrade furthers the Commissioners' goal to have a water delivery system that is as tight as possible while minimizing unnecessary water loss in the system. We appreciate the Park owner making the effort to upgrade the system.

The Commissioners have made arrangements with Revitalizing Waterbury to conduct the review of applications for loans from the UDAG Loan Fund and make a recommendation to the Commissioners on each application. In addition to Revitalizing Waterbury staff and members of the community, we have added a member of the Select Board to be a

member of the review committee. The District Manager is in the process of developing a contract with Revitalizing Waterbury to perform this work.

The Warning for the 2025 EFUD Annual Meeting includes an article to consider engaging a professional consultant to evaluate current charter and operation of the Edward Farrar Utility District to identify the advantages and disadvantages of the current standalone system and submit a report. The commissioners are looking for this report to provide factual information to consider future decisions regarding the Utility District.

In February 2025 the District Manager and Commissioners received a notice that the EFUD staff had formed a Union. It is expected that during 2025, the EFUD Commissioners will be negotiating a contract with the Union representing the staff.

Please see the District Managers Annual Report for additional information on other EFUD actions throughout the year. The Commissioners welcome your questions. The Commissioners meetings are the second Wednesday each month at 4:30 pm in the Steele Room and are available to attend by Zoom. Thank you from the Commissioners and we look forward to seeing you at the Annual Meeting.

Edward Farrar Utility District Commissioners,

Skip Flanders, Bob Finucane, Cindy Parks, Natalie Sherman, and Rick Weston.

District Managers Report

In 2022 and 2023 the District underwent a staffing transition, and completed a major water line replacement project. Our activities in 2024 were similarly eventful.

Fiske Land

In May of 2024 EFUD purchased an 8-acre parcel of land from Dwight Fiske for \$10,000. The parcel has some significant District infrastructure. First, two main water lines traverse the parcel, and there is a vault that houses the connection point for our well and surface water sources. In years prior, the District had an expensive and prolonged legal struggle related to protecting our rights to a surface spring that has been a part of our system for over 100 years. With that recent experience, when the opportunity to buy the Fiske parcel was presented to the District Commissioners, they agreed that buying the land was in the interest of the District and its ratepayers.

51 South Main Street

First approved by District voters in late 2022 by a vote of 208 in favor vs 69 opposed, on November 13th of 2024 the District Commissioners formally approved the sale of 51 South Main Street to Downstreet Housing and Community Development. The closing documents were fully executed just days into 2025, at which point the District was paid \$138,000 and site work began in earnest almost immediately. The expectation remains that construction will be completed within 12-months. The District will benefit from the economies of scale created by base charges and usage fees associated with the 26-housing units.

Kneeland Flats Mobile Home Park

With the assistance of several grants that assisted with planning, engineering, design and construction expenses, the owners of the Kneeland Flats Mobile Home Park replaced all the main water lines within the park. These lines had long been a source of frustration for both the District and the park owners, as water usage at the park was typically 2-3 times the expected average use due to water loss. The park owners, with the assistance of Trudell Consulting Engineers, contracted with Kings Property Management to complete the work. Prior to the project the District maintained a master meter, which was utilized to bill the park owners for water usage. Each individual mobile home now has a meter, which can be read via a handheld device. The District will monitor the effectiveness of this new system as it evaluates its own processes for reading meters.

During the year the District Commissioners had a spirited debate about the possibility of owning the water lines once the project was completed. Ultimately, no formal decision was made as the Commissioners elected to wait to see how the system operated, and if the water loss issues were resolved.

2024 Flood

After the two floods of 2023, the District, and most of its customers, experienced another significant flood on July 10th. As was the case in the prior year, actual infrastructure damages to the District were minimal. However, due to the high inflows at the wastewater plant, approximately 7 million gallons of partially treated wastewater was discharged into the Winooski River. These discharges were remarkably similar to the prior two floods.

The District was part of a hazard mitigation grant pre-application, which was submitted in concert with the Town of Waterbury. The pre-application requested funding to accomplish the following:

- (1) Add catch pans to all sewer manholes that are located in the floodplain (approximately 100 manholes).
- (2) Armor the lagoon walls at the wastewater plant with large boulders to ensure their integrity in the event of a major flood that results in localized currents.
- (3) Purchase a 1,000 gallon/minute trash pump to move partially treated water from the lagoons to the Winooski River during periods of extraordinarily high inflows.
- (4) Study lowering the fields adjacent to the wastewater plant to determine if that would provide any substantial reduction in flood heights, without subjecting our infrastructure to additional damage.

The catch pans should serve to reduce inflows into the wastewater plant while the manholes are inundated. In late 2024 there were growing concerns about the availability of federal grant funds. Due to that, the expense for the catch pans was budgeted and they will be added in 2025 without the assistance of state or federal funds.

Armoring the lagoon walls is considerably more expensive. Alec Tuscany, District Engineer, estimated this project would require 3,600 yards of type 3 stone, with a total project cost exceeding \$250,000. If grant funds prove to be elusive, the District will consider its options in future years, which could include completing a portion of the project to armor the most vulnerable sections of our lagoons.

The trash pump is also an expensive purchase, and to date the District has compensated by using a series of siphon hoses, and by borrowing a large trash pump from the Town of Stowe. While this pump is highly desired by the District, we believe we can rely on borrowing and/or renting other pumps during floods, and would seek to avoid a purchase unless grant funds are available.

The concept of lowering the fields that are proximate to the plant requires hydrology modeling to determine the feasibility, and that cost is not yet known. The fields are approximately 17 acres; lowering the land to create additional flood storage would likely require moving large volumes of material, which would be cost prohibitive. A portion of the hydrology modeling

would focus on any additional risk created by this option. We want to ensure we are not lowering land in such a manner that additional current is “invited” near the plant. This project will likely remain aspirational until funding can be secured.

Revolving Loan Fund

Entity	Amount Outstanding as of 12/31/24	Date of Final Payment
VT Beer Shephard	\$ 25,328	3/1/2026
Stowe St Café	\$ 3,230	9/1/2026
Stowe St Café Loan 2	\$ 38,644	9/1/2028
Habitat for Humanity	\$ 29,239	6/1/2027
Stones Throw	\$ 70,988	5/1/2028
Bryant & Bryant	\$ 19,483	1/1/2030
Revitalize Waterbury	\$ 57,357	9/1/2032
MarkersPhere	\$ 29,504	10/1/2032
Hill Properties	\$ 195,595	6/1/2036
Ladd Hall	\$ 145,147	5/1/2040
Ice Center	\$ 529,800	TBD
Subtotal	\$ 1,144,316	

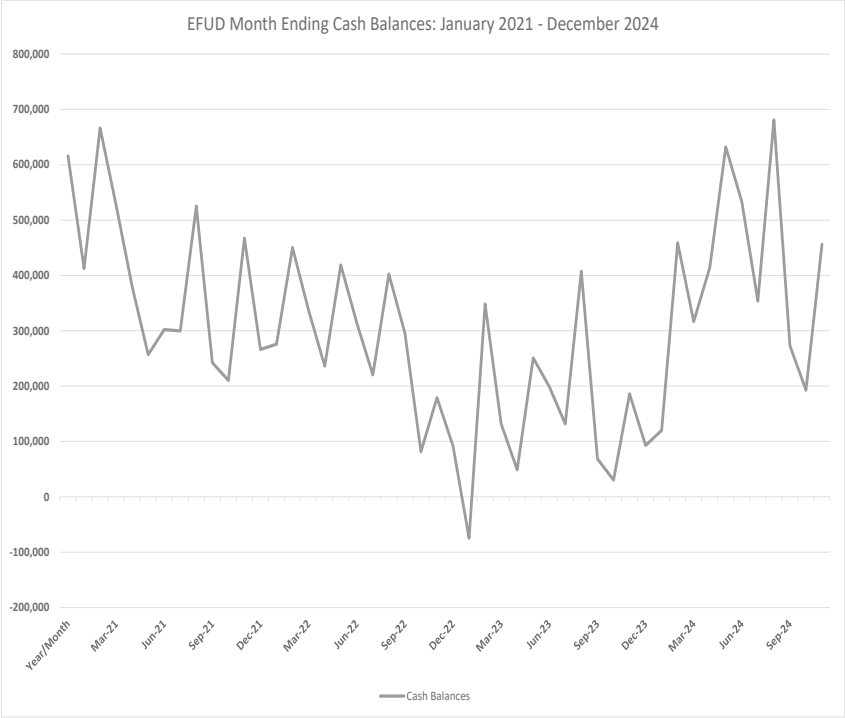
The District’s revolving loan fund ended the year with \$1,144,316 in loans outstanding. One new loan in the amount of \$30,000 was made to Habitat for Humanity, which provided funds for the purchase of a box truck.

The Ice Center loan currently has no payments due until September of 2027, and no interest accruing. This loan modification was made in the fall of 2022, and has resulted in approximately \$56,000 in deferred principal payments and \$22,000 in deferred interest payments. The District Commissioners will set new terms for the loan as the 2027 deadline approaches.

All loans remain current for the District.

Water and Wastewater Rates

In reports for the last several years I discussed the poor financial condition of the District, and how rate increases were necessary to improve liquidity and financial stability. At the beginning of 2024 rates were increased by 6.5% for water and 10.0% for wastewater, respectively. It was noted that, after these increases were enacted, that finances should be stabilized and future rate increases would be generally consistent with inflation rates. The graphic below shows overall cash balances for the District since 2021, and demonstrates our liquidity has improved after a difficult period in 2022 and 2023.



Route 100 Waterline Project

The District continued to advance the Route 100 Waterline project. In 2023 significant state and federal grants were received, and 2024 was spent working with the EPA to develop the grant contract and understand the requirements associated with the federal funds. This process was laborious, but the District remains on schedule to complete engineering in 2025, and construction in 2026. I expect for this to be a major work focus for 2025 and 2026. The District has confirmed the \$2.23 million grant has been appropriated by Congress and signed into law by the President, and therefore not subject to a discretionary reduction by the current administration.

Water Department Accounts	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Revenues				
Account	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Transfer from Sewer Department	30,185	29,880	29,880	63478.45407
Transfer from Town Highway Department	56,905	69,647	60,148	65377
Gas Tax Refund	588	500	869	800
Solar Lease	-	5,500	11,000	5500
Water Billing	987,863	1,080,791	1,149,254	1164650
Labor/Equipment/Materials	1,624	1,600	2,975	2500
Interest Charges	5,640	5,500	6,062	6000
Penalty Charges	4,919	5,000	5,624	5500
Allocation Fees	9,342	10,000	37,541	15000
Debt Proceeds	516,431	-	750,000	
Interest Earnings	43,406	33,500	101,825	
Securities Gains/Losses	67,953	-	2,587	
Duxbury-Moretown FPD Transfer	86,829			
Sale of Real Property				69,000
Use of Reserves	-	122,600	-	100,000
Miscellaneous Income	74	-	(10)	
Child Care Tax	-	-	868	
Subtotal	1,811,759	1,364,518	2,158,622	1,497,805
Expenditures				
	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Regular Pay	283,712	317,928	344,118	380,860
Flood Pay	5,000	-	-	-
Commissioners Pay	1,200	3,125	3,125	3,152
Part-Time Pay	56,208	500	42,225	20,000
Health Insurance	16,221	24,500	16,226	15,000
Life and Disability Insurance	2,754	2,750	2,571	1,650
Social Security	27,178	24,599	29,833	30,907
Employer Retirement	19,193	21,619	24,068	26,660
Unemployment Insurance	314	3,250	325	350
Workers Compensation Insurance	19,481	19,000	14,839	15,000
Clothing Allowance	2,189	2,250	5,426	2,000
Engineering and Technical Services	67,415	55,000	84,080	85,000
Lab Testing Fees	4,540	5,500	4,500	5,000
Legal Fees	13,780	11,000	11,413	13,500
Clerical Services	650	500	440	500
Professional Services - Other	22,060	21,000	17,409	23,000
Equipment and Instrumentation - Main Plant	62,093	15,000	31,738	20,000
Equipment and Instrumentation - Blush Hill	-	-	1,500	-
Equipment and Instrumentation - Old Plant	503	500	1,925	2,000
Equipment Maintenance - Wells	5,437	7,200	-	10,000
Equipment Maintenance - Other Equipment	889	1,000	957	1,000
Meter Repairs and Replacements	4,524	5,000	3,360	4,500

Water Department Accounts	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Railroad Leases	-	400	-	400
Property Taxes	17,547	18,250	19,333	21,250
Utilities - Telephone and Internet	7,011	7,000	9,707	10,000
Postage	2,326	2,450	1,644	1,500
Public Relations and Education	-	100	-	-
Advertising Fees	540	500	-	500
Office Supplies	2,099	2,150	2,332	2,150
Chemicals and Purification	13,739	20,000	20,953	22,000
Lab Chemicals	4,205	4,500	4,567	4,150
State Fees	7,888	6,500	5,626	5,800
Small Tools	2,030	2,000	1,329	1,800
Grounds Maintenance	831	7,500	10,478	10,500
Building Maintenance	4,097	8,000	1,847	1,000
Electric Utility Expenses	65,708	60,000	93,566	87,500
Propane Expenses	130	130	1,874	2,500
Propane Expenses - Wells/Generator	6,317	6,500	9,458	8,000
Vehicle Maintenance	5,014	5,000	1,839	2,000
Gasoline	18,054	17,000	10,733	11,000
Training Fees	2,300	2,000	739	2,000
Association Dues	1,715	3,000	2,501	2,501
Administrative Service Fee to Town	111,610	115,516	114,958	118,407
Water Main Maintenance - Sources	538	600	77	12,000
Water Main Maintenance - Distribution System	22,698	30,000	23,467	24,000
Watershed Management	57	100	193	193
Mileage Reimbursement	601	650	607	650
General Liability Insurance	17,142	17,500	15,484	17,300
Bank Charges	13	300	45	100
Unclassified Expenses	123	150	874	250
Purchase of Real Property	-	-	10,000	-
New Equipment	1,405	4,500	2,099	2,500
Pick-up Truck #1	-	-	1,769	-
Pick-up Truck #3	58,466	-	-	-
Backhoe	477	4,000	8,981	-
Equipment-Computers	231	3,000	-	3,000
Brush Mower Maintenance	-	-	115	-
Mini Excavator				9,250
Building Improvements	-	35,000	-	10,000
Capital Expenses	681,735	100,000	152,276	100,000
Debt - Principal Expenses	230,561	236,000	243,614	247,225
Debt - Interest Expenses	44,516	103,000	108,046	96,300
Subtotal	1,947,064	1,364,517	1,521,211	1,497,806

Wastewater Department Accounts	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Revenues				
Solar Lease	2,956	2,000	5,199	
Town ARPA Funds	150,000		-	2,500
Sewer Billing	868,294	990,188	1,032,568	1,015,000
Interest Charges	4,751	4,500	3,895	3,250
Penalty Charges	4,488	4,500	4,708	3,750
Allocation Fees	7,426	5,000	47,409	5,000
Sale of Equipment	-	20,000	14,845	
Interest Earnings	(1,982)	-	7,120	3,500
Securities Gains/Losses	5,173	-	4,349	
Insurance Proceeds	521	-	-	
Miscellaneous Income	74		3,813	
Sewer Childcare Tax	-	-	305	
Sale of Real Property				69,000
Subtotal	1,041,700	1,026,188	1,124,211	1,102,000
Expenditures				
Regularly Pay	155,828	180,403	143,792	150,221
Flood Pay	2,500	-	-	-
Commissioners Pay	3,125	3,125	3,725	3,125
Part-Time Pay	952	1,000	-	1,000
Health Insurance	22,633	36,250	36,271	40,000
Life and Disability Insurance	1,444	1,332	1,286	1,300
Social Security	12,471	14,116	10,871	11,195
Sewer Childcare Tax			305	-
Employer Retirement	10,503	12,267	10,096	12,635
Unemployment Insurance	198	250	179	184
Workers Compensation Insurance	11,647	12,000	8,090	8,375
Clothing Allowance	1,509	2,000	2,687	2,575
Engineering	8,726	10,000	6,563	7,725
Testing Services/Lab Fees	5,727	7,000	5,416	5,979
Legal Fees	50	2,000	500	2,000
Clerical Services	353	500	524	515
Professional Services-Other	19,976	20,000	17,817	25,000
Railroad Leases	796	800	817	775
Utilities-Telephone and Internet	7,413	7,372	8,726	9,000
Postage	1,265	1,265	1,324	1,328
Advertising	240	800	-	-
Office Supplies	436	1,000	836	850
Chemicals	63,043	70,000	65,015	75,000
Lab Supplies and Maintenance	3,708	5,400	3,064	4,000
State Fees	1,870	2,800	1,530	1,600
Water Expenses	3,685	4,000	4,519	4,000
Grounds Maintenance	841	5,200	838	850
Building Maintenance	8,501	15,000	10,676	7,500

Wastewater Department Accounts	2023 Actual	2024 Budget	2024 Actual	2025 Budget
Utilities - Electric	85,896	84,250	116,477	110,000
Propane	979	2,200	1,379	1,350
Heating Expenses	9,160	9,600	7,535	10,000
Fuel-Equipment and Service	739	2,500	4,412	3,250
Vehicle Maintenance	1,729	1,250	3,218	2,750
Gasoline	2,896	2,600	3,109	3,150
Diesel	1,125	1,200	1,275	1,300
Association Dues	1,167	1,167	1,749	1,450
Administrative Service Fee to Town	30,185		29,880	-
Administrative Service Fee to Town	-	29,880	-	63,478
Training Expenses	971	2,200	463	2,000
Plant & Process Maintenance	116,880	100,000	73,779	95,000
Equipment Maintenance	261	1,200	1,271	1,300
Collection System Maintenance	61,784	80,000	61,458	80,000
General Liability Insurance	14,253	15,000	14,330	16,000
Bank Fees	-	500	-	-
Unclassified Expenses	34	100	1,404	1,000
Lagoon Cleanout	-	8,500	7,390	10,000
Sewer Main Repairs and Replacements	-	90,000	-	100,000
Aeration System	30,217	22,500	8,518	8,250
New Equipment	101,027	10,000	1,215	1,300
Mini Excavator				46,250
Debt - Principal Expenses	71,896	104,906	104,906	105,525
Debt - Interest Expenses	11,742	12,510	12,259	9,925
Contribution to Fund Balance	-	28,244	-	51,989
Subtotal	892,381	1,026,188	801,494	1,102,000

Reserve & Development Funds

The District has several reserve funds that were authorized by the voters and Commissioners of EFUD and its predecessor, the Village of Waterbury. 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. 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 Loan Fund 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 and nonprofits.

EFUD also has assets that are invested, balances of which are shown in the table below.

	Loan Fund	
	January 1, 2024	December 31, 2024
Due from Other Funds	\$ 427,298	\$ 502,560
Investments	\$ 177,680	\$ 199,972
Total Cash/Investment Value	\$ 604,978	\$ 702,532
Loans Receivable	\$ 1,197,086	\$ 1,144,460
Total Assets	\$ 1,802,064	\$ 1,846,992
Loans Made in 2024	\$ 30,000	
Principal Payments Made in 2024	\$ 19,871	
Interest Payments Made in 2024	\$ 52,576	
	CDBG Fund	
Balance 1/1/24	\$ 72,615	
Balance 12/31/24	\$ 74,630	
	Investment Funds	
Fund Name	Investment Balance 1/1/24	Investment Balance 12/31/24
General Property Management Fund	\$ 105,157	\$ 122,180
Utility Capital Reserve	\$ 416,254	\$ 451,765
Water Capital Reserve	\$ 973,304	\$ 1,075,240
Wastewater Capital Reserve	\$ 65,106	\$ 76,101
Subtotal	\$ 1,559,821	\$ 1,725,286

**Minutes of the Annual Meeting
of the
Edward Farrar Utility District
Wednesday May 8, 2024**

Board of Commissioners: P. Howard Flanders, Chair; Robert Finucane, Cynthia Parks, Natalie Sherman, and Mark Alberghini

District Staff: Tom Leitz, Manager; Karen Petrovic, District Clerk

Public: Kenneth Ryan, Bill Woodruff, Roger Clapp, Rick Weston, Lisa Scagliotti – Waterbury Roundabout, Tom Gloor, Georgianna Birmingham, Jeff Sayah, Elizabeth Motch and Julie Motch, Kia Commo, Cathy Flanders, William Shepeluk, Alyssa Johnson, Anne Imhoff, Gary and Sally Dillon

P. Flanders called the 6th Annual Edward Farrar Utility District Meeting to order at 7:30pm

P. Flanders opened the meeting with the Pledge of Allegiance and a dedication of the Annual Report to Lefty Sayah's family.



Julie Motch, Jeff Sayah, Granddaughter Elizabeth Motch, Commissioner P. Howard Flanders.

Photo courtesy Lisa Scagliotti

N. Sherman moved to nominate P. Howard Flanders as Moderator which was seconded by R. Weston. A motion was made and seconded to close the nominations. A floor vote was held supporting P. Flanders as the moderator and passed unanimously.

R. Weston moved to dispense with the reading of the warning for the meeting. A floor vote was held and passed unanimously.

Article 1: To act on the reports of the officers of the Edward Farrar Utility District

R. Weston made a motion to act on the reports of the District Officers. The motion was seconded by R. Finucane. P. Flanders gave an overview of the officer reports highlighting current staff positions with licenses held and utility rates. With permission T. Leitz was able to speak at the meeting. T. Gloor asked the Board about delinquencies that exist in the Duxbury Moretown Fire District. T. Leitz was able to speak to the delinquency. R. Clapp informed the board that J. Poitrus attended the Select Board meeting

regarding an invoice in the amount of \$600 he wanted to make the Board aware of. T. Leitz confirmed he spoke to the law office that J. Poitrus claimed money was due to and there is no outstanding invoice. R. Clapp asked about fluoride in the water system. The District does include fluoride in the water per State recommendation. Downstreet Housing has secured financing for 51 South Main Street and they expect to break ground this fall. T. Gloor asked about projections of new customers in the next year. P. Flanders was able to highlight the capacity of the two systems and break down those numbers. T. Leitz stated 20-25 new customers in the coming year with 51 South Main coming in 2025. Funding for the cross-country water line through East Wind Drive was discussed. The engineering is nearly completed but there are still costs to be considered. January/February 2025 is the projected date to go to bid on the project. T. Gloor asked if there has been a noticeable change since the State Complex has been reoccupied. T. Leitz stated he has been reviewing their invoice and he has not seen a meaningful change in the needle. It is believed this is due to remote work options. T. Leitz spoke of previous utility rate increases and made note of COVID years when rates were reduced. It is anticipated water and sewer rates will go up at the same rate as inflation. In the future, the Commissioners have committed to do more to inform the public in advance of rate increases. T. Gloor asked about the Loan Fund (aka UDAG). While T. Leitz could not recall the interest rate for each individual loan, he was able to recall a recent one's lending was set at 4%. It was also confirmed there are still funds available to be lent. W. Shepeluk was given permission to speak. W. Shepeluk stated he cannot recall a time when the demand for loans exceeded the available balance. T. Gloor recalled there was a proposal to transfer the loan fund to the Town and can see a natural fit for another discussion of a merger. The Commissioners will consider having a member of the Select Board join the Loan Committee tasked with vetting loan inquiries. **The question was called; the motion to act on the reports passed by voice vote.**

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

For District Commissioner for a term of one year:

Natalie Sherman	129
Rick Weston	118
Blank	1
Write-Ins	2

For District Commissioner for a term of three years:

Skip Flanders	134
Blank	1
Write-Ins	2

Article 3: To set the compensation of the District officers for the ensuing year

R. Clapp moved that the compensation for the Edward Farrar Utility District Officers for the current budget year of 2024 be set as follows: Chairman \$1,450, Commissioners \$1,200 and Clerk/Treasurer \$1,200. The motion was seconded by R. Weston. T. Gloor asked if this was paid in the budget split out of water and sewer; it was confirmed it is. **The motion passed by voice vote.**

Article 4: To see if the District will authorize the Commissioners to borrow a sum of money by note, for a period not to exceed five years, to make improvements to the water system.

R. Finucane moved to authorize the Commissioners to borrow \$100,000 by note, for a period not to exceed five years, to make improvements to the water system. The motion was seconded by R. Clapp. T. Leitz stated there is no planned borrowing, this request is in the event of a capital expense that require borrowing. This is the authority if it is necessary. **The motion passed by voice vote.**

Article 5: To see if the District will authorize the Commissioners to borrow a sum of money by note, for a period not to exceed five years, to make improvements to the wastewater system.

R. Finucane moved to authorize the Commissioners to borrow \$100,000 by note, for a period not to exceed five years, to make improvements to the wastewater system. The motion was seconded by R. Weston. T. Leitz stated in the past years borrowing that occurred was borrowed from the Town at a rate of 3%. **The motion passed by voice vote.**

Article 6: To do any other business that may legally come before the meeting.

R. Finucane recognized M. Alberghini for his service to the Board and thanked him for coming forward to fill the void of a left-handed board member.

R. Weston moved to adjourn; R. Finucane seconded the motion, the motion passed unanimously.

OFFICIAL RESULTS

EDWARD FARRAR UTILITY DISTRICT

Wednesday, May 8, 2024

Instructions to Voters: To vote for a person whose name is printed on the ballot, make a cross (x) in the square at the right of that person's name. To vote for a person whose name is not printed on the ballot, write the person's name on the blank line in the appropriate block

For DISTRICT COMMISSIONER for a 1 Year Term

Vote for not more than TWO

NATALIE SHERMAN	129
RICK WESTON	118
Write-In	2
BLANK	1

For DISTRICT COMMISSIONER for a 3 Year Term

Vote for not more than ONE

P. HOWARD "SKIP" FLANDERS	134
Write-In	2
BLANK	1

OFFICIAL BALLOT

EDWARD FARRAR UTILITY DISTRICT

Wednesday, May 14, 2025

Instructions to Voters: To vote for a person whose name is printed on the ballot, make a cross (x) in the square at the right of that person's name. To vote for a person whose name is not printed on the ballot, write the person's name on the blank line in the appropriate block

For DISTRICT COMMISSIONER for a 1 Year Term

Vote for not more than TWO

NATALIE SHERMAN	
RICK WESTON	
Write-In	
Write-In	

For DISTRICT COMMISSIONER for a 3 Year Term

Vote for not more than ONE

CINDY PARKS	
Write-In	

