

Waterbury Village Water and Sewer Commissioners
December 18, 2017
4:30 pm, 28 N Main Street – Steele Community Room
Minutes

Present: P. H. Flanders, C. Parks, R. Finucane Commissioners; B. Woodruff PWD, W. Shepeluk Municipal Manager, Karen King – secretary

Public: Maggie Hughes, Waterbury Record; Don & Anne Einhorn; David Didomenico

Flanders called meeting to order at 4:35pm

Modifications to the Agenda: None

Public Comment: None

Update on Waterbury Commons – letter to Developer: W. Shepeluk spoke to the Commissioners and public attendees requesting more time. He confirmed receipt of an email exchange with Waterbury Common's developer P. Arnot. P. Arnot has not yet responded to W. Shepeluk's most recent letter, the details of which W. Shepeluk would prefer not to disclose until such time an agreement is closer to being achieved. D. Einhorn spoke for the residents of Waterbury Commons and expressed frustration in the process given the two years of pressure they have placed on the developer. D. Einhorn also made the Commissioners aware that anything less than municipal ownership of the sewer lines will not be acceptable by the residents of the development. W. Shepeluk requested additional patience and time from the residents while he continues to work with the Developer.

Consider adopting revised technical standards for Water & Sewer lines: B. Woodruff presented the 10 State Standards in paper copy to the Commissioners for consideration. C. Parks was not prepared to adopt this until she has an opportunity to review the NEIWPC standards. P. Flanders stated he would like the standards, once chosen, to include manufactures recommendations for installation followed.

Review of billing practices of water to the Sewer Department: W. Shepeluk presented a memo, see attached, to the Commissioners regarding previous bills the Sewer Department has received and paid for water use. **B. Finucane moved the Sewer Department should be charged Village water rates. C. Parks seconded the motion; a vote was held and passed unanimously.**

Update on Route 100 water extension South of Howard Ave: B. Woodruff updated the Commissioners on the progress. Boring is scheduled to take place in early January. Decisions still remain on which shoulder the expansion line will be placed – project should be on track to take place when Route 100 is reconstructed.

2018 Budget Discussion: Discussion regarding budgets in 2018 given the July 1st pending changes. Many things will be learned as they happen. Several of the Village funds will need to be separated from the Utility District such as UDAG funds. The village assets would become assets of the utility district without

being assets of either the water department or assets of the sewer department. How they would be managed is to be determined by the board of the utility district.

Monthly Reports: Commissioners, PWD and Manager spoke about changes to the Main Street Reconstruction project. B. Woodruff was in attendance at a meeting earlier this week to learn Act 52 will be implemented for this project. This may delay the start date due to new regulations. There has also been confirmation the sewer line from Foundry Street to Elm Street will not be considered as part of the project. Reasons exist to justify expediting this sewer project to be paid for by the Village before the start of Main Street Reconstruction. Staff recommendation is to pay to change Elm Street sewer line to 15" before July 2018 to improve the line design to be run during Main Street Reconstruction. By consensus the Commissioners agreed to explore this work. B. Woodruff and W. Shepeluk to follow up.

Minutes: C. Parks moved to approve the edited minutes from the November 20th, 2017. B. Finucane seconded the motion, a vote was held, and passed unanimously.

The next meeting is regularly scheduled for Monday January 22nd, 2017 beginning at 4:30pm at the Waterbury Municipal Center.

Meeting was adjourned at 6:15pm

Respectfully submitted,

Karen King, Secretary

Approved:



Date:

Jan, 24 2018
~~Dec 18~~

Waterbury Village Water and Sewer Commissioners

Monday December 18, 2017 4:30 pm
28 North Main Street
Steele Community Room
Waterbury

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|---------|---|
| 4:30 pm | Opening |
| 4:30 pm | Consider any modifications to the Agenda |
| 4:31 pm | Public |
| 4:35 pm | Update on Waterbury Commons – letter to developer |
| 4:55 pm | Consideration of adopting revised technical standards for Water and Sewer line design , materials and construction standards on recommendation of Staff |
| 5:05 pm | Review of billing issue of water to the Sewer Department |
| 5:25 pm | Update on Route 100 water extension South of Howard Ave |
| 5:35 pm | 2018 Annual Report and Budget discussion |
| 5:45 pm | Department Monthly Reports |
| 6:00 pm | Minutes |
| 6:05 pm | Adjourn |

To: LeeAnne Viens, Bookkeeper
From: W. Shepeluk, manager
Date: December 12, 2017



Re: Adjustment of Water Bill to Village Sewer Department

During a recent review of the village's sewer department budget I noticed that its line item for water usage was over budget by 10% even only three of four quarterly payments had been made. Projecting out with one more quarterly payment due, it appeared usage costs would end the year more than 25% above budget.

Water usage has been higher than expected the last few years and I attributed that to the on-going construction at the plant and to the new phosphorus removal process. Given the construction work is complete, I expected water use to level off—above what it was before the new phosphorus process, but below the usage in the past couple of years.

I asked Scott Guyette, water superintendent to investigate the high use at the wastewater treatment plant. He found that there has been a systemic error in meter reading at the plant. One of the meters, which seldom has flow through it was misread. This led to an improper input to the billing system. As the improperly read meter is ganged with two others to calculate total consumption. Therefore the problem was exacerbated by showing artificially high flows that are then applied to a billing formula that increases as use increases.

As I reviewed the work of Karen King, utility billing clerk, who had calculated the overpayment for me, I noticed that the sewer plant is being charged the higher rate that is applied to customers whose properties are outside the village. While this is technically correct, it does not recognize that the village owns the property in question and that all of its rate payers lie within the village. I have directed Karen to change the water bill of the sewer plant so it receives a bill using the water rates charged to customers which are located in the village.

I will raise the issue at the next meeting of the Water-Sewer Commissioners to see if they want to credit back to the sewer department payments that were made that were too high.

The error manifest in the meter books that resulted in incorrect billings dates back to 2015. I have consulted with William Yacavoni, CPA, about posting this transaction. He directed that it be corrected in the 2017 budget year. Please correct the mistake by posting these transactions:

~~back to 2015.~~

Village GL: 2017 Budget Year

Db:	Water Revenue- Rents	21-6-00-3-001.00	\$ 4,859.16
CR:	Sewer Expense-Water	22-7-32-3-411.00	\$ 4,859.16
Db	Water Expense-Unclassified	21-7-31-6-990.00	\$12,340.00
Cr:	Sewer Revenue-Misc. Income	22-6-00-9-099.00	\$12,340.00

To: Elected Boards
From: W. Shepeluk, Manager
Date: December 12, 2017
Re: Manager's Report- October & November 2017

As a result of the boards' evaluation of my work that was completed in December 2016, I have been asked to submit a report detailing tasks worked on and accomplished each month. This is the eighth of such reports.

Budgets & Annual Meeting Preparation & Manager's Monthly Report

Review of revenues, expenses and budget priorities is an on-going task. For several months the town's cash flow needs required borrowing in anticipation of taxes. As recommended by staff and approved by the trustees and select board, the village lent the money to the town from its UDAG Fund. **Through the end of July the town had borrowed \$432,000 from the village. The principal was fully paid by the end of August after the first tax installment due date. Interest paid to the village was \$1,127. The borrowing required by the town was about 78% less than planned for in the budget. About \$3,875 budgeted for short-term interest went unspent.**

I spent about 5 hours documenting my time and then writing the Manager's Monthly Report for the months of September and October.

Board Meetings-September & October. I spent about 31 hours preparing for meetings and attending meetings of elected boards in October and November. Several significant issues were addressed in these months requiring extra prep time & frequent joint meetings. Multiple meetings on the same days make for long days and evenings

- **Select Board**

October 2, 1.5 hrs

October 11—**Joint with Trustees & PC**, 2.5 hrs

October 23—Joint with Trustees-health ins. issue, paving plan 4.5 hrs

November 6—**Joint with Trustees-CDBG** revolving loan fund, policing options, 5 hrs

November 20—police services discussion, bike/ped issues etc., 3.5 hrs

- **Trustees**

October 25—police & Halloween, 1.5 hrs

November 8—legislators re: charter change etc..., 3 hours

November 29—Boy Scouts, RFP 51 S. Main, Solar at Ice Center?, 3.5 hours

- **Library Commissioners**

October 2, did not attend

November 13, did not attend

- **Water-Sewer Commissioners**

October 23—Howard Ave/Rt 100 main, Main St., 3.5 hours

November 20—Howard Ave/Rt 100 main, micro-hydro/solar, capacity study, 2.5 hrs

- **Cemetery Commissioners**

October 3, did not attend

November 7, preliminary 2018 budget-project identification, etc..., 1.5 hrs.

Met with individual department heads periodically through the month.

PW Director & Municipal Engineer-discussions to develop paving plan, wastewater capacity study, potential locations where extension of sewer may occur, Main Street, Micro-Hydro project at Guptil Rd Vault, grants administration for highway culvert replacement projects etc...

Planner—discussions re: multiple court cases-North Hill, Grange, Sweet Rd--LWCF projects

Police Chief—close out of PD, sale of assets, case management, service issues while winding down

Rec Director- transition planning, discuss involvement with upcoming community events-River of Light, Winterfest, Discussion of facility needs

Financial & Contract Management- Continuing management of town/village investment portfolios. Budget administration

Legal Issues- Spent about 8 hours on direct legal issues concerning town and village—Supreme Court oral arguments-Hubacz; Grange (resolved & settled Oct 23rd); Grayson.

North Hill ruling- period for appeal of PUC decision expired October 23, 2017. Verizon did not appeal. Denial of the permit application was upheld. Cost to the town to oppose this project in order to defend the town plan:

2015: Legal fees: \$ 6,553.98

2016: Legal Fees: \$73,433.75

Wildlife Study: \$12,077.71

Aesthetic Study: \$ 9,036.66

Sub-Total 2016: \$94,548.12

2017: Legal Fees: \$57,833.16

Wildlife Study: \$ 9,856.62

Aesthetic Study: \$ 2,306.57

Sub Total 2017: \$69,996.35

Grand Total direct expenditures by the town, over three budget years, to oppose Verizon's proposed cell tower on North Hill: **\$171,098.45**. I estimate at least 250 hours of staff time spent on this issue over the course of the two years of litigation. **Using a 75%-25% split for Steve's time and my time, respectively, the cost to the town for staff time was about \$12,165**

VLCT/VTCMA/ICMA—Municipal Advocacy, Education/Professional Development Opportunities

- VLCT VERB Trust Meeting: October 4, 9:00-11:00
- VLCT- Board Meeting: October 4, 11:00-12:30
- VLCT Town Fair & Annual Meeting: October 4-5, Presently off the VLCT Board of Directors
- Northeast Conference on Public Administration: November 4-Made a presentation with 3 other VT municipal officials and Dick Cate, VP Finance at UVM—Changing Landscape for small municipalities.

Grants Administration/AUDIT— Audits of town and village completed in October. Spent about 20 hours on this since June.

Economic & Community Development

- Review agendas, minutes of WADC meetings.
- Met with Alyssa Johnson, EDD re: TD Bank, 51 S. Main, Main Street project

Infrastructure

- Activity is ramping up concerning the Main Street Reconstruction process.
- On-going discussions of upgrading sewer on Elm Street to allow Main St sewer to be built according to customary standards
- Howard Ave-RT 100 water main upgrade—contract approved
- All paving and sidewalk projects completed

Public Safety

- Continuing work with WPD and Chief Feccia toward dissolution of the WPD
- Met with officers and employees of WASI to discuss its operating deficit and plans to raise more money (perhaps through tax appropriation) in the future in order to continue operating.

Staffing

Hired Michelle Ryan of Waterbury for the position of Bookkeeper/HR Asst. Started work December 11th. Michelle is working closely with LeeAnne Viens, Senior Bookkeeper. All are hopeful of a smooth transition as LeeAnne is expected to retire at the end of January.

Day to Day Work

General administrative duties necessary to manage the town and village governments.

- Time Card Administration: 1 hour/week
- Police Chief-generally once per week
- PWD-Weekly (or more often, as often as necessary) updates on projects: Review schedules for hwy, water, sewer depts.
- Various interactions with staff to answer questions, seek information, solve problems, review and process purchase orders, general oversight of department budgets
- Meet with the public seeking information or services
- E-mail-phone correspondence.
- Communications: Still a large consumer of my time

Manager Work Plan

The items below remain goals. I work on them all from time to time. However, items of less importance, but needing more immediate attention stifle attempts to get to these more important items.

- **Final Review and Adoption of a Personnel Policy**-Working with VLCT to incorporate most recent amendments to labor laws and workplace regulations into the policy. Paid leave for part-

time staff-- even for those whose weekly hours are relatively few, must be incorporated into the policy. Given the village's charter amendment, I recommend holding off changes until January of 2018.

- **Strategic Planning-** Now that most flood recovery efforts have been completed, the new municipal center, the roundabout and the WWTP upgrade are all finished, and before the Main Street Project gears up, this coming year would be a good time to make some decisions about how much tax effort the community can afford and then what services the town/village should provide for its residents and visitors.
- **Financial Reviews-** Continue review of investment policies and preparation of amendments to insure investment and distribution policies are in keeping with needs of the community going forward.
- **Budget Preparation—2018 budget prep has begun, in earnest**

End of Report

Wastewater Progress Report

November 2017

- **Process:**

- CoMag process continues to meet permit limits and running very well.
- Flow totals for October are:
 - Influent: 5.21 MG, average 0.168 MGD
 - Effluent: 4.89 MG; process ran 11 days/month; avg. 0.444 MGD
 - Rain: 5.10 inches
- Aeration rebuilding project and cable pole installation is complete.
- Rechecked Lagoon one sludge depth; gained 5 inches, from 17 inches to 22, while lagoons two and three stayed the same average depth of 9 inches each.
- CoMag coagulant delivered. Will be switching over to the PACL 70 (higher aluminum content) as temperatures decrease.
- Reviewed Paul Olander's comments regarding the Organic Capacity study. Most of the data has been gathered but we still need a bit more testing. Also, he wants to do an actual stress test on the CoMag process by by-passing lagoon 3.
- Programming automated influent sampling for more representative samples for Organic capacity.

- **Collection System:**

- Could the Sewer Commissioners establish a completion date for the updated Sewer Ordinance? This was put in electronic format nine years ago for this purpose but has yet to be done.

- **Personnel**

- Progress report submitted for Brandon Guyette.

- **2017 Projects:**

- Organic Capacity Study, Phase II – completed. Report submitted to Paul Olander for review and consultation. Awaiting Sewer Commissioners to decide whether or not to submit request to State to increase BOD capacity from 170 lbs./day
- Sludge removal to Casella Coventry– completed
- MPS Flood Door Refurbishing – completed
- 2017 Collection system flushing, pump station cleaning, and TV work – completed
- CoMag coagulation injection point and fish screen installation – completed
- Lagoon Aerator, pontoon, cable upgrade – motors, connectors and pontoons - completed
- Bay one enclosure project – in progress; awaiting to see if funds available to complete insulation
- Man-hole repairs – completed

MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received and processed in November & December:

Invoiced 11/21: Duxbury Moretown Fire District

Fees paid: \$1,518.75

Water Allocation Fee \$1,518.75

Additional notes

Invoices were mailed on November 20th with payments coming in daily.

Still am not receiving payments from certain delinquent customers despite my notes indication action will be taken.

Allocations in process:

Henry Parro's project on Route 2 is pending

MONTHLY Report November 2017

Items of Interest

Matt Out on Paternity Leave

Hydrant Replacement Fairground Road Duxbury

Replace Ice Center Road Blowoff Valve

Service Line Repair – Grout

Clear Trees on Trails and at Old Plant

Reprogram Ben & Jerry's Meter – Crossroad

Special Coliform Test – 104 Demeritt Place

Chemical Deliveries

Chlorine

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

Water Sources Used

All Surface Sources

Sweet Field Wells

Well 1

Flow Data

High Day
11/2/17

Low Day
11/24/17

Average Day

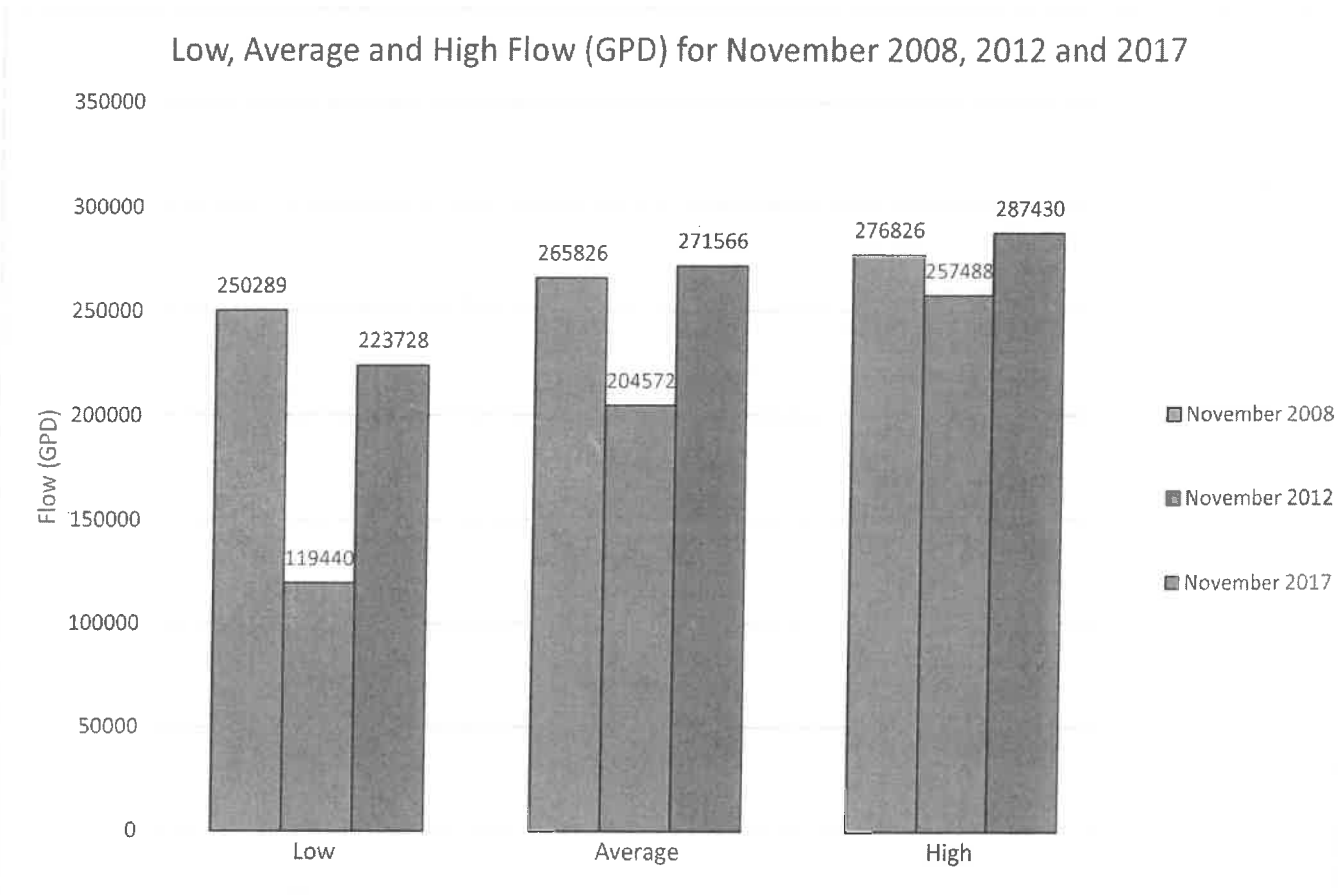
Peak
11/2/17

287430 gal

223728 gal

271566 gal

914 GPM



Notes:

- Data collected from electronic records dating back to 2008

Summary:

With Matt out on paternity leave for November, Scott was more or less a one man show this month.

The hydrant on Fairground Road in Duxbury was replaced this month. It had been struck by a vehicle recently, and had been out of service.

The blowoff valve on the Ice Center Road was also damaged this summer by a roadside mower. This was excavated and replaced, and is now in good working condition.

As we try to do every fall, November also saw a lot of work to clear trails and Water Department properties of fallen trees, limbs and other debris. There were several areas which saw work in November, the most extensive of which was at the Old Filter Building and the trail nearby which follows the influent water line to the plant. We feel that the trails both for our access to the water line, and for public hiking / cross country skiing in this area are in very good condition, thanks to the work we completed this month, and throughout the summer.

We began working with the Waterbury Center Post Office to resolve a broken service line causing water to bubble in their parking lot. While the line is theirs to replace, we were able to provide guidance and coordinate with them and contractors to make a plan of action to fix the line. There were some minor hurdles with the project, mostly to do with contractors backing out of the job, and coordination of inside/outside work, and making the connection on the new line through the foundation of the building. While the work was not completed in November, significant progress was made towards eventual completion of the repair in December.

We oversaw replacement of the service line to Grouts residence on Laurel Lane. This work went smoothly, and is now complete.

The new meter in the Ben & Jerry's pit on Crossroad which was installed recently required some reconfiguration. It was noticed that the meter had been incorrectly programmed at shipment to read in gallons, when it should have been in cubic feet. This issue was corrected in November, and will not impact any billing to Ben & Jerrys, as it was caught and resolved before the first billing period on the new meter.

In addition to normal coliform, LT2 and DBP testing in November, we conducted an additional 'special' coliform test at 104 Demeritt Place. This was done at the owner's request, as they are improving the property. The test came back clean.

Well 1 and the Sweet Wells were used in November. The Sweet Wells were on for ~4 days at ~210gpm for a total estimated usage of 1,211,000gal in November. Well 1 was run for ~9.25 days at ~280gpm for a total estimated usage of 3,738,000gal in November. Usage of Well 1 was high this month because it was on for a period of about a week in the middle of the month due to excessive leaf-litter and particulates in the surface water causing some turbidity issues at the plant. As soon as the surface water cleaned up a bit, we were able to shut off Well 1 and go back to surface water sources.

We're looking forward to winter, and hope the frost doesn't drive too deep this year!