

Edward Farrar Utility District
Wednesday November 14, 2018
Steele Community Room; 4:30 p.m.
Minutes

Present: P.H. Flanders, R. Finucane, N. Sherman, C. Parks, and L. Sayah, Commissioners;
W. Shepeluk, Municipal Manager, B. Woodruff, PWD, K. King, Staff

Members of the Public: A. Imhoff, A. Johnson, W. Hooper, J. Spidle

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

Approve Agenda: Agreed to add a discussion regarding a public records request to the end of the agenda. Further agreed to move the arrangement of the Health Insurance and Wastewater operations report. **B. Finucane made a motion to approve the agenda, to include the changes above. N. Sherman seconded the motion; a vote was held and passed unanimously.**

Public: No public comment

Presentation of the permitting, operations limits, reporting requirements and factors of operating the Wastewater Treatment Facility: Packet provided to the Commissioners on behalf of P. Krolczyk. Discussion focused on the financing of sludge removal that is currently projected to happen by 2022. W. Shepeluk spoke to the commissioners about their options to finance such an expense but stated they must wait until after the audit, performed in the spring to make any recommendations. The commissioners expressed appreciation for the report and the work by P. Krolczyk, B. Woodruff and A. Tuscany to prepare and present it.

Consider Health Insurance options for EFUD employees: W. Shepeluk provided the Commissioners with a memo detailing his recommendation for health insurance benefits for both Town and EFUD employees. This recommendation was previously approved at the November 5th Select Board meeting. **R. Finucane made a motion to approve the 2.85% increase to employees that choose to use the offered health insurance and a \$100/month stipend for employees that opt not to take insurance. C. Park seconded the motion; a vote was held and passed unanimously.**

Inline Hydro Update: B. Woodruff stated production remains low. Dispute still exists over who is responsible for the cost of the needed pipe repair.

Main Street Reconstruction Update: B. Woodruff stated there are 4 approved bidders (bonded), bids are due by this Friday. No recent cost estimates on EFUD expense to the upgraded water and sewer service lines. Last known was 2% of \$4-5,000,000

Consider contract for salvage of materials at 51 S Main Street: Two options, see attached proposals. W. Shepeluk would like to negotiate with Deconstruction Works to create a contract inclusive of all the needed demolition without the 20% return on salvageable items. **R. Finucane made a motion to authorize Municipal Manager W. Shepeluk to negotiate with Deconstructions Works and Crother's to haul away the hazardous materials, along with someone to fill the foundation. N. Sherman seconded the motion; a vote was held and passed unanimously.**

Consider options for how residents and customers of EFUD can learn about EFUD business: At the last EFUD meeting a question was raised whether EFUD Commissioners would pay for video

recording of the meetings to allow ORCA Media to present the monthly meetings on-line and by cable television. Agendas are posted online and sent to 40 registered individuals. A. Imhoff stated ORCA would broadcast the meetings on Sunday's at 9am and Wednesday's at 10pm if the Commissioners decided to record them. Consideration was given to the cost of the recording and the fact the previous Water & Sewer Commissioners meetings were not taped. Several commissioners wondered whether the expense of \$52/meeting was worth the perceived benefit. P. Flanders recommends a memo, detailing operations of EFUD be mailed along with the water bills due to go out next week. A draft of this memo was available at the meeting for consideration. Minor changes were made and K. King will mail the memo along with the November 20th invoices.

Consider MOU for operation of the Dog Park: W. Hooper and A. Imhoff spoke on behalf of Waterbury Unleashed. A. Imhoff, as one of the originators of the organization, stated she is concerned other early members may perceive the proposed MOU as Waterbury Unleashed losing all assets to EFUD. W. Shepeluk explained that in order to properly ensure the managers as volunteers of EFUD, the proposed MOU must state the structures, in addition to the land, are the property of EFUD. Waterbury Unleashed asked if a line item could be added to the MOU stating EFUD would not dispose of any assets without 90 days' notice to Waterbury Unleashed. This seemed agreeable. W. Shepeluk will have a revised MOU available for the Commissioners to sign at their December meeting. **N. Sherman made a motion to approve the "Waterbury Dog Park Rules" as presented to the Commissioners. C. Parks seconded the motion; a vote was held and passed unanimously. N. Sherman made a motion to appoint J. Spidle as the new Assistant Daily Manager of the Waterbury Unleashed Dog Park. R. Finucane seconded the motion; a vote was held and passed unanimously.**

Department Reports: EFUD annual meeting is in May but the budget still operates on a calendar year.

Public Records Request: Request was made for "Atomic meter readings"; (there is no such meter). We will respond to the request with all the pertinent data we have.

Minutes: **R. Finucane made a motion to approve the minutes of October 10th, 2018; C. Parks seconded the motion; a vote was held and passed unanimously.**

R. Finucane made a motion to adjourn the meeting at 7:09pm; P. Flanders seconded the motion; a vote was held and passed unanimously.

Next regularly scheduled meeting is Wednesday December 12, 2018, at 4:30pm in the Steele Community Room.

Respectfully submitted,

Karen King, Secretary

Approved:



Date:

Dec 12, 2018

**Edward Farrar Utility District
Commissioners Meeting**
Wednesday November 14, 2018
4:30 pm at Steele Community Room
28 North Main St
Waterbury VT

Agenda

- 4:30 pm Opening
- 4:30 pm Consider any modifications to agenda.
- 4:31 pm Public
- 4:36 pm Consider Health Insurance options for EFUD employees for 2019.
- 4:55 pm Presentation of the permitting conditions, operational limits, reporting requirements, and factors determining capacity of the Wastewater Treatment Facility.
- 5:45 pm Consider contract for salvaging materials and removal of building at 51 South Main Street and removal of hazardous asbestos from building
- 6:15 pm Consider MOU for operation of Dog Park.
- 6:35 pm Update on Main Street Reconstruction bids.
- 6:40 pm Update on Inline Hydro function.
- 6:45 pm Consider options for how residents and customers of EFUD can learn about the business of the EFUD.
- 7:00 pm Department Monthly Reports.
- 7:10 pm Focus Topic for next meeting.
- 7:15 pm Minutes
- 7:20 pm Adjourn

Public Works Report

Waterbury, Vermont
Autumn 2018

Water Update...

- Meet with Hallam ICS on module needed for communication with micro turbine
- Main Street soils discussions with VTrans and ATC. Final disposal locations discussed
- Ivy Computers water
- Discussions with Fuss and O'Neill and Kingsbury with regards to piping changes and path forward on Turbine
- Discussions with Powers and Salvas on easements for water
- Budget planning for next year

Sewer Update

- Elm Street Sewer construction
- Meet with Alec regarding strategic planning for next year
- Meet with Pete regarding sewer questions
- Meet with WWTP and WTP staff on cross training plans and staffing for future

Other works...

Micro Hydro: System is up and running still working out glitches

Main Street: Pre construction meeting with Vtrans

Route 100: Work with contractor on valve box and basin elevations

Lean. Attend meetings on efficiency during disaster response. Participate in making the process leaner

Coming down the pipe...

- Public Works Standards
- Non-revenue water
- Water and Sewer ordinance work.
- Cross training

Submitted by Bill Woodruff, Public Works Director, Main Street, Waterbury, VT 802-839-6199

Wastewater Progress Report

November 13, 2018

- **Process:**

- CoMag Building Process floor flood repairs, 98% completed. Awaiting VLCT reimbursement from claim.
- CoMag process running well. Fall and cooler temperatures are requiring continued process adjustments and an increase in PAC coagulant dose, which is typical for this time of season. Still meeting present monthly permit 0.8 mg/L limit. PAC Epic 70 delivery 3,000 gallons arriving November 27th. 17% ALS04 content will be more efficient in cold climate. We typically switch over this time of year from the PAC Epic 58, 10% ALS04.
- PLC4 SCADA HMI screen has failed, suspending local control of CoMag process. Process adjustments now made in Controls Building Office. Hallam on site next week to troubleshoot and repair.
- Alec and Pete also working on Land Application Permit for corn fields, which expires 12/31/2018. Hope to submit by Nov. 30, 2018.
- John Farr removed fallen trees at WWTP
- Due to the anticipated Lagoon #1 cleanout possibly by 2022, sludge removal alternatives are being pursued. Met with Jim Martel with Sediment Control Systems and received a quote on a sludge dredging sled and pump. Exploring ways to lime stabilize in holding tanks prior to application on Waterbury fields.
- Flows
 - Influent: 6.30 MG, average 0.203 MGD
 - Effluent: 7.60 MG; process ran 16 days/month; avg. 0.475 MGD
 - Precipitation: 6.0 inches

- **Collection System:**

- Elm St. Project began late October. Encountering some challenges to the installation mainly due to the old and existing pipes and services.
- Began Collection System Man Hole Survey. Find and Fix.
- Alec continues work on Sewer Ordinance
- Organic loading and testing in system hopefully to begin this fall. The new ISCO sampler has been purchased and is on site.
- Awaiting FOG letter from Municipal Manager to Restaurant owners

- **Personnel**

- Matt Hunt passed his WW exam and now in the process of obtaining a Vermont, 2 DM Wastewater Operators license which will satisfy

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- **2018 Projects:**

- Organic Capacity Study, Phase II to increase BOD capacity from 170 lbs./day – not started
- MPS Grit Removal Screen Project- Obtaining Quotes for 2019 Budget
- 2018 Collection system flushing, pump station cleaning, and TV work – 80% complete
- Bay one enclosure heating and insulation – Completed
- Man-hole repairs – On going
- WWTP pipe and wood shed upgrade – Completed
- WWTP and MPS exhaust fan upgrade – 50 % completed; awaiting quote for wet side duct heating system

MONTHLY ALLOCATION REPORT FOR COMMISSIONERS

Applications received or pending in November:

Received Application:

Ivy Ventures, 2933 Waterbury Stowe Road has come on line with 5 commercial buildings allocated for 1,854 gpd. They purchased their own meter for this project and paid the District \$6,952.50 in water allocation fees. They will be billed for 10 commercial base units and 1 Luce Bond fee per quarter.

Tim Parks, 1 Lincoln Street has completed an application to increase his single family home to a two unit home. He has been billed for an additional 225 gpd for a total of \$760.50 in water allocation fees. There was not an increase to his sewer allocation. This will increase his base units to 2 residential water and 2 residential sewer per quarter.

John Kirby, 43 Randall Street has completed an application to convert his carriage house to a one bedroom apartment. Using the assumed existing allocation for the previous State of Vermont office Mr. Kirby has been billed for 315 gallons of water \$1,064.70 and 195 gallons of sewer \$1,103.70 for a total of \$2,168.40. This will increase his base units to 2 residential water and 2 residential sewer per quarter.

STILL PENDING:

Silas Power

212 Blush Hill Road

Connect to Municipal Water Service

Mr. Power's is working to get easements from Dean Salvas as well as his legal team to draft a letter stating responsibilities of the water line.

Zoning Administrator Dina Bookmeyer-Baker has referred two property owners to me for review of their allocations based on changes in use.

1. Janet Cote
2. Zen Barn

I have spoken to both landowners but not yet received updated applications.

MONTHLY Report October 2018

Items of Interest

Drain and Clean Recycle Tank

Issues at Plant Due to Heavy Rain (resolved)

Elm Street Project

Ben & Jerry's Tank Filling

Hydrant / Fountain Winter Shutoffs

Brush Hogging

Meter Reading

Chemical Deliveries

Maintenance

Regular

Scheduled Monthly Analyzer Maintenance

Water Sources Used

All Surface Sources

Well 1

Sweet Wells

Flow Data

High Day
10/21/18

Low Day
10/27/18

Average Day

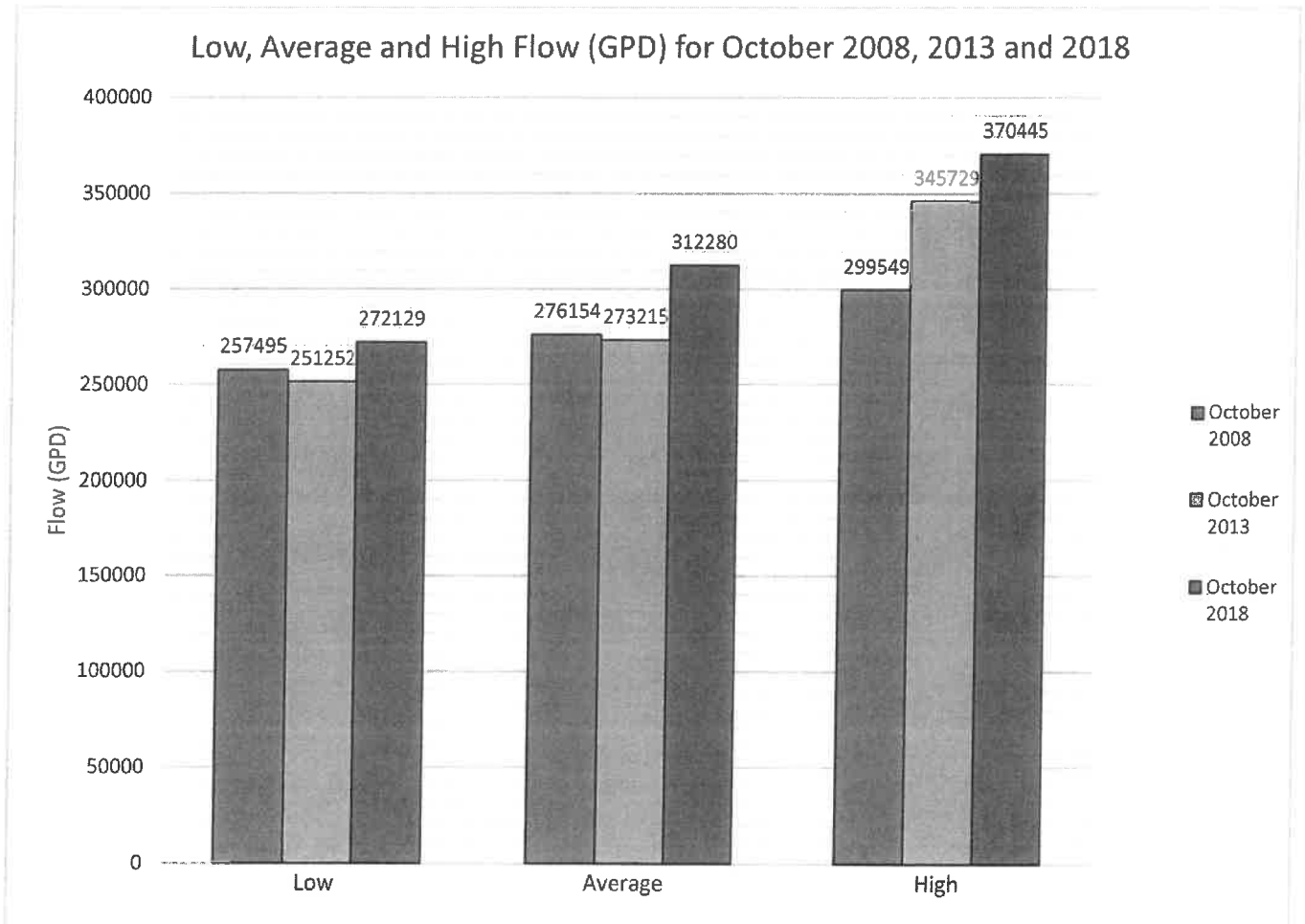
Peak
10/3/18

370445 gal

272129 gal

312280 gal

489 GPM



Notes:

- Data collected from electronic records dating back to 2008

Summary:

We did the fall cleanout of the recycle tank at the beginning of the month. Throughout the year, the tank accumulates flocs, polymer and particulates removed during treatment, requiring thorough cleaning. We drained and cleaned the tank, and managed the subsequent discharge from the freeze-dry bed.

We finished up brush hogging this month, including all areas in the waterworks, trails, and all other areas which we regularly cover.

With winter approaching, we shut down all of the fountains, yard hydrants etc. throughout the system (cemeteries, roundabout, dog park, ballparks, etc.).

We spent a fairly significant amount of time working to prepare for the Elm Street project this fall. While the work is not directly occurring on the water lines, it is in very close proximity to them, so we wanted to clearly identify and mark all mains, service lines, shutoffs, valves etc. to minimize chances of any impact on water service during the project. We also wanted to ensure all valve boxes are clear of muck, sediment or other debris, in the event that we need to access them for a quick shutoff.

We worked closely with the folks at Ben & Jerry's this month to fulfill a high water demand, due to tank work at their facility. They had a main storage tank offline, and still needed to operate their plant, clean equipment etc. Without the tank, they lost the ability to reuse water, and as a result, needed around 30,000gal more per day. Additionally, once the tank was repaired, they needed around 300,000gal in just a couple of days to fill it. We coordinated with them as to when this could occur, and adjusted our operations to accommodate the high demand on those days. It all went smoothly from our side, though they did eventually have to drain the tank due to a leak which wasn't recognized until the tank was nearly full. We will work with them again when they have the new leak repaired, and need to repeat the process.

We encountered some issues with heavy rain impacting influent water quality this month, which made it difficult to effectively filter. On several occasions, rainfall was intense enough that the surface water sources had abnormally high turbidity. Coupled with falling leaves and the turbidity they generally contribute, filtration was sometimes challenging. As a result, we utilized wells and adjusted treatment processes (mixing water sources, polymer levels, etc) to compensate.

We mentioned last month that wells were being utilized more than they typically are due to dry conditions. Usage was above average again this month, due to the increased source water turbidity described above. On occasions that we used wells in place of the surface water, it was primarily the Sweet Wells, with reduced use of Well 1.

Well 1 was on in October for 10 days at ~210gpm, for a total flow of ~2,880,000 gallons. The Sweet Wells were used for 254.5 hours on 11 days in October at ~203gpm for a total estimated flow of ~3,100,000 gallons.

To: Elected Boards
From: W. Shepeluk, Manager
Date: November 13, 2018
Re: Manager's Report- July 5, 2018-October 31, 2018

As a result of the boards' evaluation of my work that was completed in December 2016, I had been asked to submit a report detailing tasks worked on and accomplished each month. At the beginning of 2018, the boards suggested that monthly reports may be too frequent. Quarterly reports were suggested and less information was necessary—especially about meetings attended by the manager. My last report was dated July 20th. This is the thirteenth report since January of 2017.

Budgets

I have generally presented quarterly budget reports to the boards throughout the year. I last reported budget information to the EFUD Commissioners in July when a budget review for the first six months of 2018 was conducted. In October, I presented budget information to the select board through the first three-quarters of the year. The budgets presented to the EFUD Commissioners included the final six-month budget for the former Village of Waterbury and the first six months of the 2018 budgets for the water and sewer departments. While the Village of Waterbury has ceased to exist, some revenues and expenses continue to be posted to its 2018 general fund. In the near future, the EFUD commissioners and I need to discuss necessary transfers from that general fund to the water/sewer departments or to reserve funds of the former village that are now under the authority of EFUD. While I report budget information to the boards on a quarterly basis, I conduct continuing reviews of the budget to insure accuracy and timeliness of payables, receivables and receipt of "unbilled" revenue. I reported a budget update to the library commissioners on November 12th, a fact that should be in my next report, but as it was just yesterday, I thought I'd report it now. I have not been able to attend a Cemetery Commission meeting for some time, but I have shared budget information with the chair of the commission and I believe he has shared it with the other commissioners.

Audit

As the elected officials have been informed by me in the spring, the long-time professional contractor who performed the year-end audits for the Town and Village of Waterbury is no longer performing duties of public accounting for municipalities. The select board and the EFUD commissioners have accepted my recommendation to hire Sullivan & Powers of Montpelier to perform audits for the years 2017-2021. As our RFP for a new auditor went out only in May, the work had to be integrated into the schedule of Sullivan & Powers. The field work for the audits for the Town and Village of Waterbury for the year ended **December 31, 2017**, will commence the week of December 10th. My guess is that it won't be completed until sometime in January 2019.

There is not much that can be done about it, but this timing will be challenging for me and the staff here. New auditors often want to look at financial records and audits going back several years to establish an accurate baseline. For the 2017 audit alone, we will be pulling records and answering questions about

financial activities that stretch back almost 2 years to January 1st, 2017. At the same time the staff and I will be trying to close the 2018 years for the town and EFUD and I will also be in the midst of budget work for 2019.

Bookkeeper Michelle Ryan and I will have to be on our toes for a few months to get through this process. Former bookkeeper LeeAnne Viens will be paid to come in from time to time during the audit of the 2017 year as she was the bookkeeper for all of 2017, retiring at the end of January 2018. While there will be a nominal expense to have her involved, I am certain the staff members of Sullivan & Powers will work much more efficiently and effectively with the assistance LeeAnne will be able to provide.

Board Meetings:

In the time period July 3–October 31st, I attended all 6 select board meeting and all 6 EFUD commissioners' meetings. I did not make it to any of the four cemetery commission meetings held during this period. I did attend one of the three library commission meetings.

Transition from Village of Waterbury to EFUD:

Village voters chose in June of 2017 to amend the village's charter, effectively abolishing its ability to provide general government services, which had been issued by the state legislature in 1882. The transition to EFUD is nearly complete and the 5 EFUD commissioners are the responsible elected officials who oversee staff and the work of the district. While the voters of the former Village of Waterbury approved a general government budget for the period January 1, 2018 through June 30, 2018, some financial activity continues that will affect that budget, likely through the end of the year. The continued receipt of revenue and on-going GF expenditures, while mainly nominal, will have an impact on the non-water/sewer assets that EFUD is "inheriting" from the Village. The "Hubacz v. Village of Waterbury" legal action, a wrongful dismissal case, has yet to be resolved by the courts and there is a potential liability of an unknown dollar value that may still accrue to EFUD. In the next several months, the EFUD commissioners and I need to sort of what if any of the net assets of EFUD, which are not legally tied to the water or sewer systems, should be recommended for transfer to one or the other or both utility funds and what assets should continue to be held for purposes independent from the utilities, but can be considered to be under the jurisdiction of EFUD, given its new charter granted by the state.

Departmental Work:

PW Director & Municipal Engineer-scheduled and had oversight of spring and summer work for the three public works departments: All of the paving projects included in the 2018 budget were completed. The work included all or portions of 9 streets and roads listed on page 25 of the Town Report. In addition, the full length of Hollow Road was paved and a short segment of Railroad Street received an overlay. While more roads were paved than planned, the work was accomplished using \$176,720 less than budgeted, largely because milling of the old asphalt on the three Wissell Mountain streets was not as extensive as planned. That savings along with higher revenues than anticipated into the Paving CIP will help to pay for some of the extensive paving we hope to accomplish in 2019.

Sidewalk were replaced on Butler Street and on Winooski Street; three bridges, two on Guptil Road and the Stowe Street Bridge at Rt 100 and Lincoln Street, were repaired. The large culvert on Hubbard farm Rd was replaced and significant erosion control work was accomplished as several stone-lined ditches were installed in accordance with ANR directives concerning storm water management.

The paving work on Wissell Mountain was an inter-departmental project involving the highway crew and sewer department staff. In addition to the road surface improvements, storm water catch basins and wastewater manholes were repaired or replaced.

Elm Street Sewer Project—project awarded to ECI. Currently under construction with an anticipated early December completion date. Weather has not been cooperative. No question the sewer replacement project will be completed. Major concern now concerns paving the trench which is dependent upon weather and whether seasonal operation of a paving plant will continue long enough to get the work completed.

Alec Tuscany is continuing the wastewater capacity study. The Micro-Hydro project at Guptil Rd Vault is on line, but is still not performing as designed.

Planning/Zoning—The re-write of zoning by-laws is nearly complete. The select board has warned a public hearing to receive comments on Draft 3 of the re-write for December 3rd. The expansion of the village historic district expansion is nearly complete. The Vermont Advisory Council on Historic Preservation will meet November 15th to review the town's proposal—remember, the town has agreed to “pick up” the remaining responsibility to get the formal designation for the expanded (new) historic district.

Financial & Contract Management- Continuing management of town/village investment portfolios. On October 29th, the town finally divested itself of the Calkins Fund, transferring \$12,279 to the Community Action Service Team, as authorized by the voters at Annual Meeting. Continuing Budget administration.

Legal Issues- EFUD--Police employment issues: Supreme Court ruled that village did have authority to fire Officer Hubacz based on actions taken by State's Attorney. Remanded case to Superior Court. One hearing has been held now at that court and final briefs have been filed (Final to the degree that anything is ever final at court). No ruling from the Superior Court as yet.

Public Safety

Contract with the VT Dept. of Public Safety-service levels have met expectations. First quarterly payment of \$91,275 was made at the end of October. Assisted with police presence at Leaf Peepers Half-Marathon and 5K run.

Staff worked with school to arrange police officer to be present at school during voting on November 6th
Staff working with school staff to plan for River of Light Lantern Parade to be held in December.

Solar Array Contract:

Continuing to work with AES of Colorado to amend the agreement that distributes the energy credits produced by the Sweet Field Array. The plan was for the amendment to be effective by the end of

September. The mortgage holder for AES has just recently signed off on the amendment, however. Since it is now mid-November, I will recommend to them that the current arrangement stay in place to the end of the year with the amended agreement taking effect on January 1st.

Staffing

Mary Kasamatsu retired from the position of Library Director at the end of August. The Library Commissioners conducted an extensive search for a new library director. Almy Landauer was hired as the new Library Director in mid-August and worked with Mary for a three-day transition period during the last week of August. Almy most recently had been the library director in Fairfax, VT. She has many ideas, lots of energy and has fit right in with the library staff, as well as the staff on the municipal office side of the building

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. Now that EFUD has replaced the village, the boards need to get back to this task.
- **Budget Preparation/Execution:** It is already the time when the 2018 budget is winding down. I will be reviewing budgets to insure that all final inter-fund and inter-municipal transfers occur and to make sure the school receives its next tax payment on time. I have endeavored to produce monthly or quarterly reports as necessary. Budget reports thru September or October have been prepared and distributed
- The select board has asked me to start drafting the 2019 budget. I have begun, but the process will really ramp up after Thanksgiving. EFUD budgets remain calendar year budgets so staff has begun work on those budgets, as well.

End of Report

Karen King

From: Paul Hansen <paul@ecopixel.com>
Sent: Tuesday, November 13, 2018 12:47 PM
To: Karen King
Subject: Re: Analytics

Hi Karen,

We currently only track page views ("hits") of normal web pages. Downloads of documents like the minutes in PDF format are not tracked. We may add this capability in the future.

I would imagine that many people visiting the utility district page are looking for the minutes. Here are those stats as collected by Google Analytics:

August: 117 pageviews
September: 127 pageviews
October: 68 pageviews

Take care,
Paul

--
Paul Hansen / Ecopixel, LLC
www.ecopixel.com / 802.878.0380
Web development + visibility partners
Providing Eco-Positive Hosting(tm)

Become a fan: <http://facebook.com/ecopixel>
Follow us at: <http://twitter.com/ecopixel>

From: "Karen King" <kking@waterburyvt.com>
To: "Paul Hansen" <paul@ecopixel.com>
Sent: Monday, November 12, 2018 3:58:48 PM
Subject: Analytics

Paul,
I have been asked if there is a way to determine the number of "hits" our website has for the Edward Farrar Utility District meeting minutes.
Is this something that can be determined?
Thanks

Karen King, Utility Billing Clerk
Town | Village of Waterbury
28 North Main Street Suite #1, Waterbury VT 05676
(802) 244-5858