

Edward Farrar Utility District
January 13, 2021
Minutes

Present: Commissioners: P.H. Flanders, L. Sayah, C. Parks, R. Finucane, N. Sherman all by Zoom;
W. Shepeluk, B. Woodruff, S. Lotspeich, K. Petrovic staff

Public: T. Bass, B. McDougall, J. Blauvelt, M. Rossi – Skatepark Committee; D. Peck

Chairperson Flanders called the meeting to order at 4:31 p.m.

Public: No comments

The agenda was approved without changes

Skate Park Update: T. Bass provided an update on the communication between the Skatepark Committee and the various parties involved in the planning and construction of a concrete skate park at the Ice Center in Waterbury. J. Blauvelt spoke of the hopes to begin construction of the 15-18,000 square foot skate park in the summer of 2022. The committee hoped to begin fundraising efforts next month at an event being held at Bolton Valley resort. There was some opposition from staff and the Commissioners about promising a location or size until necessary space for other uses at the site are identified and until other parties, such as Capital Soccer etc..., have provide input about their needs. The general consensus is that a master plan needs to be developed so all parties' needs are identified and EFUD is not left to settle disputes. The Commissioners would like the next steps to include development of be a solid plan for location, shape and size of the skate park to be included as part of the mentioned master plan. In addition, the commissioners desire the select board to be involved in the discussions. A joint meeting will be arranged after March 2, 2021 when Town Meeting has been completed.

Adjustment of the items on the agenda while staff called Donald Peck

Resolution of Sympathy: P. Flanders presented and read a Resolution of Sympathy in honor of Everett Coffey and asked the Commissioners to consider presenting it to Everett's family. **R. Finucane made a motion to approve the Resolution of Sympathy. C. Parks seconded the motion; a vote was held and passed unanimously.**

Donald Peck late payment appeal: P. Flanders introduced all the Commission members to D. Peck and then invited Mr. Peck to speak. D. Peck referred to a letter he mailed to P. Flanders regarding a payment mailed on 12/8/2020 to satisfy his 12/20/2020 water payment. This payment was delayed and arrived at the Municipal Office on 12/30/2020 – Mr. Peck incurred penalty and interest in the amount of \$526.20. The Commissioners acknowledge while the practice of charging penalty and interest is upsetting, it's necessary to ensure everyone is treated equally. The policy was made and has been consistently enforced for many years. **L. Sayah made a motion to deny the request to waive penalty and interest on the Peck's December invoice. R. Finucane seconded the motion; a vote was held and passed unanimously.**

Discussion of penalty and interest during pandemic: P. Flanders wondered if the District could be doing more to assist folks struggling to pay their bills while we are still in the midst of the COVID-19 pandemic. A lengthy discussion followed about the options to waive or lower fees – **R. Finucane made a motion to waive interest charges, next to be posted on January 20, 2021 and going forward until the waiver is canceled by the commissioners. C. Parks seconded the motion; a vote was held and passed unanimously.**

UDAG Loans: W. Shepeluk shared the balance sheet from the UDAG funds ending December 31, 2020. One borrower especially could use additional assistance. W. Shepeluk asked the Commissioners to consider lending The Ice Center an additional \$20,000 adding it to the present outstanding balance it has with EFUD. This will raise the outstanding balance with EFUD to \$529,800, which is still lower than the \$535,880 loan that EFUD refinanced in May of 2019. He further asked the Commissioners to maintain the interest rate at 0% until December 31, 2021 and that payments remain suspended until that time. The Ice Center will use the \$20,000 to pay off a current loan from Community National Bank in the amount of \$16,930. The payment of \$899/month currently needed to amortize that loan can then be used for other bills they have. **R. Finucane moved to authorize the District Manager to lend The Ice Center \$20,000 as outlined in the Manager's memo. L. Sayah seconded the motion; a vote was held and passed unanimously.**

2021 Budgets: W. Shepeluk presented the Commissioners with the 2021 Property Management Fund Budget proposal. **R. Finucane made a motion to approve the Property Management Fund Budget for 2021 in the amount of \$20,150.00. L Sayah seconded the motion; a vote was held and passed unanimously.**

W. Shepeluk presented the Commissioners with the 2021 Water Budget Proposal. **C. Parks made a motion to approve the Water Budget for 2021 in the amount of \$1,213,580.00. R. Finucane seconded the motion; a vote was held and passed unanimously.**

W. Shepeluk presented the Commissioners with the 2021 Wastewater Budget Proposal. **N. Sherman made a motion to approve the Wastewater Budget for 2021 in the amount of \$957,380.00. C. Parks seconded the motion; a vote was held and passed unanimously.**

Monthly Reports: B. Woodruff answered any questions about the Department Reports for the Commissioners. High praise for the Water Department for their Year End Report.

Minutes: L. Sayah made a motion to approve the minutes of December 9, 2020 as written. R. Finucane seconded the motion; a vote was held and passed unanimously.

L. Sayah made a motion to adjourn, R. Finucane seconded and passed unanimously.

The next meeting of the Edward Farrar Utility District is scheduled to be held on February 10, 2021

1-13-2021

Proposed parking
for 20+ vehicles

18,000 ft2 for new concrete skatepark

Google



Proposed
Watershed
Sustainable
1-1-60

150'
18,000 S.F.
120'

LANDSCAPING + WALKWAY
20 PARKING SPACES

EXISTING ACCESS ROAD

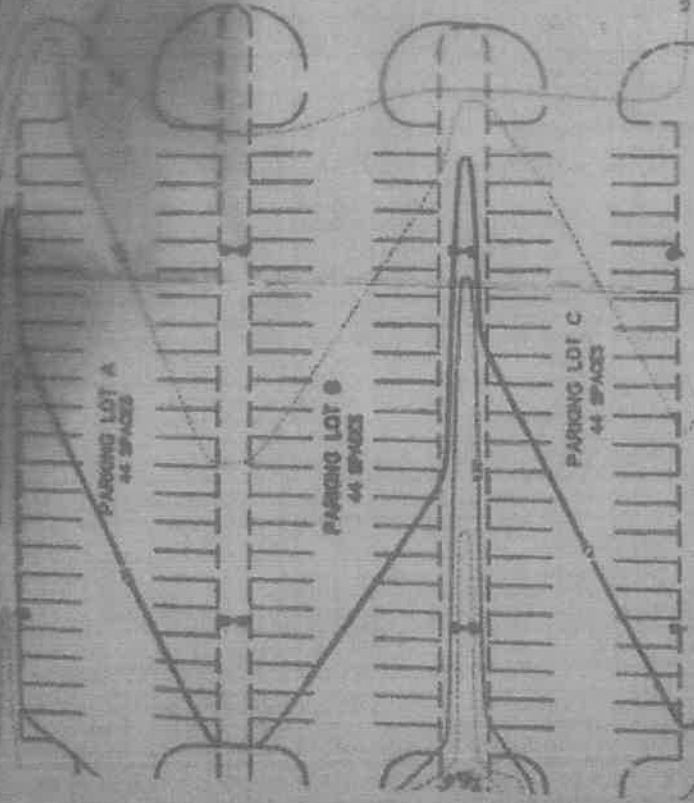
MAINTENANCE
SERVICE GATE

DOUBLE-GATE
ENTRY AREA

PICNIC
AREA

20' x 20'
SHELTER

PROPOSED
DOG PARK



APITAL SECTOR

SEE SHEET

1-13-2024

Resolution of Sympathy

WHEREAS: The community of Waterbury was deeply saddened by the death of Everett W. Coffey on Saturday, December 19, 2020; and

WHEREAS: Everett made his home in Waterbury since October 1962; and

WHEREAS: Everett became an active community member working with fellow citizens in all aspects for the betterment of community life: and

WHEREAS: Everett spent a major part of his life dedicated to assisting and protecting the public safety, health and welfare of his fellow citizens: and

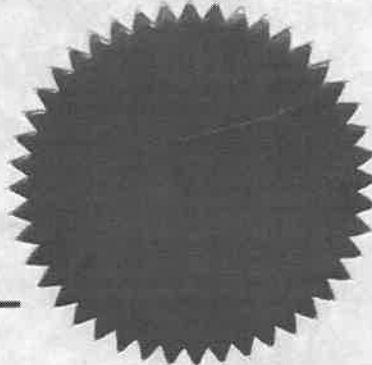
WHEREAS: Everett served his fellow citizens in numerous capacities over his lifetime, holding numerous elected and appointed positions in local and state government.

WHEREAS: Everett was presented with the 2019 Wallace Community Service Award by the citizens of Waterbury in recognition and appreciation for his lifetime of service for the betterment of his community and assistance of fellow residents; and

WHEREAS: His passing will be sorely felt by his wife Annie, family members, and his many friends, and the entire community.

NOW, THEREFORE, BE IT RESOLVED by the Town of Waterbury Select Board and the Edward Farrar Utility District Commissioners that we hereby express our sincere sympathy to his family including his wife Annie, his sons Donald and David, daughters Sally and Mary-Ellen, grandchildren and great grandchildren.

BE IT FURTHER RESOLVED that this Resolution be spread upon the permanent records of the Town of Waterbury and a copy of this Resolution be presented to his family as a token of our sympathy.



Mark W. Frier
Chairman Selectboard

P. Howard Flanders
Chairman EFUD Utility District

This the eleventh day of January 2021

Jan 3 2021

To: Skip Flanders Chairman Water Commission

The billing period in question is between 8/01/2020 & 10/31/2020 a normal 90 day billing period. But this billing period was 8/06/2020 to 11/18/2020 (not 10/31/2020) approx 114 days and approx 3 weeks later than normal.

I mailed a check (#2213) on Dec 8 2020, in the amount of \$8,095.30. The check was sent from So. Yarmouth Mass as we have been sequestered in Mass because of the pandemic. We are 86 & 82 years old and have to be careful. That timing seemed reasonable to me.

But my normal reaction did not anticipate:

- a) The incredible delay in service by the USPS.
- b) Because of an intense snow storm that delayed movement of trucks, etc.
- c) The pandemic causing a withdrawal of help because of illness or fear of illness.
- d) The time in question was in the middle of X-mas high demand.

You read the meter 11/18/2020, your billing was dated 11/20/2020 (they are always dated the 20th of the month). We sent a payment 12/8. That seemed reasonable. The penalty of \$525.20 was post marked Dec 22 2020.

I retrieved the bill on Dec 28 unaware of any problem.

We have been paying a water bill for 12 years and have never been late, never in 44 years. These are difficult times with people working from home, etc.

I have been scheduled for a phone conference on 1/13 which I am not looking forward to.

You can reach me by phone at 617-510-4175

By mail: 10 Highland Ave
So Yarmouth, Mass 02664

Donald Peck

To: EFUD Commissioners
From: W. Shepeluk, Manager
Date: January 10, 2021

Re: EFUD Meeting-January 13th

I have attached proposed budgets for the Property Management Fund, the Water Fund and the Sewer Fund. I will share just some highlights here. There will likely be a few changes to the 2021 budgets after discussing them. In addition, some lines in the 2020 budget will change as late 2020 bills come in and get paid. I hope the board will be able to approve the budgets by the February meeting, at the latest.

Property Management Budget:

Revenue—\$5,700- Simply rent from town for material storage areas and a bit of interest income. There will be a plus or minus to the value of securities, but we never budget for that.

Expenses:

Professional Services: \$5,000. Complete construction history of 51 S. Main St. Did not budget for it, but some Master Planning for Ice center site may be of help.

Building & Grounds: \$15,000. Masonry work at well building? Grave marker for Edward Farrar. Is this enough?

Water Budget:

Relatively straight forward: The notes in the margin likely explain well enough. The biggest question will be: Any water main construction/improvement projects ready to move forward. Woody has reasonable estimates. Hoping new administration and Congress in Washington can pass an infrastructure bill.

The \$75,000 in “Water Main Distribution” is a place holder. It does include \$20,000 for final Water Dept, share of Main Street construction costs.

The department needs a new truck and the dehumidifying unit at the plant needs to be replaced.

Alec is working on an updated rate structure. Not sure when it will be done, but I recommend agreeing with B. Finucane that increasing rates in 2021 is a bad idea given COVID-19.

Sewer Budget:

Relatively straight forward: The notes in the margin likely explain well enough. The biggest question will be: Any water main construction/improvement projects ready to move forward.

Woody has reasonable estimates. Hoping new administration and Congress in Washington can pass an infrastructure bill.

The \$115,000 in the Sewer Main Repair/Replace line is a place holder, but does include some projects that should be done:

- **\$10,000-** repair a manhole and part of a line at back of Hope Cemetery
- **\$15,000-** connect cabinet shop (former church) in Colbyville to the system
- **\$70,000-**replace main on Stowe Street between Dry Bridge and Main Street
- **\$20,000-** Sewer share of final Main Street costs

Alec is working on an updated rate structure. Not sure when it will be done, but I recommend agreeing with B. Finucane that increasing rates in 2021 is a bad idea given COVID-19.

Borrowing is necessary to balance revenues and expenses. Not really necessary considering Sewer Fund's fund balance. If borrowing takes place, it will be from Water Fund or UDAG Fund, as was the case with the \$92,470 that was borrowed this year.

UDAG Fund Discussion:

I hope to have year-end fund balance available for the UDAG Fund by Wednesday's meeting. The loans to The Vermont Beer Shepherd and to Perry Hill Properties, approved last month are moving forward with legal work on-going. I am hoping for closings by the end of January.

I have been working to try to get the debt of the Ice Center restructured, both the debt to EFUD and to the Community National Bank. Any refinancing with banks will have to wait until the Ice Center returns to a more "normal" operating schedule. The rink has opened, but so far only to "practice" for youth hockey. No games scheduled as yet. High School hockey is "allowed" now by the governor, but the VPA has not yet agreed on a protocol to move forward. No adult leagues or public skating as yet. Banks want "full" and "normal" cash flow estimates before making new loans.

The Ice Center has two major bank loans. One for \$360,800 that runs through April 2034 with payments of \$3,296/month. The other for \$18,125 running through August of 2022. Monthly payment is \$900/month. These are in addition to the loan from EFUD of \$509,800.

I propose that EFUD loans the Ice Center \$20,000 adding it to the present outstanding balance it has with EFUD. This will raise the outstanding balance with EFUD to \$529,800, which is still lower than the \$535,880 loan that EFUD refinanced in May of 2019. I recommend the interest rate for the EFUD loan remain at 0% until December 31, 2021 and that payments remain suspended until that time. If lucky, their loans may be refinanced before next January 1st.

The Ice Center will use the \$20,000 to pay off the \$18,125 loan and can use the remaining \$1,875 +/- for other bills they may have. With this loan paid off, the Ice Center may be able to make extra payments each month on the \$360,800 loan. During the next year, even if they can

only make extra payments of \$500/month that would cut \$6,000 off the loan, in addition to the lowering of the principal that occurs with the monthly amortization of their regular payment of \$3,296/month. Eliminating the \$18,125 loan and lowering the balance on the large loan will help in the cause of trying to refinancing the debt they will still have when they become fully operational again. I expect the amount to be refinanced (and I am hoping not all through EFUD) will be in the vicinity of \$880,000.

I have been communicating with the Ice Center board to get updated info on the outstanding debt the organization has. **I have not told them of this recommendation.** At Wednesday's meeting I will be asking the commissioners to authorize me to make the offer of this \$20,000 to the Ice Center. It is possible they may decline it, but I suspect they will gladly accept. I prefer the Ice Center board not know that I am recommending this, however, as I'd rather not put the EFUD Commissioners on the spot. I want you to feel free to say "no" if that is your decision, without having to do so to a "known proposal" already made to the Ice Center Board.

01/12/21
04:40 pm

EDWARD FARRAR UTILITY DISTRICT General Ledger
Previous Year Pd: 12 - Budget Status Report
UDAG

Account	Budget	Actual	% of Budget
45-6-00-5-001.00 UDAG LOAN PMT INTEREST	0.00	6,326.21	100.00%
45-6-00-5-001.01 UDAG LATE FEE	0.00	16.86	100.00%
45-6-00-8-001.00 LOAN PRINCIPAL PAYMENTS	0.00	20,469.82	100.00%
45-6-00-9-001.00 INTEREST ON INVESTMENTS	0.00	12,566.34	100.00%
45-6-00-9-001.01 SECURITIES GAINS/LOSS	0.00	4,627.39	100.00%
Total Revenues	0.00	44,006.62	100.00%
45-7-10-2-330.01 UDAG-Prof & Consulting Se	0.00	0.00	0.00%
45-7-10-2-333.00 UDAG-Legal Expenses	0.00	0.00	0.00%
45-7-10-6-830.00 UDAG-Bank charges	0.00	0.00	0.00%
45-7-80-7-960.00 LOAN DISBURSEMENTS	0.00	0.00	0.00%
45-7-90-9-950.00 UDAG To Rev Waterbury	0.00	0.00	0.00%
45-7-90-9-950.01 UDAG-To LTRC	0.00	0.00	0.00%
45-7-90-9-950.02 UDAG-To Town LCD	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total UDAG	0.00	44,006.62	
Total All Funds	0.00	44,006.62	

Account	Last Yr Pd 12 Dec Actual
<hr style="border-top: 1px dashed black;"/>	
ASSET	
45-1-00-0-110.50 UDAG MMK	1.61
45-1-00-0-110.51 UDAG SECURITIES	240,052.16
45-1-00-0-110.52 CTC UDAG MMK	0.00
45-1-00-0-130.00 DUE FROM/TO OTHER FUNDS	288,680.50
45-1-00-0-135.00 Advance to Other Funds	92,470.00
45-1-00-0-150.00 MISC ACCOUNTS RECEIVABLE	0.00
45-1-00-0-151.00 BRYANT & BRYANT	27,863.33
45-1-00-0-151.01 REVTL WTBY TERM 12/31/12	0.00
45-1-00-0-151.02 REVITAL WTBY LOC	88,766.05
45-1-00-0-151.03 ICE CENTER	509,802.63
45-1-00-0-151.08 SUNJA'S ORIENTAL FOOD	0.00
45-1-00-0-151.11 REVITALIZING WATERBURY	0.00
45-1-00-0-151.13 TAX ANTICIPATION LOAN	0.00
45-1-00-0-151.14 BLUE STONE, LLC	108,617.72
45-1-00-0-151.15 LADD HALL LIMITED PARTNER	162,444.60
45-1-00-0-151.16 PROHIBITION FIG	0.00
45-1-00-0-151.17 NICOLE GRENIER-STOWE ST C	7,451.23
45-1-00-0-151.18 WATERBURY SPORTS LLC	8,199.08
45-1-00-0-151.19 PERRY HILL PROPERTIES LLC	196,754.31
45-1-00-0-152.00 ACCURED INTEREST RECEIVAB	0.00
	<hr style="border-top: 1px dashed black;"/>
Total Asset	1,731,103.22
	<hr style="border-top: 3px double black;"/>
LIABILITY	
45-2-00-0-481.00 DEFERRED REVENUE	1,110,860.73
	<hr style="border-top: 1px dashed black;"/>
Total Liability	1,110,860.73
	<hr style="border-top: 1px dashed black;"/>
FUND BALANCE	
45-3-00-0-770.00 Fund Balance	576,235.87
	<hr style="border-top: 1px dashed black;"/>
Total Prior Years Fund Balance	576,235.87
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Fund Balance Current Year	44,006.62
	<hr style="border-top: 1px dashed black;"/>
Total Fund Balance	620,242.49
	<hr style="border-top: 1px dashed black;"/>
Total Liability, Reserves, Fund Balance	1,731,103.22
	<hr style="border-top: 3px double black;"/>

01/12/21
09:11 pm

EDWARD FARRAR UTILITY DISTRICT General Ledger
Balance Sheet Previous Year - Period 12 Dec
UTILITY CAPITAL RESERVE

Account Last Yr Pd 12 Dec
Actual

ASSET

48-1-00-0-110.50 EJ CAPITAL RESERVE Cash-M	0.01
48-1-00-0-110.51 CAPITAL REVERSE Tx Stab S	354,927.41
48-1-00-0-130.00 DUE FROM/TO OTHER FUNDS	44,122.06
48-1-00-0-150.00 MISC A/R	0.00

Total Asset	399,049.48

FUND BALANCE

48-3-00-0-770.00 FUND BALANCE	391,688.42

Total Prior Years Fund Balance	391,688.42

Fund Balance Current Year	7,361.06

Total Fund Balance	399,049.48

Total Liability, Reserves, Fund Balance	399,049.48

EDWARD FARRAR UTILITY DISTRICT General Ledger
Balance Sheet Previous Year - Period 12 Dec
GENERAL PROPERTY MANAGEME

Account Last Yr Pd 12 Dec
Actual

ASSET

15-1-00-0-101.00 GENERAL FUND CHECKING ACC	736,989.44
15-1-00-0-110.50 Gen Prop Mngmt. Cash-MMK	0.01
15-1-00-0-110.51 Gen Prop Mngmt-Securities	88,982.05
15-1-00-0-130.00 DUE FROM/TO OTHER FUNDS	-710,786.91
15-1-00-0-140.01 DUE FROM TOWN	0.00
15-1-00-0-150.00 MISC ACCOUNTS RECEIVABLE	-7,242.40
15-1-00-0-150.01 Prepaid Assets	23,054.14

Total Asset	130,996.33

LIABILITY

15-2-00-0-405.02 MISC AR CLEARING ACCOUNT	0.00
15-2-00-0-405.03 WATER & SEWER CLEARING	0.00
15-2-00-0-410.00 DUE TO TOWN OF WATERBURY	0.00
15-2-00-0-420.02 MISC AR OVERPAYMENTS	0.00
15-2-00-0-421.00 ACCOUNTS PAYABLE	11,826.82
15-2-00-0-450.00 TAX ANTICIPATION NOTE	0.00
15-2-00-0-461.00 PD Accrued Payroll	0.00
15-2-00-0-471.01 TAX-FED/FICA/MEDI W/H	0.00
15-2-00-0-471.02 TAX-VERMONT W/H	0.00
15-2-00-0-471.03 RETIREMENT W/H	-106.66
15-2-00-0-471.04 ANNUITY W/H	0.00
15-2-00-0-471.30 FSA/HRA/DCRA PLANS	0.00
15-2-00-0-471.31 INS W/H-LINCOLN	1,345.64
15-2-00-0-471.33 INS W/H BCBS	-94.60
15-2-00-0-471.34 INS W/H-UNUM	-871.75
15-2-00-0-471.41 UNION DUES	0.00
15-2-00-0-481.00 DEFERRED REVENUES	0.00

Total Liability	12,099.45

FUND BALANCE

15-3-00-0-770.00 FUND BALANCE	100,279.18

Total Prior Years Fund Balance	100,279.18

Fund Balance Current Year	18,617.70

Total Fund Balance	118,896.88

Total Liability, Reserves, Fund Balance	130,996.33
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From: William Shepeluk

Sent: Tuesday, January 12, 2021 9:24 PM

To: 'Skip Flanders' <wtbskip@comcast.net>; nataliejsherman@gmail.com; Bob Finucane <bobfinucane@hotmail.com>; cynthiap299@gmail.com

Subject: UDAG FUND-Property Management Fund

Hi,

The investment statements from Edward Jones were balanced and posted to the general ledger today. Here is some up to date information about revenues/expenses and the fund balance of the UDAG Fund. See attached.

The income/expense report shows a bit more than \$44,000 of income. It shows that nearly \$20,500 of principal payments were made by borrowers in 2020. Almost all of that was collected in the first 3 months of the year. One borrower has made payments consistently through this period of suspended payments, however. By comparison, about \$66,000 of principal payments were made in 2019—plus the balloon payment of \$206,940 made by Downstreet for the Stimson-Graves Building.

In addition to the \$20,500 of principal payments made by borrowers in 2020, those same borrowers paid interest on the loans totaling a little more than \$6,300. Investment income for the fund in 2020 was about \$17,200, including \$4,627 of unrealized gains on securities. That is quite remarkable as unrealized losses of \$44,915 were on the books at the end of March.

If you look at the balance sheet for the year ended 12/31/2020, you can see all of the loan balances due EFUD at the end of the year. The loans outstanding total to \$1,109,900 compared to \$1,152,396 a year ago. Remember, however, EFUD credited all borrowers 3 months principal due to COVID, about \$22,000. All in all, the fund is in good shape and there is still a goodly sum available for lending, about \$290,000 in cash and another \$240,000 in securities.

The General Property Management Fund has a balance of \$119,000 at 12.31.20. The Utility Capital Reserve Fund ended 2020 with a Fund Balance of \$399,000. The two balance sheets are attached. I did not attach the income/expense reports for those two funds. Unrealized gains in the Property Management Fund were \$6,056 and in the Utility Capital Reserve unrealized gains were \$4,627. On March 31st the unrealized gains were (\$-12,320) and (\$-74,000), respectively.

That's the report for now.

William A. Shepeluk
Waterbury Municipal Manager
(802) 244-7033

