

Edward Farrar Utility District
April 14, 2021
Minutes
All parties participated by ZOOM

Present: Commissioners: P.H. Flanders, L. Sayah, R. Finucane, N. Sherman, C. Parks; Staff, W. Shepeluk, B. Woodruff, K. Petrovic

Public: A Imhoff, D. Einhorn

Chairperson Flanders called the meeting to order at 4:34 p.m.

Public: No comments

Approve the agenda: N. Sherman made a motion to approve the agenda as written. L. Sayah seconded the motion; a vote was held and passed unanimously.

Open warned Public hearing and receive comments on Proposed EFUD Sewer Ordinance: W. Shepeluk reviewed the timeline and notification requirements with the Commissioners regarding the change in ordinance. B. Woodruff stated paper copies of the proposed ordinance were hand delivered to all three local engineering firms (Grenier Engineering, McCain Engineering and Weston & Sampson Engineering) D. Einhorn asked if the Commissioners had considered language mandating housing developers be subject to a “maintenance bond” of any sort for a period of time following the construction of wastewater infrastructure. Acknowledgement was made that this idea has merit and should be considered as an amendment in the future. **C. Parks made a motion to accept the Proposed Sewer Ordinance with two changes: Article X Section 1: language change “Any person found to be violating any provision of this Ordinance *may* be served by the Utility District with written warning notice stating...” Article 14 Appeals: strike the number 15 from the second sentence. R. Finucane seconded the motion; a vote was held and passed unanimously.**

By consensus at 4:58pm the public hearing for the Edward Farrar Utility District Sewer Ordinance was closed.

Consider action of Proposed Sewer Ordinance: C. Parks made a motion to adopt the Edward Farrar Utility District sewer Ordinance as amended on Wednesday April 14, 2021 and directs staff to move forward with public notification. R. Finucane seconded the motion; a vote was held and passed unanimously.

Discuss Oakwood Increased Pressure Zone Project: Question from the Commissioners regarding the ownership of the Oakwood Estates sewer lines. W. Shepeluk and B. Woodruff were each confident EFUD already owns that system. B. Woodruff had no knowledge of EFUD ever performing work or repairs to any of the mains or distribution lines. Remainder of the discussion surrounded R. Finucane, B. Woodruff, W. Shepeluk and L. Sayah reaching out to Dean Salvias, owner of Blush Hill Meadows Ten, regarding the hook up of our pressure zone project to his existing water system and eventual ownership of all water infrastructure.

Discussion on Duxbury Moretown FD#1 System: P. Flanders presented the idea to the Commissioners to seek legal counsel in order to understand what process the EFUD would need to follow if and when the time comes to take over the DMFD#1. By consensus the Commissioners agreed knowing this ahead of time was valuable and to proceed. W. Shepeluk and P. Flanders will make the calls.

Manager Municipal staff salary update: W. Shepeluk referenced a memo he sent to the Commissioners (attached) **R. Finucane made a motion to approve the wage memo as proposed by the Manager. N. Sherman seconded the motion; a vote was held and passed unanimously.** W. Shepeluk has also reached out to Attorney J. McLean to pursue an updated Personnel Policy. The current policy, drafted in 1991 needs to be updated. W. Shepeluk would like to have one member from each board (Select Board, EFUD, Library and Cemetery) appointed to join that discussion. Once a draft is available for consideration it will be presented to the entire board. **R. Finucane moved to appoint P. Flanders to represent EFUD for the development of a new Personnel Policy. L. Sayah seconded the motion; a vote was held and passed unanimously.**

Update on Watershed signs and trail use: B. Woodruff shared a photo of one of the signs that's already been installed along the waterworks. D. Sweet has stated to B. Woodruff that there is already lots of mountain bike use on the property this season.

Department Reports: No update regarding the Ice Center. B. Woodruff gave a quick update of three infrastructure projects in development. W. Shepeluk read a portion of an email from T. Wood regarding the Municipal Stimulus money. **R. Finucane moved to authorize the Municipal Manager to contract with Stantec at a rate of \$81,600 to design the Route 100 Howard Ave S / East Wind Drive water line project. C. Parks seconded the motion; a vote was held and passed unanimously.**

Minutes of Meeting on April 7, 2021: **C. Parks made a motion to approve the minutes of April 7, 2021 with the addition of "Wednesday May 12, 2021 and Tuesday May 4, 2021 at 7pm" included in the motion made by N. Sherman to approve the warning for the EFUD Annual Meeting. R. Finucane seconded the motion; a vote was held and passed unanimously.**

Adjourn: **R. Finucane made a motion to adjourn.**

The next meeting of the Edward Farrar Utility District is scheduled for Tuesday May 4, 2021 (Time TBD)

Hi Commissioners,

Looks like I forgot to send this information to you. We can discuss both of these bullet points when we get to the 5:50 pm agenda item this afternoon.

I thought I sent the attached back on April 2nd when I wrote it, but it seems I sent it only to the select board whose meeting was April 5th. Sorry.

- Personnel Policy. It needs to be updated. The policy we still operate under was adopted in 1991. A number of boards over the past 15 years have begun work on adopting a new one. The Select Board, Village Trustees and Library Commissioners last worked on it in 2014. The boards “drove 98 yards down the field” and fumbled on the 2 yard line, never picking up the ball. Much has changed even since 2014, so some legal review of it is necessary. I and the boards I work for, all of which employ a staff of employees, need to discuss a game plan to get this done.
- Employee Pay Ranges: The wage rate and salary ranges for employees needs to be updated. See attached memo.

You will note in the memo that in most cases, at this time, I am proposing 2% cost of living increases for municipal employees. You will also see highlighted in blue, I propose higher increases for water/wastewater operators, but not for the brand new hire in the sewer department. For the three other operators, I am proposing to make permanent the increase provided them during the pandemic to keep them in line with decisions made about staffing in the highway department. They have been receiving a \$100/week stipend since mid-January on top of their regular pay. I propose to convert that to an hourly wage, which then will be subject to OT when they work more than 40 hours in a week.

This I believe is fair on two levels, at least. First, our wage rates for these positions are beginning to fall in relation to the wages as reported in the VLCT salary survey. This is especially so on the wastewater side as our process continues to become more complex. Second, I believe a raise of this magnitude will help tamp down concerns by staff about “on-call” pay, which for the time being we have avoided.

The water/sewer budgets include money to provide more significant raises to the public works director and the municipal engineer, but later in the year. I propose a 2% increase to their pay for now. Please remember, in general, employees did not receive a pay increase in 2020 so most have not had any adjustment since April of 2019. Salaried employees (Woody and I) took voluntary 5% salary cuts for about 5 months last year, as well, to do our part in saving expenses in response to the COVID-19 pandemic.

None of this information has been shared with employees, so if the board believes the proposal is too generous, the plan as I have laid out need not be implemented. If the board deems prudent, I believe this can be discussed in executive session as it does pertain to evaluation and compensation of public employees.



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

To: Select Board, Trustees, EFUD Commissioners
Library Commissioners, Cemetery Commissioners
From: W. Shepeluk, Manager
Date: April 2, 2021

RE: Employee Pay Ranges

From time to time it is prudent to review information about pay ranges and wage adjustments for employees of the Town of Waterbury and EFUD. The law empowers the municipal manager to hire and set compensation for staff. Of course, the staffing level and the compensation authorized must fit within the broad parameters of the budget. The staffing levels and pay ranges listed have been adjusted to take into consideration the increase in the CPI-U since the last update of this report in April of 2018. In addition, the wage ranges have been compared to those reported in the latest VLCT publication of Municipal Employee Wage and Benefit Report. For the majority of our employees, their current wage rates fall between the entry rate and the mid-point of the ranges shown below.

Most of our employees saw their last wage increase in April of 2019. With very few exceptions, no one received a wage or salary increase in 2020. Increases of about 2% were budgeted to take place in April 2020, but due to the uncertainties wrought by the pandemic, raises were not initiated. All salaried employees took voluntary 5% salary reductions beginning in late March and the return to their former salaries did not occur until August.

The 2021 budget approved by the select board and the voters contemplates a general 2% pay rate increase for all employees. Raises for the Recreation Director and **Water/Wastewater operators are more significant**, reflecting additional duties assigned and to keep pace with industry wages. In addition, some of the increase is based on meritorious performance during the pandemic. The conditions in play and the expectations for provision of service going forward will continue into the future. There is money in the budget to provide some modest supplemental raises later in the year to recognize merit and to help keep pace with wages increases in municipalities across Vermont where appropriate.

Rates shown in black were from 2018. Highlighted in yellow is the 2021 update.

Clerical Staff: 3 FT positions, 3 PT positions, \$12.50.00-\$28.00/hr	\$14.00-\$32.00/hr
Appraiser: 1 position—70% (28 hrs/wk), Salary- \$39,600-\$55,400	\$41,200-\$57,650
Community Planner: 1 position, Salary-\$50,000-\$75,000	\$52,000-\$78,000
Zoning Administrator: 1 position—75%, \$16.00-\$25.00/hr	\$17.00-\$26.00/hr
Recreation Director: 1 position, \$18.00-\$28.00/hr	\$20.00-32.00/hr
Highway Supt.: 1 position, \$22.00-\$32.00/hr	\$23.50-34.00/hr