

Prudential Committee Meeting Randolph Center, Vermont

June 14, 2018

Present: John Lens, Bill DeFlorio, John Doss, Carol Doss (clerk)

The meeting was called to order at 7:10 pm by John Lens

The minutes from the April 12, 2018, meeting were read and approved with revisions. The motion was made by John Doss and seconded by Bill DeFlorio.

The minutes from the April 17, 2018, meeting (re: hotel possibility) were read and approved. The motion was made by Bill DeFlorio and seconded by John Doss.

The minutes from the May 15, 2018, Annual Meeting, were read and revisions were made.

The treasurer's report was read and discussed. At this date the water in the following buildings are not metered: fire station, the Congregational Church and Lackard residence. The revenue collected for the 1st quarter was \$5,414.50 which includes \$4,259 from the March billing. Expenses paid totaled \$4,735.82. The checking account balance is \$18,162.75 and the savings account balance is \$30,861.48. A motion was made to accept the treasurer's report by John Doss and seconded by Bill DeFlorio.

After approving the treasurer's report, the insurance for the water system was discussed by the committee. The Vermont League of Cities and Towns now provides the insurance. Additional insurance held by the Frankenburg Agency was deemed to be unnecessary and was dropped. Bill DeFlorio reported that there is some confusion with Mim's Tree Fund. At this time, remaining funds seemed to be in the regular checking account. Bill will research this concern and will report his findings and suggestions to the committee.

The engineer's report (report attached) was read and approved. The motion was made by Bill DeFlorio and seconded by John Doss.

John Lens, under old business, initiated a discussion of the operating needs for the water system. Several options were discussed, including: hiring out to a private company, hiring an operator, working more closely with VTC, and working with the Town of Randolph. Operating the system has become too difficult and time consuming for volunteers. Handling emergencies and finding and hiring appropriate contractors could become problematic. State oversight has become more extensive, difficult, time consuming, and expensive. Bill DeFlorio will contact VTC about how we

might work together in operating the system. He will also develop a list of contractors that could be contacted in an emergency. The Beavers of P2 will be contacted regarding how they can assist the committee in an emergency. At this time, we are maintaining the system as is; however, there is a need to expand the system. The continued cost and the expertise needed to run the water system are both areas of concern. These issues will be discussed further at next meeting.

Also at the next meeting the committee will review the status of the meters, review and finalize a budget, set a schedule for tasks to be completed, further discuss management of the water system, and review the emergency notification system.

The next meeting is on July 12, 2018, 7:00 pm, at the Little Red School House.

The meeting was adjourned at 9:40 pm.

Respectfully submitted, Carol Doss (clerk)

Prudential Committee Meeting Randolph Center, Vermont

July 12, 2018

Present: John Lens, Bill DeFlorio, John Doss, Carol Doss (clerk)

The meeting was called to order by John Lens at 7:10 pm.

The minutes from July 12, 2018, were read and approved. The motion was made by Bill DeFlorio and seconded by John Doss.

The Treasurer's report was discussed and approved with no dissension. (The report is attached.)

The Engineer's report was discussed and approved. Much of the discussion centered around working more closely with VTC in operating the water system and considering employing one operator for the entire system. John Lens will draft a letter to Ted Manazir regarding this proposal.

In the interest of completing an Asset Management Plan, an inventory of the equipment and items that are part of our water system has been completed and a notation of when they were installed has been included.

The budget was discussed in terms of the revenue expected from water charges and the possible increases in expenses, especially as the water system ages and as it is necessary to meet new and changing State requirements. Therefore the committee determined that it will be necessary to raise water rates to meet these increased expenses. The committee is in favor of incremental rate increases. Along with addressing rate increases, the committee will draft a plan for capital improvements. In the future, a letter explaining the situation with the water system will be sent to those using the water system. A public meeting might be considered to explain the need for a water rate increase.

Gillespie has sent an invoice for the installation of pressure tanks.

The meeting was adjourned at 8:24 pm.

Respectively submitted, Carol Doss (clerk)

might work together in operating the system. He will also develop a list of contractors that could be contacted in an emergency. The Beavers of P2 will be contacted regarding how they can assist the committee in an emergency. At this time, we are maintaining the system as is; however, there is a need to expand the system. The continued cost and the expertise needed to run the water system are both areas of concern. These issues will be discussed further at next meeting.

Also at the next meeting the committee will review the status of the meters, review and finalize a budget, set a schedule for tasks to be completed, further discuss management of the water system, and review the emergency notification system.

The next meeting is on July 12, 2018, 7:00 pm, at the Little Red School House.

The meeting was adjourned at 9:40 pm.

Respectfully submitted, Carol Doss (clerk)

Prudential Committee Meeting Randolph Center, Vermont

August 9, 2018

Present: John Lens, Bill DeFlorio, John Doss, Carolyn Lumbra, Carol Doss (clerk)

The meeting was called to order by John Lens at 7:04 pm.

The minutes from July 12, 2018, were read and approved.

The treasurer's report was read, discussed and approved. The checking account balance is \$16,607 including \$2,388 in receipts and \$21,346 in expenditures. It was noted that there is one overdue account. Securing a credit card is being reviewed. A new water meter was purchased for the dentist's office, and a mistake in a Gillespie bill is being reviewed and corrected.

The engineer's report was read, discussed and approved (see attached). It was noted that many of the fire hydrants needed repair, and some of those hydrants were repaired and others will be repaired "some other day". Purchasing an electric heater for the pump station was researched and one will be installed before winter.

Bill DeFlorio has been researching past clerks' notes to assist with asset management planning.

As yet, no permit to operate the water system has been received from the State nor has a new operating agreement from VTC been received. The Prudential Committee has not received any response from VTC to the proposal to work more closely in managing the operation of the water system.

John will send a letter to the Town of Randolph regarding back flow on previously installed water meters owned by the town.

Meeting was adjourned at 8:45 pm.

Respectfully submitted, Carol Doss (clerk)

Prudential Committee Meeting Randolph Center, Vermont

October 11, 2018

Present: John Lens, Bill DeFlorio, John Doss, Bob Dileo, Carol Doss (clerk)

The meeting was called to order by John Lens at 7:04 pm

The minutes of August 9, 2018, were corrected to read that the treasurer's stipend would be \$300.00 quarterly for a total of \$1200.00 per year. The minutes were approved as corrected. It was suggested that all reports be submitted to John Lens 10 days before the next meeting date in order to generate the agenda for the next meeting.

See the attached treasurer's report. The report was discussed and approved.

The engineer's report is attached and was approved. A discussion ensued regarding 3 inches of water in the basement of the pump house which was discovered on October 10, 2018, one day before the Prudential Committee meeting. The new pump may have been damaged as it didn't seem to be getting adequate water supply. The other pump was not pumping the amount of water that was expected. It was thought that there could be a problem with leakage from the pipes between the spring and the pump house. If this is the case, it will require replacing both pipes from the reservoir which will necessitate extensive digging.

John Lens has continued discussing with Ted M. the possibility of an agreement with VTC regarding the operation and management of the total water system. The Prudential Committee would like to seek VTC's assistance in the water system operation. The Committee would also like to explore the possibility of one operator for the entire system. These operational and managerial responsibilities would require an agreement in the memorandum of understanding between the Fire District and VTC. If an agreement cannot be worked out with VTC, the Committee will investigate other water system management options.

The Committee agreed to pay 50% of a Gillespie bill until a discrepancy is resolved.

The Prudential Committee adjourned at 8:10 pm.

The next meeting will be on November 8, 2018, at 7:00pm, at the Red School House, Randolph Center, Vermont.

Respectfully submitted, Carol Doss, clerk

Prudential Committee Meeting Randolph Center, Vermont

November 8, 2018

Present: John Lens, Bill DeFlorio, John Doss, Bob Dileo, Carol Doss (clerk)

The meeting was called to order by John Lens at 7:05 p.m.

The minutes were read and approved as corrected.

The treasurer's report was circulated, read and approved. See the attached report.

The engineer's report was reviewed and approved. A discussion ensued regarding John Lens' effort to contact the facilities manager at VTC regarding joint management of the water system. The Prudential Committee expressed its concern that it is vital that the committee work and plan together with VTC in the operation of the water system. John Lens will contact the facilities manager again to schedule a meeting with VTC and the Prudential Committee.

The committee has not heard from Gillespie Oil regarding water meter installation and a bill in question. John will send a letter to Gillespie Oil regarding the status of both items.

Water rates were the next order of business. There is concern that the projected annual revenue will not be adequate to cover projected expenses. The issue was brought up that money should be put aside for unexpected expenses and upgrades to the system. The committee decided to hire an engineering firm to assess what upgrades are needed and present an estimate of the cost. It was suggested that the Dufresne Group be contacted. Bill DeFlorio reported that the state will provide money through a grant for planning such upgrades. This work will probably require an increase in the water rates. Proposing an increase in the water rates might provide an incentive for people and businesses to use less water.

The meeting was adjourned at 8:40. The next meeting is scheduled for December 13, 2018, 7:00 pm, at The Red School House.

Respectfully submitted, Carol Doss (clerk)

Prudential Committee Meeting Randolph Center, Vermont

December 13, 2018

Present: John Lens, Bill DeFlorio, John Doss, Bob DiLeo, Carol Doss (clerk)

The meeting was called to order at 7:05 pm by John Lens.

The secretary's minutes were read and approved.

The treasurer's report was read, discussed and approved.

The engineer's report was read, discussed and approved.

Asset management planning was discussed. John Lens and Bill DeFlorio met with Brian Baker of the Dufresne Group to discuss engineering needs and issues with the Randolph Fire District #1 (RFD#1) water system. Before an engineering plan can be developed, an assessment management plan must be completed. It was mentioned that a revolving loan program funded by the State is available; however, the application must be submitted by January 1, 2019. After the asset management plan loan is approved, it was estimated that the engineering planning, estimated to cost in the neighborhood of twenty-thousand dollars (\$20,000.00), could begin. Dufresne could complete the engineering plan in 2 to 3 months, thereby making the plan available for the May Annual Meeting of the RFD#1.*

John Lens reported that he, John Doss and Bill DeFlorio met with VTC (Vermont Technical College) regarding cooperating and collaborating in the management of the water system. No decisions were made and this discussion will continue.

John Lens announced that Bill DeFlorio will resign from the Prudential Committee effective January 1, 2019. Bill will continue working in the engineering role and assisting with the treasurer work. Bob DiLeo will take over with some of Bill's treasury responsibilities. Bob will be studying how we can improve the RFD#1's money management systems. In order to receive grant money from the State, the committee will need to explain the committee's accounting system and obtain approval for the procedures being followed.

It was mentioned that Jay Hooper, one of our State Legislators, is interested in being on the Prudential Committee. He needs to have lived in the Fire District for at least a year and be a registered voter.

The FARM group's intention to request water service from the RFD#1 for a proposed hotel, restaurant and conference center was discussed. No decision could be made because the committee first needs to determine if the water system could handle the resulting demand for water. The committee cannot respond until the asset management plan is completed. This will not be completed for several months*. In addition, a decision on an allocation of this magnitude (about 165 percent of the existing RFD#1's

water use) requires consultation with and approval by VTC. This request will be discussed further at ensuing meetings.

The meeting was adjourned by John Lens at 9:02 pm.

Respectfully submitted,

Carol Doss (clerk)

*Note: Subsequent discussion and correspondence with the State of Vermont Drinking Water Revolving Loan Fund engineer and the Dufresne Group indicates that the asset management plan requires more effort and time. Preparing the asset management plan is currently (as of January 1) estimated to cost \$29,000, and take until about October, 2019, and with that fee and schedule estimate subject to review and approval by the State. Also, the loan package must be reviewed and approved by the Vermont Municipal Bond Bank. Added to the minutes by John Lens

**Randolph Center, Vermont
Fire District #1**

Minutes for Special Meeting December 27, 2018

Time: 1 PM

Location: Red School House, Randolph Center

Attending: Bill DeFlorio, John Lens, Bob Dileo, Ashley Lucht (State of Vermont Drinking Water State Revolving Fund (SRF) office-approximately 1:20~2:30PM)

Note: Prior to the meeting for the authorization vote, we met from about 1:20-2:30PM with Ashley Lucht and discussed the Vermont asset management planning loan program and steps required for application.

Meeting: 2:35-2:40 PM

Old Business -

1. None.

New Business –

1. Vote on Fire District #1 prudential committee authorization to apply to the State of Vermont Drinking Water State Revolving Loan Fund for professional engineering services and associated Asset Management Planning grant. Approved by vote (Prudential Committee quorum was present).

Carol Doss

Fire District Clerk

Minutes for Prudential Meeting Fire District #1 (FD#1)

Red School House Randolph Center, Vermont

January 10, 2019

Present: Lynn Armstrong, Perry Armstrong, Adolfo Bailon(latter portion), Bill DeFlorio, Bob DiLeo, John Doss, Richard Ethier, Doug Fohl, Jay Hooper, Brian Lane-Karnas, John Lens, Carolyn Lumbra, Pat Moulton, Paul Rea, David Rubin, Carol Doss (clerk)

The meeting was called to order by John Lens at 7:09 pm.

Old Business

A motion was made by John Doss to accept Bill DeFlorio's retirement from the Prudential Committee effective January 1, 2019. The motion was seconded by Jay Hooper.

In view of the majority of attendees' interest in the new business, item #2, the chair suggested the meeting postpone review and approval of the minutes from the December 13, 2018, meeting and briefly address old business by referring to the attached reports from the treasurer and engineer.

An application was submitted by FD#1 on January 1, 2019, to Vermont ANR for Asset Management Planning. It is anticipated that the application will be approved for an engineering start around the beginning of March.

The Fire District Prudential Committee met with VTC (Vermont Technical College) in December and is scheduled to meet again on January 15, 2019, for a follow-up discussion on working jointly on water system operation.

No new information on requested follow-up has been received from Gillespie regarding water meter installation.

New Business

The two committee members remaining after Bill DeFlorio's retirement from the Prudential Committee at the end of December, 2018, voted to appoint Jay Hooper to fill the vacated position until the Annual Meeting in May.

Brian Lane-Karnas, PE, of DeWolfe Engineering, representing the F.A.R.M. Development Group, presented a map of a proposed hotel, restaurant and conference center on route 66, opposite the existing former Vermont Pure complex.

Mr. Lane-Karnas provided two tables describing his estimate of water capacity available from the Randolph Center water system (combined FD#1 and VTC sources).

After discussion of both normal and fire flow capacity, there was collective agreement for FD#1 and VTC to evaluate current water use in comparison with the tabulated values.

Mr. Lane-Karnas is to evaluate required water demand including instantaneous peak demand, daily demand, and fire suppression flow requirements.

The completion of the Randolph Center Water System (RCWS) Asset Management Plan is necessary before RCWS Prudential Committee can decide on the water allocation request for the F.A.R.M. Development. This is expected to take until the end of September, 2019, provided the loan approval for work is granted by March 1, 2019.

Gifford Hospital indicated that they are agreeable to the proposed pipeline connection to their existing pipe loop.

The RD#1 will ask their water system engineer, Dufresne Group (DG), if they could estimate what water allocation amount might be possible given the current situation in the water system. This would be an approximate analysis intended to address the F.A.R.M. Group's desire for a sense of how much water the RCWS might be able to supply. The next step is for DG to provide a scope and cost estimate for the work before the next FD#1 monthly meeting. The F.A.R.M. group would pay for the evaluation if they find the cost acceptable.

The Prudential Committee changed the monthly meeting to the 3rd Thursday of each month to avoid a current conflict with the Randolph Select Board meeting schedule.

The meeting was adjourned at 9:30 pm.

Prepared by: John Lens

Approved at February 28, 2019 meeting



Start meeting at 7:10 PM

Attending: Carolyn Lumbra, Bill DeFlorio, Bob Dileo, John Lens, Jay Hooper (from 7:40PM)

1. Meeting minutes

- A. January 10, 2019 - Approved as submitted.
- B. December 13, 2018-Approved as submitted.

2. Treasurer's Report

- A. Profit and Loss
- B. Balance Sheet
- C. Outstanding = \$250

3. Engineer's Report

- A. Randolph wants to have Fire District support water shut offs if Randolph needs to do that if the sewer bill is not paid to Randolph. VLCT advised that we cannot legally do the shut-off unless the water is also supplied by the same entity.
- B. SOC testing was done this year (this is on a 3-year cycle)-waiting on the results.

4. Asset Management Planning update:

- A. Motion made and approved to authorize the Fire District to obtain a \$50,000 line of credit from Bar Harbor Bank for funding the cash flow requirements for the AMP for the period of the AMP work.
- B. Bill DeFlorio to contact Dufresne Group to determine what is needed to update the scope and fee proposal so that the FD can execute an Engineering Services Agreement (with approval of VT ANR Drinking Water Division) on time to start the AMP as originally scheduled.
- C. Bob Dileo to contact Ashley Lucht at VT ANR Drinking Water Division to confirm we can get approval for the AMP loan as per our January 1, 2019 submittal to ANR.
- D. FD#1 to work out with VTC how any potential AMP cost over the \$50,000 loan will be covered.

5. Update on MOU with VTC - We will make reaching a closure on this a priority after the AMP approval is settled.

6. Water meters and pressure tank installation item - No news from Gillespie.

7. FARM group is reportedly going on their own with water to be sourced from an on-site well.

New Business

1. Motion made and approved to appoint Bob Dileo as accountant to the Fire District for purposes of supporting our activities and having access to the online banking.
2. Motion made and approved to follow a one-authorized signature requirement for issuing checks and to authorize the following individuals as check signers for the Fire District: Carolyn Lumbra, John Doss, and John Lens and to remove Mike Regan and Bill DeFlorio from check signing authorization.
3. Motion made and approved to authorize Bill DeFlorio to have access to the online banking to support the accounting and management activities.
4. Motion made and approved to accept February 28, 2019 Randolph Fire District #1 Financial Policy and Procedures Manual.
5. Jay Hooper will investigate with the state archivist on how to preserve the record book which Bill DeFlorio has been reviewing for FD#1 records.

Meeting adjourned at 8:55PM

Minutes recorded by John Lens

Prudential Committee Chair



Randolph Fire District #1

Randolph Center, VT 05061

Prudential Committee meeting minutes, March 21, 2019. Red School House, Randolph Center

1. Meeting attendees: John Doss, Carol Doss, Carolyn Lumbr, Bob Dileo, John Lens
2. Meeting started at: 7:06PM
3. Approve prior minutes (from February 28, 2019 meeting) Motioned, seconded, and approved.
4. Treasurer's report (see attached)
 - A. A line of credit has been applied for from the Bar Harbor Bank for \$50,000. Motion made and approved to appoint Carolyn Lumbr and Bob Dileo to be authorized to draw on the line of credit and to set up a separate account for that line of credit.
5. Engineer's report reviewed and noted.
6. AMP status reported. Expecting approval in the next week.
7. Waiting for Gillespie to respond.
8. FARM group is getting their own water system.
9. Archiving old records is pending news from Jay Hooper.

New Business

1. Water rates and meeting agenda discussed. More specific information to be developed for the next meeting and then to be brought to the fire district community at the May annual meeting.

Motion made and approved to adjourn at 8:30PM.

Minutes prepared by John Lens



Randolph Fire District #1

Randolph Center, VT 05061

Prudential Committee Meeting Minutes: April 18, 2019.

Red School House Randolph Center

Meeting attendees: John Doss, Bill DeFlorio, Bob Dileo, Jay Hooper

Meeting started at 7:08PM

1. Approved March 21, 2019 Minutes
2. Engineer's report: See attached. Decided to have FD#1 obtain the missing meter and pressure tank installation information and deduct cost of that from Gillespie bill which remains for that work.
3. Treasurer's report: Discussed options to increase revenue to cover increasing operating expenditures and capital improvement reserves to avoid getting into a situation which requires borrowing money for operation. We decide at a later date how to address overdue payment situations.
4. Asset management plan ESA is approved by VT ANR for contract signing.
5. Archiving old records is possible through the state archivist's advice on this.
6. Status update on FARM is the ACT 250 application in process of being prepared.
7. Annual meeting agenda discussion to be held later.

Meeting adjourned at 8:55PM

John Lens

Fire District Prudential Committee Chair