

Minutes

Prudential Committee

June 8, 2017

Red School Classroom 108, Randolph Center, Vermont

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

The meeting was called to order at 7:03pm by Carolyn Lumbra.

Minutes from the Annual Meeting of the Randolph Center Fire District #1 were read by those in attendance, changes made and approved.

The treasurer was not present to give a treasurer's report. It was suggested that the treasurer call the Prudential Committee before each committee meeting in order to give a monthly report.

A leak survey took place on May 22 and 23, paid for by the State of Vermont. Leaks were found in front of Al Floyd's house, on Charles Squire's property, and somewhere in front of the Congregational Church. The leak in front of Floyd's was repaired and the resulting hole will be filled and the ground reseeded in the next few days. The leaks on Squire's and the church property will be further researched. The fire hydrants are in good shape.

The next item of business was an update on the water meter project. The committee agreed that the Fire District should change to a metered system of assessing water charges. A discussion ensued regarding water rates, the cost of meters and the number of meters the Fire District would be required to purchase.

John Lens moved that the meters be purchased and installed as soon as possible. Bill DeFlorio seconded the motion. The motion passed.

Carolyn Lumbra gave an update on the VTC/ Randolph Center water agreement. Discussion ensued. The agreement in operation presently was

written 50 years ago. VTC's lawyer is working on a new agreement to present to the Prudential Committee. John Lens suggested that the Prudential Committee ask that the lawyer writing this agreement submit it to the Prudential Committee by the next committee meeting. He offered to contact the lawyer drafting this agreement. Bill DeFlorio suggested that the committee take the draft of the new agreement and the old agreement to a lawyer chosen by the Prudential Committee for his/her perusal and input.

John Lens brought up the issue of having a water system emergency plan. After some discussion of what this plan should include, it was suggested that the committee call Patricia Beavers of P2 Environmental Water Systems Service, to informally talk with her about an emergency water systems plan.

The committee discussed the possibility of applying for a State supported Asset Management Grant to fund repairs and improvements to the water system. Funds are no longer available for this year as grant applications must be submitted by May. However, it might be considered for next year.

The committee decided that the issue of long term budgeting should be included in the next meeting's agenda.

The next meeting will be on Thursday, July 13, 2017, at 7:00pm, at the Red School House, Classroom 108, Randolph Center, Vermont.

John Lens moved that the meeting be adjourned. Bill DeFlorio seconded the motion. Carolyn Lumbra adjourned the meeting at 9:25pm.

Respectfully Submitted,

Carol Doss, clerk

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

Meeting July 20, 2017
Minutes approved on August 10, 2017

Time: 7PM

Location: Red School House, Randolph Center

Present: Carolyn Lumbra, Bill DeFlorio, John Lens
The meeting was called to order at 7PM.

Old Business -

1. Reviewed minutes and motion to approve prior meeting minutes was seconded and all in favor.
2. Treasurer's report (update on income/expenses) - Bill DeFlorio reported that Mike Regan is working on getting the current PruComm board to be signatories for the checking and savings accounts. The other past board members will be removed from the approved signatories list. The goal is to get this take care of in the next few weeks.

Bill DeFlorio reported that expenses to date are \$10,254, as detailed on the attached statement. The checking account balance was reduced by that amount since the May 16, 2017, and the savings account balance remained unchanged.

3. Engineer's report – Bill DeFlorio reported activity as follows:
 - a. Inspecting proposed meter installations started on June 9th is nearly complete. It appears most meter installations will be straightforward.
 - b. Bill DeFlorio and Mike Regan replaced the pump house water meter.
 - c. Bill DeFlorio met with two separate contractors to evaluate pump house repair needs for the door, floor beam, and related maintenance items. Quotes for the work are to be provided by the contractors.
 - d. Bill DeFlorio is planning the replacement location for the church supply line, which the leak detection effort this spring identified to be leaking at several gpm.
4. Water meters project update – Bill DeFlorio reported the following activity:
 - a. Meters have been ordered and are ready for delivery whenever requested.
 - b. There are 3 or 4 installation locations which Bill still needs to visit for planning purposes.
 - c. Dual-check backflow preventers will be installed along with the meters.
 - d. The estimated installation costs, less the meter units, is approximately \$8-10,000.
5. Update on system ownership agreement being drafted by VTC and ANR directive on co-ownership/co-permittee status with VTC – Carolyn Lumbra indicated that Ted Manizer contacted her recently to say that the agreement is forthcoming from his superiors, for the Fire District review.

New Business -

1. Budgeting (1-year and longer-term versions) – John Lens presented the attached narrative and spreadsheet of income and expenses by category, over the past two years, and corresponding projected income and expenses based on estimated escalation rates of 0 to 3%. The committee briefly discussed the projections relative to expenses already incurred this year to repair two leaks. Leak repair expenses will need to be closely monitored and considered in the future water rates.

2. Review of ordinances – Discussion on this topic postponed until a future meeting.
3. Potential for VTC students to have projects on Fire District topics (e.g., energy and water conservation) – John Lens indicated that he met with an engineering faculty at VTC about having students work on one or more projects for the Fire District pump house as a real-world application of their classroom work. The committee agreed this is a mutually beneficial venture and looks forward to further developments once classes begin this fall.
4. Emergency action and asset management planning discussion – John Lens presented the attached narrative suggesting a written summary of contractors and vendors which the Fire District has been using for emergency repairs. The committee agreed this was worthwhile doing to preserve the institutional memory on this type of work.
5. Asset management workshops to be held by the State of Vermont are forthcoming with Bill DeFlorio and John Lens agreeing to attend if possible.

The meeting was adjourned at 8:57PM

Minutes taken by John Lens

Prudential Committee Meeting

Randolph Center, Vermont

August 10, 2017

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

The meeting was called to order at 7:00 pm by Carolyn Lumbra

Bill DeFlorio submitted a list of what had been accomplished by the Prudential Committee since the meeting on July 20, 2017.

After discussion on each point, the following decisions were made:

1. Hire Gillespie to install meters. It would be most productive for Gillespie to schedule the installation.
2. It would be best to replace the church water service before students return to VTC.
3. Bill DeFlorio would contact Williams Builders about returning the contract to repair the pump house.
4. The committee will look into securing a post office box. There was a discussion about it being more official/business-like to have a post office box.
5. The committee would research securing a tax exempt number.
6. Water meter rates were discussed under both old and new business. There was concern that expenses had tripled over a three year period and that expenses might continue to increase, especially with greater use of our water system.
7. It is imperative that Randolph Center have an updated emergency water plan.

The following new business was discussed:

1. It is important that the water meter rates are fair and do not cause a hardship to those using the water. The committee will review how much water each residence is using in order to establish a fair rate.
2. Randolph will pay for a new "Welcome to Randolph Center" sign. It will be larger and taller. The residents can add flowers, rocks, etc., with the approval of the Prudential Committee.

The committee signed forms for the bank.

The meeting was adjourned at 9:21 pm.

Respectfully submitted, Carol Doss, Fire District Clerk

Randolph Center, Vermont
Fire District #1

Minutes for Meeting September 14, 2017

Time: 7PM

Location: Red School House, Randolph Center

Present: Carolyn Lumbra, Bill DeFlorio, John Lens

The meeting was called to order at 7PM.

Old Business -

1. Approve prior meeting minutes
2. Treasurer's report – Provided by Bill DeFlorio with attached income/expense statement since May 2017.
3. Engineer's report – Provided by Bill DeFlorio.
4. Water meters project update is included in Item 3.
5. Update on system ownership agreement being drafted by VTC and ANR directive on co-ownership/co-permittee status with VTC- No contact from VTC on this since the last meeting.
6. Budgeting discussion continued (1-year and longer-term versions) – FD#1 through Bill DeFlorio will ask Vermont Rural Water about their ability to assist the district in this effort. The district will track water usage over the next few months to use in developing a future rate structure based on metering, to be put into place at the beginning of the next quarterly invoicing cycle.
7. Emergency action planning update and asset management planning workshop information- Bill DeFlorio will attend a water rate workshop to be held on October 5 in Rutland.

New Business -

1. Water rates- No new action on this item. The committee discussed rate for commercial users in the invoices being sent in September is the previously established rate of \$6.50/100 cubic feet. This will apply to the Lu rental property as they are a commercial user and were notified in the first half of 2017 by the Fire District that their future rate would be this.
2. Other new business as needed- Discussed the state of galvanized piping at the pump house following a recent visit by Bill DeFlorio. A small leak had recently developed in this piping which was installed in the 1970's. Bill DeFlorio will contact a plumbing/mechanical contractor regarding replacement costs before winter conditions set in.

The meeting was adjourned at 8:52PM.

Minutes prepared by John Lens

Prudential Committee Meeting

Randolph Center, Vermont

October 12, 2017

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

The meeting was called to order at 7:05 pm by Carolyn Lumbra

The minutes were read and approved.

There was no treasurer's report.

The Engineer, Bill DeFlorio, reported that he had attended a workshop on water rates. The workshop was attended by small communities. Bill found the workshop to be both helpful and useful. Bill reported that repairs continue on the pump house and that a new water service was installed at the Congregational Church.

It was decided that it was too early to discuss water rates. The next bill will continue to reflect a flat rate, and September's bill will probably be based on the new metered water rate. Definitions of the types of users (ie, residential, commercial, multi-unit residential) must be determined. Bill reported that all but 2 meters have been installed.

There has been no word from VTC and their lawyer regarding the water system ownership agreement.

It was decided to hire someone to cut down the trees over the water line in front of the Red School House.

A new sign for the Town of Randolph Center is "in the works".

The meeting was adjourned at 8:45 pm.

The next meetings are scheduled for November 9 and December 14.

Respectfully Submitted, Carol Doss, Fire District Clerk



Randolph Fire District #1

Randolph Center, VT 05061

Prudential Committee Meeting

Randolph Center, Vermont

November 9, 2017

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

The meeting was called to order at 7:10 pm by Carolyn Lumbra.

The minutes were read and approved.

A financial report was read and discussed.

The Engineer, Bill DeFlorio, reported that he would read the water meters in December to determine the water usage at each residence and business. Reading the water meters at this time will assist in discovering water leaks and may help in assessing the lowest water rate possible. A discussion ensued regarding the cost of maintaining the Fire District's water system, including the need to estimate expenses in the future. The question was raised whether the Fire District should consider hiring a water service provider as the job is becoming extensive and time consuming for a volunteer. The problems of a water emergency were also considered. Some issues with current business rates, installation of the meters, and the definition of a business versus a residence were also discussed.

Generally running the Fire District is becoming a tough job with many facets which did not come into play in the past. These issues must be reviewed and discussed at the Annual Meeting in May.

The meeting was adjourned at 9:24 pm.

Carol Doss
Clerk

Prudential Committee Meeting

Randolph Center, Vermont

December 14, 2017

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

The meeting was called to order at 7:07 pm by Carolyn Lumbra.

The minutes from November 9, 2017, were read and approved with 3 clerical corrections.

The treasurer's report was read and approved. The report recorded a checking account balance of \$25, 498.00.

The engineer's report was read and approved.

The engineer, Bill DeFlorio, presented a spreadsheet enumerating the water usage for each building in the Fire District. The readings were taken from the existing water meters and those which had been installed in the late summer and early fall. From those readings 6 month estimates of usage were determined and possible rates were discussed.

Scott and Patricia Beavers, water operators, of P2 Environmental joined the discussion of the fire district's water issues. They had been hired to assist the fire district in maintaining the water system. The committee was interested in their input, advice, and what additional tasks they could assume. Some of the issues that were discussed with them were:

- The sanitary evaluation - are we in danger of violation?
- Monitoring emergency situations and the need for an emergency plan
- Contractors to call if or when the need arises
- The impact of commercial users
- The importance of building capital

- The importance of maintaining the water system

The Beavers agreed to take the spreadsheet that John Lens had developed regarding operations and management of the water system and report on what tasks P2 Environmental could assume.

The committee decided that they would contact each building owner in the fire district by mail to apprise them of the issues with the water system.

The meeting was adjourned at 10:20 pm.

The next meeting is scheduled for January 11, 2018, at the Red School House in Randolph Center, Vermont.

Respectfully submitted, Carol Doss, Fire District Clerk

Prudential Committee Meeting

Randolph Center, Vermont

January 11, 2018

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

The meeting was called to order at 7:03 pm by Carolyn Lumbra.

The minutes from December 14, 2017, were read and approved.

The treasurer's report was read and approved. It was reported that there is a balance of \$15,614.64 in the checking account. Expenses from 05/16/2017 -12/11/2017 were \$43,956.96.

The engineer's report was read and approved. The following was included in the report: a concern for the lack of braces on meters installed recently, a motor detachment in the pump house, and a new pump is being installed at the pump house at a cost of \$3,000.

Scott and Patricia Beaver are working on a proposal to address John Lens' spread sheet regarding the management and operation of the water system (as was discussed in the December meeting).

The estimate received from Gillespie Oil to install pressure tanks for each new water meter was discussed.

One more water meter needs to be installed.

The committee continued their discussion of water rates. There is a need to go forward with this discussion because of concerns regarding financing the expense of operating the water system, both known and unknown. The committee is endeavoring to keep the water rate system fair, simple, manageable, and understandable for all users.

The committee received a water system ownership agreement from VTC. The committee will send it to the municipal lawyer for review.

The committee continued their discussion of the possibility of creating and enforcing a noise ordinance. However, a noise ordinance would require a person or persons to enforce it. It was decided to put this issue on hold until it was determined that the noise in question continues.

The next meeting is scheduled for 7:00 pm on February 8, 2018, at the Red School House in Randolph Center.

The meeting was adjourned by Carolyn Lumbra at 8:55 pm.

Respectfully submitted, Carol Doss (clerk)



Randolph Fire District #1
Randolph Center, VT 05061

Prudential Committee Meeting

Randolph Center, Vermont

February 8, 2018

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

The meeting was called to order 7:00 pm by Carolyn Lumbra.

The treasurer's report was read and approved. The checking account balance was \$15,221.54 and the savings account balance was \$30,845.25. There was income of \$2,999.00 and expenses of \$3,392.10 in the month of January.

The engineer's report was read and approved. The report listed chronologically maintenance issues that were addressed after the January 11th meeting until February 7th.

A document explaining the new water rates was distributed and discussed. The committee approved the adoption of these rates. Water usage readings will be taken on March 1, 2018, and billing statements will be generated about one week later. The rates were determined by looking at expenses in 2017 and the need to generate enough revenue to maintain the water system.

At this time a lawyer is reviewing the Fire District's water agreement with VTC. The State requires a water permit application from the Fire District and VTC. The Fire District has completed their application; however it was unclear if VTC had completed theirs. The committee decided to send the Fire District's application to the State even if VTC is not ready to do so.

The need for a water monitoring system and for a current map including Morgan Orchard was discussed.

The meeting was adjourned at 9:10 pm.

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

Respectfully submitted, Carol Doss (clerk)

Minutes - Prudential Committee Meeting

Randolph Center, Vermont

March 8, 2018

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

The meeting was called to order at 7:08 pm by Carolyn Lumbra.

The minutes were read and approved with one sentence eliminated.

The treasurer's report was read and approved. Expenses for the month of February were \$1,435.98. There was no income in February. The checking balance was \$13,785.64. The savings account balance was \$30,845.25.

The engineer's report was read and approved. The Prudential Committee attended a presentation at VTC regarding a free program designed to address emergency notification of water issues. A water rate sheet and a customer information letter have been sent with the most recent water bills. All water meters were read in February thereby giving an estimate of the amount of water each customer is using and the income that could be generated each quarter from the new water rates. Patricia Beavers of P2 Environmental has been contacted regarding additional services they could provide.

After discussing the engineer's report, the committee decided that the Fire District needed to pump more water now that the engineer has an estimate of how much water is being used. The committee discussed the eventual need to find a service which would notify appropriate people when the power is off in the pump house.

The meeting was adjourned at 8:45 pm.

The next meeting will be on April 12, 2018, at 7:00 pm, at the Red School House, in Randolph Center, Vermont.

Respectfully submitted, Carol Doss (clerk)

Special Meeting - Prudential Committee

Randolph Center Fire District

April 17, 2018

Red School House

Re: Possibility of Building a Motel in Randolph Center

Attending: Carolyn Lumbra, John Lens, Bill DeFlorio, Scott Beaver, Dan LaLumia, Perry Armstrong, John Doss, Adolfo Bailon, Ted Manazir, Carol Doss (clerk)

The meeting was called to order by Carolyn Lumbra at 7:10 pm.

Perry Armstrong presented his idea to build a 65 Unit hotel at the southeast corner of land abutting exit 4 on Vermont Interstate 89. A feasibility study in November/December 2017 indicated that this would be the best location in the Randolph Area. It would be a Hampton Inn type hotel, perhaps including a conference center. Many local leaders feel that a hotel would improve the economic situation in the Randolph Area as there are very few places, mostly B&B's, to accommodate overnight visitors.

Mr. Armstrong asked if Randolph Center Fire District would consider allowing the hotel to tap into Randolph Center Fire District's water system. Using Randolph Center Fire District's water would necessitate that the hotel becomes part of the Randolph Center Fire District and would require that the hotel pay taxes to the Randolph Center Fire District. There was some question about whether this water would be used just for fire suppression or for the hotel's general use as well. There was also some discussion about how the water pipes would be extended to the hotel and whether existing connecting pipes were adequate. The following were also considered: can the water system support the needs of the hotel and will this extension of the water system reduce the water pressure needed to support the needs of those on the system now. It was suggested that the hotel would probably need 4,000 gal. per day.

The group was reminded that this was just a proposal at this time. There are still many steps and approvals before the building of the hotel receives final approval. Mr. Armstrong would like non-binding approval from the Fire District for this proposal. He will send a letter to the Randolph Center Fire District Annual Meeting asking for the District's support.

The meeting was adjourned at 8:30 pm.

Respectfully submitted, Carol Doss, clerk

Minutes

Annual Meeting of the Randolph Fire District #1

Tuesday May 15, 2018

Attending: Carolyn Lumbra, Perry Armstrong, George Daniel, Trudy DeFlorio, Bill DeFlorio, John Doss, Dan LaLumia, Barbara Lens, John Lens, Scott Mitroff, J. Mike Regan, Carol Doss (clerk)

Carolyn Lumbra called the meeting to order at 7:00 pm, on May 15, 2018. An attendance sheet was circulated. Carolyn opened the meeting with a reading of the articles to be acted upon. Carolyn turned the meeting over to John Lens, the new chairperson of the Prudential Committee. Carolyn decided not to seek another term on the Prudential Committee and decided to run the treasurer position.

Article 1: To elect a clerk. The motion to elect Carol Doss was made by Mike Regan and seconded by Carolyn Lumbra. The motion passed.

Article 2: To hear and act on the reports of the officers (treasurer, engineer). The engineer's and treasurer's report are attached to this report and available upon request. George Daniel raised the question of why were expansion tanks needed for the new meters since they were not required in the past. Carolyn Lumbra answered that it is now VT state law that they be included when a backflow device (I.e. check valve) is installed. George Daniel also raised the question if check valves should be on all meters as older meters do not have them. Carolyn Lumbra answered that the Prudential Committee would look into that issue. The question was asked from where did the money in the savings account come. No one was quite sure since the balance has not changed in many years. A motion was made by Trudy DeFlorio to approve the treasurer's report and seconded by Carolyn Lumbra. The motion passed. At this time the engineer listed things that need to be accomplished next year, including: working on the spring house, replacing galvanized piping, upgrading the electrical system in the pump house, replacing a hydrant, and working on water maps and plans. It was also mentioned that the State may require a more automative system in the pump house.

Article 3: To elect one member to the Prudential Committee for a three year term. A motion to elect John Doss was made by Carolyn Lumbra and seconded by Bill DeFlorio. The motion passed.

Article 4: To elect a treasurer. A motion to elect Carolyn Lumbra was made by John Doss and seconded by Bill DeFlorio. The motion passed.

Article 5: To elect a collector of rents and taxes. A motion to elect Dan LaLumia was made by Carolyn Lumbra and seconded by Scott Mitroff. The motion passed.

Article 6: To elect 3 auditors for a term of one year. The following people volunteered: Dan LaLumia, Scott Mitroff and Clark Campbell (in absentia).

Article 7: To elect an engineer. A motion to elect Bill DeFlorio was made by Carolyn Lumbra and seconded by John Doss. The motion passed.

Article 8: To vote a tax. A motion was made by those attending the meeting to continue with the present tax of \$.04 per \$100.00 of evaluation until the Prudential Committee has a better accounting of the revenue from metered water and the cost of operating the water system. The motion passed by unanimous agreement. There was some discussion of the commercial tax rate; however, no motion was made.

Old Business

1. Approve prior meeting minutes. Scott Mitroff moved that the prior minutes be approved. Trudy DeFlorio seconded the motion. The motion passed.

2. Treasurer's report. Previously approved.

3. Auditor's report. Discussed and approved.

4. Engineer's report. Previously discussed with the election of an engineer.

5a. The status of the Memorandum of Understanding regarding the operation of the water system was discussed. The water system is currently jointly owned and operated by the FD#1 and VTC. FD#1 and VTC have completed the required application and submitted it to the State. The Prudential Committee has not heard from the State regarding the status of our application. The committee is waiting for the approval of the application before working with VTC to finalize "The Memorandum of Understanding".

5b. Perry Armstrong reported on the status of the possibility of a hotel being built at the intersection of Rt. 66 and exit 4 of I-89. Perry had previously made a presentation to the Prudential Committee and other interested parties. (See minutes for the April 17, 2018, special meeting.) Perry has contacted several hotel chains and presently is most

interested in the Hilton chain because they have a history of building hotels that architecturally fit the area in which they are located. He is proposing a system in which FD#1 can supply the water for this project. There was also discussion of Randolph Center and Randolph becoming an area noted for its recreation opportunities.

George Daniel asked if there was a better way to contact people about the Annual Meeting. The Prudential Committee will review the issue of lack of attendance.

Carolyn Lumbra reported that the Town of Randolph is providing a new sign: "Welcome to Randolph Center". Carol Doss said that she would talk to The Garden Club about developing a garden around the sign.

Carolyn Lumbra moved that we adjourn and Scott Mitroff seconded the motion. The meeting was adjourned at 8:35 pm.

Respectfully submitted, Carol Doss (clerk)