

Randolph Center, Vermont

Fire District #1

Minutes for Annual Meeting May 18, 2021

Location: Virtual Meeting on MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob DiLeo, Dan LaLumia, Scott Beavers,
Barbara Lens, Mary Shappell

John Lens called the meeting to order at 7pm.

To Act on the following:

Article 1 To elect a clerk.

John Doss made a motion to nominate Mary Shappell to the position of Clerk. John Lens seconded the motion. John Lens asked if all were in favor or if there were any abstentions. All were in favor and the motion passed.

Article 2 To hear and act on reports of officers (treasurer, engineer)

Reports of treasurer and engineer were presented and are attached also attached is the Auditors meeting was held on May 4, 2021 and attended by Dan LaLumia, Scott Mitroff, Bob DiLeo and Treasurer Bill DeFlorio. All were satisfied that accounts were in order.

Discussion ensued in regards to the Bradeen's past due water bill.

Article 3 To elect one member to the Prudential Committee for a 3-year term

John Lens made a motion to nominate John Doss whose term is ending. Dan LaLumia stated that Carolyn Lumbra is willing to serve on the Prudential Committee, she's in Boston and contacted me. I would nominate Carolyn. Bill DeFlorio seconded the nomination. John Lens stated the he nominated John Doss to a 3-year term on the Prudential Committee. Bob Di Leo seconded the motion. Carolyn Lumbra received one vote and John Doss Received 5 votes. John Doss was elected to the Prudential Committee for a term of 3 year. John Lens asked if all were in favor or if there were any abstentions. All were in favor and the motion passed.

Article 4 To elect a Treasurer

John Lens made a motion to nominate Bill DeFlorio for Treasurer. Bob DiLeo seconded the motion. All were in favor with no abstentions, the motion passed.

Article 5 To elect a collector of rents and taxes

Bill DeFlorio made a motion to nominate Dan LaLumia to the position of Collector. Bob DiLeo seconded the motion. John Lens asked if all were in favor or if there were any abstentions. All were in favor and the motion passed.

Article 6 To elect 3 Auditors for a term of one year

John Lens made a motion to nominate Bob DiLeo, Dan LaLumia and Carolyn Lumbra. Bob DiLeo seconded the nomination. John Lens asked if all were in favor of the motion and if there were any abstentions. The motion passed.

Article 7 To elect and Engineer

Dan LaLumia stated that Dave Farnham may be interested and willing to do this.

John Lens made a motion to nominate Dave Farnham for Engineer. Dan LaLumia seconded the motion and stated that we can always replace him if he can't fulfill it. John Lens asked if all were in favor, any opposed, and abstentions. All were in favor and the motion passed.

Article 8 To vote a tax

Bob DiLeo estimated that with normal operations we may end up with a surplus so I don't see a need to raise taxed. John Doss made a motion to keep the same tax rate. John Lens seconded the motion and asked if all were in favor, any opposed, any abstentions. All were in favor and the motion passed.

Article 9 To do other business as may be appropriate

None.

Old Business

1. Approve prior annual meeting minutes.
John Lens made a motion to approve prior annual meeting minutes. Bob DiLeo seconded the motion. John Lens asked if all were in favor, any opposed or abstentions. All were in favor and the motion passed.
2. Treasurer's Report is attached
3. Auditor's Report is attached
4. FYE 2022 financial plan attached
5. Engineer's report attached

New Business

1. None to discuss.

Respectfully Submitted

Mary Shappell, Clerk

Randolph Center, Vermont

Fire District #1

Minutes for Meeting June 17, 2021

Location VTC Red School House Randolph Center & Virtual on MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob Dileo, Dan LaLumia, Mary Shappell and Scott Beavers via Teams.

John Lens called the meeting to order at 7:08 pm

Old Business

1. Approve prior meeting minutes.

A motion was made by John Doss to approve the April 2021 meeting minutes. Motion was seconded and approved.

2. Treasurer's Report; see attached report

- a. Review budget status:

Bill DeFlorio stated income is at \$6,612. Expenses are fairly close to this time last year. We owe \$110. to Harmony Electric for an emergency call, and \$950. To Vermont League of City and Towns.

- b. Accounts receivable status:

There are 32 open invoices for a total of \$4,898. With 22 paid invoices. Bradeen still in arrears at \$314. Budget to date increases is close to expected, and expenses are way down with labor and material to catch up with that. We're under budget at this point by about \$6,000.

John Lens stated that he didn't know what the emergency call was for but that Dave Farnham had called Harmony Electric about a pump that was not running. John Lens also asked Scott Beavers about the chlorination. Scott Beavers stated that he called Dave Farnham it was not pumping, not running. I went Tuesday and the chlorine level in the storage tank had not dropped, still at 19 gallons. I took it apart and I think there was a clog at the pump junction. Dave went this morning and it had dropped 10 gallons in 2 days. He got a .8 chlorine residual reading and today he's going to do a couple of checks in the AM. I guess it's running low.

John Lens asked what the pump setting was at. Scott Beavers stated that he and Dave Farnham are in commiseration and will see tomorrow AM.

John Lens asked Scott Beavers if he knew what happened with Harmony Electric. Scott Beavers stated that he did not.

- c. Plan of action on Bradeen outstanding account:

Dan LaLumia stated that Bradeen's bill of \$314. still outstanding after numerous mailings and the document that we approved. Bill DeFlorio stated that he spoke with Michelle Pallas about how the town of Randolph handles delinquent bills. If there are

drugs or weapons involved that we should have the police accompany us. Dan LaLumia stated that since Jay Hooper's visit there have been two certified mailings to the Bradeen's with no response. I say we proceed with disconnecting their water. The governor has lifted all state of emergency rulings. We are legal to do that. Hanging a pink notice of disconnect doesn't require Prudential Committee approval. He (Bradeen) hasn't applied for any appeal. In my opinion we should hang a pink notice, we'd be legal to turn the water off. I can hang the notice and bring the turn key, Dave Farnham has agreed to do that. I feel like when they don't have water they will pay. I called the Sheriff's Dept., Capt. Clouatre to tell the story, I haven't heard back. John Lens asked is that captain around? Dan LaLumia I can call Michelle LeClair-Pallas to get his number, I haven't heard from him.

John Doss motioned to move forward with a pink slip and shut off. The motion was seconded by John Lens.

Dan LaLumia stated that he can put it on (pink slip) and once the delinquency is resolved the water can be turned back on.

John Lens stated that it should be hung tomorrow. (June 18,2021) Four business days are by Thursday to pay. In the mean-time call Captain Clouatre

Dan LaLumia stated that he would, and will hang the notice tomorrow.

John Lens asked all in favor. All in favor was replied, so moved.

3. Engineer's Report:

John Lens stated that he coordinated with P2 and Dave Farnham. VTC still has Ted Manzier and Dave.

John Lens asked about the mowing and Scott Beavers stated that yes, it's pretty good, couple of weeks ago. Two days ago, weed wacked. It was clear, not as broad as in the past.

John Lens stated that they're charging us to do it.

The Chlorine residual reading, getting a reading at Doerings, the first house after chlorination.,

John Doss stated that they (Doerings) have a lot going on.

John Lens so one more thing wouldn't be good. The state says we need to read closer.

The leak survey is next Thursday and Friday and will coordinate with Dave Farnham.

Dave Farnham should have the contact for the Vermont Alert System.

John Lens stated that for the Consumer Confidence Report I assume we have everything we need to have it ready by July 1, 2021.

Pump house maintenance this summer for the leak on the roof and some trim painting.

John Lens stated that he would talk to Dave Farnham about a list and budget.

4. Asset Management Plan

John Lens stated that he did his best to accept the report, could not accept it. I talk to Ted Manzier about it and we need something from Dufresne Group to make it clear, to help us and then we can approve it.

Bob DiLeo stated that he also had a problem understanding what is expected from the report.

John lens stated that I need a better explanation on how to decide. I'm going to ask for a consultation for a commonsense answer on when to replace pipe.

5. Update on activity addressing RFD's long-term operations and managerial responsibilities.

John Lens stated that there has been no action that I'm aware of. Bill DeFlorio talked with the new town manager.

6. Update on Randolph/VTC Boosters effort.

No news.

7. Longer term access to spring/pump house:

Bob DiLeo stated that I'll trace a couple more deeds. The key is to pinpoint where the springhouse is located.

Dan LaLumia stated that Dave Farnham and Jim Tucker have offered to do a deed search.

John Lens asked a question about what the right of way for water or power lines.

Bill DeFlorio stated that the only place a right-of-way is mentioned is on the plans for the 6" water line and not in any deed that he is aware of.

Bob DiLeo stated that there are references in deeds to the spring. Is that pipe actually at the spring house?

Bill DeFlorio stated that it's not the original location. We contacted Mr. Burke at the Veteran's cemetery and is willing to work with us but needed to consult attorneys first.

John Lens asked if he mentioned a location. Bill said he just mentioned to him that we wanted to stay away from the wet lands.

New Business

1. ARPA funding opportunity;

Bill DeFlorio stated that he had contacted the League of City and Towns to get a list of eligible towns. The fire district is not eligible but the town of Randolph is, \$480,000., two payments over two years. Randolph could grant Randolph Fire District funds. It would be legal for the town of Randolph to transfer funds to the Randolph Fire District. The town did award \$10,000. at one time. The new town manager said it would be a while before they have a list of projects. I asked about setting up a meeting, he hasn't responded yet.

John Doss made a motion to adjourn the meeting. John Lens seconded the motion.

Meeting adjourned at 8:26pm

Respectfully Submitted, Mary Shappell Clerk for RFD #1.

Randolph Center, Vermont

Fire District #1

Minutes for Meeting of July 15, 2021

Location VTC Red School House, Randolph Center & Virtual on MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob Dileo, Dave Farnham, Mary Shappell

Old Business

1. Approve June 17, 2021 meeting minutes.

John Doss made a motion to approve minutes as corrected. Bob Dileo seconded the motion. All in favor.

2. Treasurer's Report: see attached report.

Bill DeFlorio stated that expenses were up \$1700.00. Income remained the same with 7 overdue accounts. We received \$140.00 from Bradeen. The second round of the Covid arrearage program is coming for water bills and utilities on 7/20/21. You must be 60 days overdue.

Bob Dileo asked if anyone has followed up on Bradeens? Bill DeFlorio stated that Dan LaLumia had placed another pink slip.

3. Engineers Report:

Dave Farnham stated the Harmony Electric came 7/15/21 to check the day tank. Scott cleaned out the chlorinator.

Dave Farnham stated that the eyewash station is not moved and that I told Parmalee that I'll do it. The fan on the east wall is not working, we do have one in storage. I went around with Isaiah, one leak at Squires, CVP backed over the shutoff, their expense. There is a leak at the hydrant across from Floyd's, a very small leak. Isaiah said nothing major. VTC had two leaks, one at the barn, one underground. We asked about them reading the meter and they said what meter. Five shutoffs need repair.

Lumba's had no pressure at the trailer. They had Parmalee check it. I went down and the pressure relief valve was not working. I put a used one on. I picked up two new ones.

I spoke to George about renting his excavator. It's a \$100.00 minimum or \$45.00 an hour. I'm thinking it will take about 6 hours.

There are 4 stand pipes in stock.
58% propane at the pump house.

Repairs List:

Pump House Fan

Move the eyewash station

Standing seam tabs need to be crimped

Roof need to be painted. Benjamin Moore paint for metal, scrape & paint

Spring House paint is peeling, need to scrape & paint

The leak you saw before was all dry.

John Lens asked if there are funds budgeted for that, the pump house?

Dave Farnham stated that it's one hour to change fan & move eyewash station. The roof three or four hours. A day and a half for leak repairs, curb stop and hydrant. All about \$2000.00

John Lens asked if we want to approve this tonight?

John Lens stated the for our permit to operate the state requires chlorine testing to be at the first connection or at a dedicated served sampling station.

Dave Farnham asked, do they (state) know I'm testing at my house, it doesn't get any closer than that.

Bill DeFlorio stated that the first connection is at Morgan Orchards, and the second connection is at Parmalee's Apts., Dave's house is closer. We can get Dufresne to do calculations where is the closest and come up with an explanation for the state.

John Lens stated that we could send the state a letter. I'm going to contact Dufresne. John Lens also stated that we're pumping 2 ½ hours a day. We should get caught up. We own it to VTC to square up.

Dave Farnham stated that we pumped 6,844 gallons yesterday in 2 ½ hours.

John Lens stated that we're at 45 gallons a minute, about 2200 below our use.

Dave Farnham stated that if we pump an extra ½ hour that's 1350 extra gallons.

Bill DeFlorio stated that in June it took 3 ½ hours to pump what we used.

Dave Farnham stated that if we pump 4 hours for 20 days and take reading to see how we catch up.

John Lens asked if an off-peak meter would save us money.

Bill DeFlorio stated that our electric bill last month was \$75.00, it's gone down with the new pumps.

Dave Farnham asked what are we doing about the propane down there?

John Lens stated that Dead River want to change the tanks. We get the same provider at the campground, they come for them and come around to us.

Bob Dileo asked about another source of fuel.

Dave Farnham talked about a generator with an automatic start.

John Lens stated that that would take care of things for the short term.

Let's get some numbers for a generator.

4. Asset management planning:

John Lens stated that he had a productive conversation with the state. We need to say what we'll do. I'll put together what we'll do and have you all look at it and then send it to the state.

5. Update on RFD#1 long term operational and managerial responsibilities:

No comments

6. Update on Randolph/VTC Boosters effort:

No comments

7. Long term access to spring/pump house:

Covered above

New Business

Bill DeFlorio stated that Bar Harbor Bank has extended our line of credit for one year, it's been renewed.

John Doss made a motion to adjourn the meeting. John Lens seconded the motion. All in favor. Meeting adjourned at 8:37pm

Respectfully Submitted,

Mary Shappell

Clerk

Randolph Center, Vermont

Fire District #1

Minutes for Meeting September 16, 2021

Location VTC Red School House, Randolph Center & Virtual on MS Teams

Attending: John Lens, Jay Hooper, Bill DeFlorio, Bob Dileo, Dave Farnham, Dan Lalumia, Mary Shappell. Meeting started at 7:20pm

Old Business

1. Approve prior meeting minutes. Did not have a quorum to approve at the beginning of the meeting.
2. Treasurers Report: Bill DeFlorio stated that the last quarter was our best quarter with taxes, about \$19,000. In. Income is up, expenses are down. There is one expense that needs approval and that is for Dufresne disinfection monitoring, \$2317.00.
3. Engineers Report: Dave Farnham stated that he flushed the hydrants, and stated that at Olivetti's house you can't hear anything go by, or leaking by. Didn't do Gifford or VTC's. Painted the pump house. The light is not fixed yet. The pump tripped off and then reset after Scott Beavers was there. We didn't pump for two days. Clark gave permission to go in with a gas truck after they close. Dave Farnham stated that we are pumping 3 hours a day. Bill DeFlorio stated that we should be pumping 4 hours a day. Dave Farnham replied that he would bump it up to 4 hours.
4. Asset Management Plan: AMP submitted for payment. A bill was approved for payment of \$201.00 John Lens stated that he will send a letter to let them know we are accepted to the state drinking water section.
5. Long term operations & managerial responsibilities: Jay Hooper stated that he has not heard from town about operating the water system. He left voicemails and sent an email to Trevor in town, and to Gwen Zackoff at the League of City and Towns requesting info on the costs for other towns.
6. Randolph/ VTC Booster effort: Jay Hooper stated that this group has disbanded.
7. Long term access to spring/pump house: Clear for gas.
8. Permit to operate – disinfection monitoring and O&M manual update requirements: John Lens stated that it must get back to the state by the middle of next month. Bill DeFlorio stated that there are two options. We talked about a third one, putting the analyzer in the pump house. Bob DiLeo asked if there was any hope of getting money from the town. John Lens stated that it has to be allocated by 2024.

New Business

Dave Farnham stated that there was an issue with Peter Palpin , a water leak. Dave got it fixed.

We need the ability to say that you are responsible to fix the leak. The ordinance needs to be approved at the yearly meeting.

Meeting adjourned at 8:20pm.

Randolph Center, Vermont

Fire District #1

Minutes for Meeting October 21, 2021

Location VTC Red School House, Randolph Ctr. & Virtual on MS Teams

Attending: John Lens, John Doss, Bob Dileo, Dave Farnham, Mary Shappell

John Lens called the meeting to order at 7:01pm

Old Business

1. Approve prior meeting meetings. John Lens made a motion to approve the September 16th meeting minutes and seconded by Bob Dileo.
2. Treasurer's Report; Bob Dileo stated that there is currently \$86,000 in the bank. \$30,000 in the capital reserve account, \$14,000 in the checking account and \$43,000 in the operating reserve account. Currently no payables. Haven't yet received official forgiveness notification on the Asset Management Plan study loan, but it has been approved. We owe no money to the State. We are showing a profit year to date of \$63,000.00 with \$13,000 from current operations and \$50,000. (non cash) from recognition of the loan forgiveness. With another billing cycle coming. Receivables are \$800.00 (rounded).
3. Engineers Report; Dave Farnham stated the he fixed the light in the pump house basement. Currently pumping 9,300 to 9,400 gallons a day. Dead River is changing one tank on Tuesday. One of the oldest ones they are going to check and fill. I dug up Danny's mother's stand pipe and repaired it. Flushed all the hydrants, not Gifford's. I'll check the meter on the hydrant to be put up for winter. I also shut off Peter Paul's water.
4. AMP; Bob Dileo stated that it's all done until the next phase. We need to identify what needs to be done. John Lens stated that it's time to get an engineer on board to move forward.
5. John Lens stated that he has not heard from the town regarding their interest in long term operational and managerial responsibilities. Bob Dileo stated that I have been in communication with the town of Bristol. We need a list of questions for them. John Lens stated that he would get a list of questions. Bob Dileo stated that even though P2 has two people, we should advise them of what we are thinking and ask if it would be the right thing to do? John Lens stated that once we know what we want we can reach out.
6. No information on Randolph/VTC Boosters effort.
7. Permit to operate; John Lens stated that we got our permit to operate with conditions. One of the conditions is that a PDF version of the O&M Manual has to be submitted by Dec. 31st. P2 was going to give a template to Bill DeFlorio.

New Business

1. Water Ordinances; John Lens stated that Dan LaLumia will update with Bill DeFlorio's help.

John Lens called the meeting to adjourn at 7:35 and was seconded by John Doss.

Randolph Center, Vermont

Fire District #1

Minutes for Meeting 11/18/21

Locations VTC Red School house, Randolph Center & Virtual on MS Teams

Attending: John Lens, John Doss, Jay Hooper, Bob DiLeo, Dave Farnham, Mary Shappell

John Lens called the meeting to order at 7:02pm

Old Business

1. Approve meetings minutes. John made a motion to accept the prior meeting minutes as corrected. Motion was seconded by Dave Farnham. All in favor.
2. Treasurer's Report attached.
3. Engineer's Report: Dave Farnham stated that Dead River did not show. They came on the 13th and filled two tanks. Dead River said they'll call in May. I suggest we switch to Suburban. We are pumping 9300-9400 gallons a day. I asked Bill DeFlorio how long do you want me to do this, he said he'd let me know. I go down a couple of times a week to check the chlorine, it is good. I thought P2 would fill it, they didn't so I did.

Asset Management Plan

1. Bob DiLeo stated the he contacted the bank in regards to the revolving loan and was told that she'll check with the people who approve and sign off. We need something in writing.

Update on RFD #1 long term operation and managerial responsibilities

1. John Lens stated that he has not heard from the town of Randolph about setting up a meeting. Jay Hooper stated that he will talk with the town. Bob DiLeo stated that he talked with the towns of Bristol, Waitsfield and Williamstown who all use Simon's Cooperative since the 90's, all pf the operating activity. Each town has an advisory committee. The billing is done by the town. I talked to Simons and they basically don't have personnel. They will take over back-office billing, collecting and accounting for \$200.00 a month. For \$75.00 an hour, not our designated operator but training and back up operator at \$75.00 an hour. Could P2 be a backup and help out? Jay Hooper stated that he will get a meeting with the town and I Dave Farnham could also attend. John Lens suggested to meet with the town after 12/10/21.

Update on Randolph/VTC Boosters effort

1. Pulled booster from agenda.

Permit to operate- Report on O & M Manual

1. Bill DeFlorio continues to work on updates.

Report on status of archiving records

1. Jay Hooper stated that records are currently in my safe. I will follow up with the state archivist.

New Business

1. Water ordinances- to be voted on at the May 2022 meeting. Notes attached.

Jay Hooper made a motion to adjourn the meeting at 7:59pm

The motion was seconded by Dave Farnham

Respectfully Submitted,

Mary Shappell, Clerk

Randolph Center, Vermont

Fire District #1

Minutes for Meeting January 20, 2022

Location: Virtual Meeting on MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob DiLeo, Dave Farnham, Dan LaLumia, Carolyn Lumbra, Mary Shappell

John Lens called the meeting to order at 7:05pm with a quorum.

Old Business

1. Approve prior meeting, November 2021 minutes.

John Doss made a motion to approve the minutes. John Lens seconded the motion. All were in favor and the motion passed.

2. Treasurer's Report – attached.

Bill DeFlorio stated that he should have had the Pilot payment by now. I called and they said next week from the town. John Lens asked if there was anything in regards to accounts receivables. Dan LaLumia stated that there is \$588. outstanding in overdue invoices, property tax or finance charges. Bradeen have not paid since September and owe \$211. and change. Peter Paul also owes. The state Covid Arrearage program is over. Gifford is late so there is \$35.94 in finance charges. Dan LaLumia went on to say that I don't think we should forgive the finance charge but add it to the new bill. Palpin is in the Dominican and we won't see payment until April, their water is off.

Bill DeFlorio said water cannot be shut off in the winter and is stated that it can't be shut off if it presents a health issue. A discussion ensued in regards to the shared water main of Defayette and Carolyn Lumbra. Carolyn stated that there is a shut off at the trailer, the shut off for the house is in the basement.

3. Engineer's Report:

Dave Farnham said he's been practically living at the pump house. Has the timer set correctly now? Pumping 8100 gallons per day. The chlorinator is running properly now, part of it was disconnected. I thought P2 was filling and cleaning the day tank but I had to do it. I checked it three times this week. The electrician is back next week to change pump 1 controller, the heater in the pump control is malfunctioning. I'm hoping they just change the guts, otherwise we have to dismantle the whole thing. Dave went on to say that he had call Harmony Electric two times and no answer. John Lens asked if you have a date. Dave Farnham said, not an exact date. I've only had one electrician our of six or seven answer. John Lens asked if it would do any good for me to call Harmony Electric. Dave Farnham said that they (Harmony Electric) should have changed the control panel. John Lens said that I think it was a decision to save money. I will give them a call. Bob DiLeo said that before we have Harmony, we should get an estimate of cost.

4. Update on Fire Districts Long term operations and managerial responsibilities:
John Lens stated that there is nothing to update. Trying to talk to the town now but they are out straight out with preparation for town meeting. I don't think we'll hear from them.
5. Permit to operate – status of O & M manual update:
Bill DeFlorio said that we're getting there. It's about 850 pages, but fortunately a lot of what I have to add is already digitized such as the Water Supply Rule which is 238 pages. It should be done before the end of the month. The State drinking water division will then review, that may be a year.
6. Archiving of Records:
John Lens stated that we should have electronic storage. Bill DeFlorio suggested Google Drive. AMP is on there, cloud storage.

New Business

1. Water Ordinance update status:
John Lens said the plan is to bring this up at the annual meeting. Dan LaLumia said that he would talk with Bill DeFlorio with the Prudential Committee present for discussion. John Lens agreed and stated that at that point we can take a look, we'll put it on old business for February if not March and by May. John Lens asked if there are any changes. Dan LaLumia stated that mostly adding. Bill DeFlorio said that they are clarifying things not covered before. Dan LaLumia said should have it for February or March.
2. Compilation of responsibilities, jobs, duties/tasks, for each position in the RFD#1, recruiting:
Bob DiLeo said the list of duties is comprehensive but it's good to get input from others. Dan LaLumia asked if it's assumed that volunteer is a resident? John Lens asked, so it's anyone who get water from the RFD#1 or beyond? Bill DeFlorio stated that they have to be a resident of the fire district. John Lens stated that every year there are positions that are filled, voted on each year. John Doss said that we need to have smaller tasks to get people involved, get people involved in a small project. Maybe Dave F. could identify someone with experience to help, like an apprentice. John Lens said that the main point is who to ask, are there people to ask? Dan LaLumia asked if there is a comprehensive list of electricians, plumbers, contacts etc.? Bill DeFlorio stated that we do have an emergency contact list on the website. The O & M Manual has a complete vendor list.
Carolyn Lumbra stated that she is willing to be on the Prudential Committee and also help Dan LaLumia. John Lens asked if there was any more discussion.
Bill DeFlorio said we should say something about having training available for anyone that might be interested in serving. Carol Lumbra suggested that there may be people over at the retirement, Morgan Orchards, that might be looking for something to do, and continued to say that she would reach out to Jay over there.
Dan LaLumia stated that we haven't had a newsletter since June of 2020 and that he would compile a newsletter, I don't know what you want to talk about. It was suggested to gather info from meeting minutes and the AMP etc.
Bill DeFlorio made a motion to adjourn the meeting. Seconded by John Lens at 8:24pm.

Respectfully Submitted, Mary Shappell, clerk

Randolph Center, Vermont
Fire District #1
Minutes for Meeting February 17, 2022

Location: Virtual Meeting on MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob DiLeo, Dave Farnham, Mary Shappell

John Lens call the meeting to order at 7:00 pm

Bob DiLeo stated that at the annual RFD Auditor's meeting that Scott Mitroff was a no show.

1. Approve January 20, 2021 Minutes:

John Doss made a motion to approve the January 20, 2022 meeting minutes. Bill DeFlorio seconded the motion. The motion was passed to approve prior meeting minutes.

John Lens suggested that the Annual Meeting Minutes from May 18, 2021 be approved.

Bill DeFlorio made a motion to approve the minutes. Bob DiLeo seconded the motion. John Doss abstained. Motion passed.

2. Treasurer's Report, see attached.

Bill DeFlorio stated that the pilot payment was received, and that they were more than last year, and moved to the capital reserve account. There is \$18,000. In checking account. Expenses \$582, minimal accounts payable. \$394. Accounts receivable, mostly Bradeen. We also have a new customer. Carolyn Lumbrha has been very helpful in collecting and talked to Mrs. Bradeen who is awaiting unemployment. Carolyn has been helpful I appreciate the help.

3. Engineer's Report;

Dave Farnham stated that we're still running on pump2. I still haven't heard from the electrician, and called Harmony again. John Lens stated that he spoke to Harmony and they said that they would come out and take a look at it and give us an estimate about a month ago. Dave Farnham said that the problem is that pump 1 control box keeps shutting off on reset. Sometimes it runs three or four days then shuts off. I have the chlorine cranked way down, 35%, 0.04. Here and the hospital are running the same. Dave Farnham also stated that the level is down about 2 gallons in the last nine days.

Bill DeFlorio asked if the college has made any changes. Dave Farnham said not that I know of. This time of year, there is little bacteria. We're at 50% on fuel is good to get us through and we're using propane to heat the building and electric for backup. Bill DeFlorio mentioned that we are using quite a bit of electric and it's up from last year. John Lens said that he was happy to call Harmony to get an estimate and asked for thoughts on what we do, we're only using one pump for the last three months. Dave Farnham stated that we're pumping 8200 gallons per day. I think we should get it done. John Lens stated that if something's not working right, it may damage something else, and continued to say, I will call Harmony and coordinate with you Dave to get down and scope it out.

4. Update on activity addressing long term operation and managerial responsibilities;

John Lens stated that there is no update, and that we're waiting to hear from the town of Randolph after town meeting, about three weeks.

5. Permit to operate – Status of O & M manual update review by the state;

John Lens asked Bill DeFlorio, if he submitted the O & M manual? Bill DeFlorio stated that he had and received confirmation that Matt Caldwell had received it. VTC got theirs submitted as well.

6. Report on archiving records;

No discussion.

7. Volunteer posting and by-law status;

Bill DeFlorio stated the RFD#1 website gets about 30 or more views per week. Bob DiLeo suggested the Front Porch Forum, and including the RFD Newsletter in the bills this month. John Lens asked if we are looking for all positions. Bill DeFlorio responded saying, just the elected positions. John Doss suggested that small projects be found to get other involved. Dave Farnham stated that they fire hydrants all need painting. John Lens asked, do we want to start a campaign or advertising? Dave Farnham suggested that we get it out in the newsletter and bill. John Lens stated that my understanding is that Dan LaLumia said he would have the draft of the newsletter next week to review.

Dave Farnham asked, what about the Annual Meeting cookout to get more people out? John Lens asked, at the firehouse? John Doss stated that he liked that idea. Dave Farnham suggested doing a cookout and to get the neighborhood together.

8. Bylaws and Ordinances;

Bill DeFlorio stated that Dan LaLumia has not had a lot of time lately, but a will have a draft before the next meeting. John Lens stated that there is not a big rush, but to have it before in advance of the Annual Meeting. Bob DiLeo suggested posting notation of where they could get bylaws. John Lens stated that ordinances will be proceeding and we'll talk about that the next meeting.

John Doss made a motion to adjourn the meeting. The motion was seconded by Bob DiLeo. Meeting adjourned at 7:35pm

Respectfully Submitted,
Mary Shappell, Clerk

Randolph Center, Vermont

Fire District #1

Minutes for Meeting April 21, 2022

Location: Red School House, Randolph Center and Virtual MS Teams

Attending: John Lens, John Doss, Bill DeFlorio, Bob DiLeo, Dave Farnham, Dan LaLumia, Carolyn Lumbra, Mary Shappell

John Lens call the meeting to order at 7:00pm.

Old Business

1. Approve prior meeting minutes.
The meeting minutes of February 17, 2022 were approved.
2. Treasurer's Report: Bill DeFlorio read into the record the report. See attached report. Bill DeFlorio reviewed the Treasurer's report. Cash on hand, checking \$20, 870., operating reserve \$43,961, capital reserve \$37,015. Total income to date \$47,946., up \$2,140. From last fiscal year. Total expenses to date \$20,009., down from \$39,207. Net operating income \$77,824., a jump from last year because expenses were down and the AMP loan was forgiven. No accounts payable. Accounts receivable \$355. Income \$1800. More than projected. Expenses were \$13,000. less than projected. The auditors meeting is May 12, 2022 to review accounts. Bob DiLeo will be gone that week so we will meet earlier. The Lu apartments were sold, closing is April 29, and I'll take a final meter reading next week. Mitroff's are putting their house on the market in a month or so.
3. Engineer's Report:
Dave Farnham reported that there is a leak on Mitroff's lawn. Dupras's line needs to be dug up. If it's the shutoff I'll have to dig that up at Doss's. It's coming from the stand pipe.
Harmony Electric showed up and changed the heaters in the control panel in the pump house.
P2 said they were there, but there was no signature. They're supposed to be there every two weeks.
Dan LaLumia asked if they are paid a flat rate? Bill DeFlorio responded that they are paid for two times a month.
Dave Farnham said he'd call them (P2) on it. I've been going two times a week.
Parmalee changed a brass fitting. I had two for them, I have to get the one back.
Dave Farnham also said that he took the "Safe Dig" course online. When I'm ready to dig I get permit online.

The meter at the campground, ¾" freeze plate busted. I changed the whole meter. It wasn't our meter, it belonged to Randolph because of the sewer. I went to Randolph and met with them, got one of their meters and went to Clark's this morning and changed the meter to Randolph's meter and horn.

Dan LaLumia asked, does he (Dave Farnham) get paid by the town for all of that work? Dave Farnham responded that he didn't ask them. John Lens asked why did it break? Dave Farnham said that it wasn't drained properly. John Lens stated that you should get paid. Clark caused the problem and Randolph sent them a bill. Dave Farnham stated that it took him a little over two hours. Dan LaLumia stated that Dave needs to get paid. John Doss suggested Dave bill Randolph for his time. Bill DeFlorio stated that he has their rates for replacing. I can let them know what we're charging for your labor. Dave Farnham stated two hours. He (Clark) was nice letting us down with the gas truck.

Bradeen's was shut off this morning. When they do decide to pay, I'm not running right down there. If they pay by check we should wait until it clears.

Dan LaLumia stated that we are bound by statute to turn it on ASAP.

Carolyn Lumbra asked how much to shut it off? Dan LaLumia said \$25. He also stated that he would like to submit that Lackard residence be metered, it's time. Bill DeFlorio stated that we couldn't get Parmelee to do it. Dan LaLumia asked if we can schedule it are we authorized? John Lens said if you're willing to go in. Carolyn Lumbra said to let her know there could be no water, or a problem. John Lens stated that there was no one to go in and do it. Dave Farnham suggested giving her 3-4 days. Dan LaLumia asked, if I can get this done, do we have approval to meter? John Lens answered that we've always had approval.

4. Update on Long Term Operational and Managerial Responsibilities;

John Lens stated that we still have no appointment with the Town Manager, I asked. Patrick French called me today and town manager will meet with me. I don't think there is much will for the town to work with us. Patrick French's words were that they might be able to help us. It doesn't seem like there is an appetite from the select board. Maybe we'll have a meeting, I asked Patrick, he didn't know.

Bob DiLeo mentioned that there are things that should be done soon to the tune of \$400-\$500K. The town is in a better position to get that money.

Carolyn Lumbra said that they wouldn't be willing to help get money.

John Lens stated that last July there were two scheduled meetings, they backed out. There are a lot of funds that take management time.

Dan LaLumia asked how urgent are these repairs and replacements?

John Lens replied that we need an engineering report to see what need to be done, then construction documents, and then you bid it. The state needs an authorized

representative to oversee the project. John Lens continued to say that he was sorry I can't give any news and VTC is frustrated too.

5. Permit to operate – Status of O & M manual update
Johns Lens asked if there was anything new. Bill DeFlorio said, no.
6. Status of archiving records for the Fire District.
A discussion ensued in regard to Jay Hooper attending meetings.

John Lens asked if there had been any calls for volunteers. Carolyn Lumbra said maybe Jay (last name?), he did run the water system in Norwich. Dave Farnham said he'd be a help. Dan LaLumia stated that Carolyn Lumbra has been very helpful in collecting payments and making phone calls, very helpful.

New Business

1. Review proposed ordinance and bylaw changes
Dan LaLumia stated that there are glaring omissions from the current ordinance. John Lens asked if we should we starting looking at it tonight? Dan LaLumia said to discuss it online and can it be approved by the Prudential Committee? John Lens said there is a page or two we should approve. Dan LaLumia continued, the pages on overdue account is already approved. Anything in red is new.
John Lens, priority?
Dan LaLumia said look at Variances 208, 214, 215 overdue, new 217, billing abatements. Detection of leaks 308, 309. Article 406 access fees. Service connecting 502.
John Doss said, I have a question. The language changed from superintendent to engineer. What if someone comes along in 10 years and there is someone called and engineer and asks where is your license?
John Lens said that the terminology is from long ago.
Bill DeFlorio said that it's in the charter.
Bob DeLeo said he's not holding himself out to 3rd parties as an engineer.
John Lens said that he agreed with John on this. When I see engineer, I see a license. Let's look at terms and make sure they are up to date.
Bob DiLeo asked should Dave Farnham carry liability insurance and have RFD#1 named as additionally insured on that policy?
Dan LaLumia said that under Section 2, Engineer is a problem.
2. May 17, 2022 Annual Meeting
 - a. Audit will be on time
 - b. Plan forecast

- c. Bill DeFlorio 1 yr. Treasurer
- Bob DiLeo 1 yr. Accountant
- Carolyn Lumbra and Dan LaLumia Auditors
- Dave Farnham – yes
- John Lens – yes
- John Doss – yes

Dan LaLumia mentioned that badges are required by the charter for identification.

Where to hold the Annual Meeting-

Dave Farnham suggests to have it here, at the School House, Randolph Ctr.

John Lens said, we'll have it here. The meeting warning needs to be posted on May 5th and 12th. Mary Shappell, Clerk stated that she will post warnings.

Dan LaLumia asked, what about the account overdraft policy in policy and procedures. The Vermont League of City and Towns is saying we need to come in to compliance.

Bill DeFlorio said they VLCT is just giving us information, not interpreting the laws.

John Lens asked if the information we got from VLCT, did we interpret this correctly?

Bill DeFlorio said that he asked them today about sending out over dues as to the time when they should be sent.

John Lens asked, do they care? General Liability and Workmen's Compensation, do they get that involved?

Bill DeFlorio said no, basically seeking advice.

Dan LaLumia asked if the final product is reviewed by them.

Bill DeFlorio said no, they would say get your own attorney.

Dan LaLumia asked if it can be approved at a meeting or by email.

Bill DeFlorio said no, only Prudential Committee approval.

John Doss moved to adjourn the meeting at 9:42pm Seconded by Dave Farnham

Respectfully Submitted,

Mary Shappell

Clerk