

Meeting Minutes
Randolph Fire District #1
Thursday July 20, 2023

Attending: Bob DiLeo, John Doss, Dave Farnham, John Lens, Dana Dean, Bill DeFlorio, Trudy DeFlorio
John Lens called the meeting to order at 7:06 pm.

Old business

1. May 2023 meeting minutes were approved.
2. Treasurer's report: Bill DeFlorio reported that there was income of \$6300 and expenses of \$4150. There are 3 overdue accounts.
3. Engineer's report: Dave Farnham reported that everything was okay at the pump house. He said that he will plan to flush hydrants soon. The Sanitary Survey on June 30, 2023, done every 2½ years by the state, showed no issues for RFD #1. The DEC will issue a Permit to Operate for the RCWS following this inspection.
4. O & M status - need to hear back from state (has been submitted). The DEC staff who performed that Sanitary Survey indicated that they will review that soon.
5. Status of archiving RFD #1 records: After the last meeting John Lens contacted Jay Hooper, who had taken these records some time ago to be archived by the state archivist. This has not happened. Jay said that he would take the records to John Doss but this hasn't happened. John Lens will contact Jay again to obtain the records. Dana Dean will contact the VLCT (VT League of Cities and Towns) to ask for advice/recommendations on archiving these records.
6. Review of proposed ordinance and bylaw changes: These were sent to the RFD #1 personnel in April 2023 by Dan LaLumia. These need to be reviewed at a future meeting.

New Business

1. Review of Memorandum and Request for Proposal (RFP) for Water Operations Services: (attached): Communication with officials from the town of Randolph as of the end of June 2023 is they (Town and water/wastewater department) are not able to consider working with RCWS on joint operations because there are now two vacancies in that department, leaving no capacity to work with us. To address the issue of operations and management sustainability for RCWS given the town's response, John Lens provided a Memorandum that outlines the status of the efforts of RFD #1 to hire a professional operator/manager for our water system, with recommendations for next steps. John also presented a draft RFP and asked RFD #1 personnel to review and email their comments to him by 7/26/2023. The Vermont Rural Water Association has provided a list of firms providing water operations services in VT. The group concurred with the plan for John Lens to send the final Request for Proposal to 4 - 6 firms by August 1, 2023.
 - 1.1. Bob Dileo will contact Dave Rubin at Vermont State University (VTSU) to set up a meeting regarding the RFD #1 Request for Proposal and to determine who is the VTSU person that RFD #1 should speak with regarding the importance of ideally having one operator for the entire Randolph Center Water System and expanding the scope of the operator services in the RFP to include VTSU. There was a brief discussion of keeping Gifford informed as they are a RFD #1 customer (however, they are responsible for their own piping surrounding their facilities). This communication has been ongoing over the past two years, so they are

aware of the RFP being developed and are in support. Dave Farnham asked if there needs to be a notice in the newspapers regarding bid requests. John Lens will contact a few VT newspapers to check on cost. Dana Dean will ask VT League of Cities and Towns for a list of attorneys that would be familiar with reviewing municipal contracts.

2. Because there is much time-sensitive work being done with a fairly fast moving timeline (spelled out on the Memorandum), it was determined that there is a need for a meeting on Thursday, August 17, 2023.
3. Community Potluck Picnic: To be held at the White Church on Tuesday, August 15, 2023 from 5 to 7 pm, rain or shine. Burgers/hot dogs/buns/condiments/paper goods, plastic utensils and beverages will be provided. Dave Farnham will check on getting a grill. Bill DeFlorio will make arrangements for church use and will get out invitations and purchase food/drink.

Motion to adjourn was made by Dana Dean and seconded by Dave Farnham. Meeting adjourned at 8:19 pm.

Trudy DeFlorio, Randolph Fire District #1 Clerk