

**MEETING MINUTES**  
**Randolph Fire District #1**  
**Thursday, August 17, 2023**

Attending: Dave Farnham, Bob DiLeo, Bill DeFlorio, Trudy DeFlorio, Dana Dean, John Lens

Dana Dean called the meeting to order at 7:05 (Chairman John Lens arrived soon after)

1. July 20, 2023 meeting minutes were approved

2. Treasurer's Report:

Income remained the same as last month as there has been no billing. Income is about \$800 less than last year at this time. Expenses are up slightly but are still less than last year at this time.

There is only one account not fully paid (partial payment has been received).

3. Engineer's Report:

Water to one customer turned off due to lack of payment. After receiving partial payment, water has been turned back on.

Dave Farnham, Bill DeFlorio, John Lens and Dave Race (VSU) met with rep. from Champlin Associates regarding SCADA System.

4. Update on activity addressing the Fire District's long term operational and managerial responsibilities:

Out of 6 companies contacted, 4 declined. The two interested companies, P2 and Atlas, participated in the entire water system walk-over on 8/15/2023, which included Dave Farnham, John Lens, Jim Hill (VSU) and Patrick Giordano (Gifford). Refer to the walkover agenda sent by John Lens for details/anticipated schedule (attached). It will be important to know of VSU's intentions.

Attorneys have not yet been contacted. John Lens will reach out to check on potential legal representation and a (free) estimate for services.

5. Permit to operate - Status of O & M Manual update review by the state and June 28 Sanitary Inspection letter with requirements sent by DEC:

Matt Hunt, the Water System Specialist for the State sent a letter in response to the Sanitary Survey requiring the Fire District to immediately start recording daily pump readings and to take chlorine residual readings at the first service (Doerings). Bill replied with some questions regarding both the daily pump readings and the location where the daily chlorine residuals are taken (D. Farnham's) explaining why this would be very difficult for the Fire District to accomplish due to lack of personnel (volunteers) and asking for some leeway in how often we take the pump readings and where we take the chlorine residual readings. As of this date no response has been received. After further discussion it was decided that the response letter should come from P2 (Patricia) and that Bill would communicate with her regarding our position on the matter and to also determine how VSU will respond. The letter from Patricia will need to address the issues with both the Fire District and VSU.

6. Report on status of archiving records for the Fire District (Jay Hooper):

First step is getting records back from Jay. Called Jay from the meeting and Dave spoke with him and he said he will connect with Dave tomorrow to return these records.

7. Review of proposed ordinance and bylaw changes:

This item was tabled until members have a chance to review the changes that have been made.

8. Review activity on Request for Proposal for Water Operations services.

Done - see #4.

9. Debrief of 8/15/2023 Community Appreciation Picnic:

Successful, about 30 people in attendance - a good time was had by all. The cost of the food provided by the Fire District was \$156 and \$100 has been donated to the church for use of the building.

10. Report on meetings with representatives from companies selling SCADA (supervisory control and data acquisition) Systems.

On August 9th John Lens, Dave Farnham, Bill DeFlorio along with Dave Race from VSU met with a representative from Champlin Associates out of Essex Jct., VT. They toured VSU facilities (water tower, chlorination building and well) and the Fire District's pump station. RFD#1 is seeking a system that will work in conjunction with what VSU is presently doing. The rep. will present a list of options including costs. It will include options for the Fire District, options for VSU and options for the combined system (Fire District & VSU). A meeting with another company is scheduled on August 24th to see what they have to offer and to ensure competitive pricing.

Meeting was adjourned at 8:07.

Trudy DeFlorio

Clerk