

SOUTH ALBURGH FIRE DISTRICT NO. 2
REGULAR MEETING
Monday, November 20, 2023 at 6:30 PM

Present: Prudential Committee Members John FitzGerald, Alton Brusco, Tony Speranza
Admin. Assistant Danielle James Choiniere

Guests: Kathy Rochedieu, Cheryl Dunn, Zoe Brosky

Meeting was called to order at 6:28 PM by Chair John FitzGerald.

AGENDA ADJUSTMENTS

An email from engineer Justin Holmes which can be placed under Water Ops.

MINUTES

Alton Brusco motioned to approve October's meeting minutes as printed. John FitzGerald seconded, motion carried. So approved. Alton Brusco disagreed in the statement made in the minutes that said the board had trouble finding personnel.

VISITOR INPUT

Introductions and district summary given to Zoe Brosky.

TREASURY REPORT & WARRANTS

Village Treasurer/Clerk Cheryl Dunn put together warrants and bills to be approved, along with matching unsigned checks. Cheryl Dunn had paperwork changing credit card holder. Treasurer Rochedieu asked about expectations of her role. It was said to check bank statements regularly, be proactive for when audits occur. Bank account numbers were listed. The price for a wetlands permit dropped for no known reason. John FitzGerald motioned to approve treasurer's report. Alton Brusco seconded, all in favor. So approved.

Kathy Rochedieu asked if there was anything about the Vermont Bond Bank she needed to read up on. There is none.

Cheryl Dunn brought up the district members working with Andy Julow of the Lake Champlain Economic Development Corp to try and get grant money. Paperwork was given to Alton Brusco to fill out and return to Andy.

Invoices were as follows: \$187.50 to ACS Aviation, \$4,685.91 to Alburgh Village, \$125 to Endyne labs, \$332.52 to Monaghan Safar, \$9,755.50 to State of VT for permit review. John FitzGerald motioned to approve bills totaling \$15,086.41. Tony Speranza seconded, all in favor. So approved.

PHASE II UPDATES

Easement Updates- Alton Brusco has been working with the Hansens on finalizing their easement and presented some edits the Hansens wanted in their easement: reducing easement from 20 to 10 feet, limited easement to just the waterline and not other utilities, have hook ups for two lots, and language that the special hookup fee for those who didn't provide easements to not be in effect. Those requests seemed doable providing the engineers could work with the easement footage reduction.

No viable updates on the Snedeker easement. With information at hand as of this meeting, the easement project overall appears done.

Paperwork- Tony Speranza has all of his data he performed as consultant on a memory stick and will provide to the laptop for storage and also to be on the website. The site will be reworked within the next year.

The board looked at updated connection paperwork/procedures and if the formatting could be all on their own pages and not on two, they looked good. Tony Speranza motioned to accept the updated procedures and improve as needed with a better printing format. Alton Brusco seconded, all in favor. So approved.

Staffing- Zoe Brosky was in attendance to help the district secure remaining minimum user sign-on agreements, with their fees, for Phase II. She introduced her accounting and administrative background. Kathy Rochedieu asked how much time she'd have for this role, which Zoe said was about 10 hours a week. Alton Brusco asked what she would be doing. Calling people for signing on and/or visiting residences, answering questions, keep spreadsheets. Kathy Rochedieu mentioned the need for organization and creative thinking. John FitzGerald motioned to hire Zoe Brosky for part-time administration at \$25 per hour with standard mileage costs when she's in Alburgh as an independent contractor directed by the board. Tony Speranza seconded, all in favor. So approved.

WATER OR OPERATIONS ISSUES/ PHASE III/ CORRESPONDANCE/ MISC

Alton Brusco presented a petition for a 5-member board. It had 45 signatures which hadn't yet been verified. John FitzGerald said there can be an update for the December meeting.

ADJOURN

Alton Brusco motioned to adjourn at 9:05 PM. Tony Speranza seconded, all in favor. So adjourned.

Respectfully submitted,
Danielle James Choiniere

These minutes are draft only, not slated for approval until the next board meeting in December.