

SOUTH ALBURGH FIRE DISTRICT NO. 2
Annual Meeting
Wednesday, August 16, 2023 at 6:30 PM

Present: John FitzGerald, Alton Bruso, Kathy Rochedieu, Leeann Porto, Rick Baker, Wendy Baker, Rodney James, Tom Jacobsen, Jason Reynolds, Gilbert Bohannon, Cathy Bohannon, Lorraine Bruso, Raleigh Palmer, Richard Ernst, Shirley FitzGerald, Brian Bessette, Sanford Ladd II, Herman Hansen, Richard McAroy, Judy Higgins, Danielle James Choiniere, Stan Kornecki

Meeting was called to order at 6:30 PM by Chair FitzGerald who thanked everyone for attending and briefed the public on the year's progress.

Judy Higgins highlighted last fiscal year's expenses and revenues as well as those planned for FY 2023-24 in the treasurer's report. Alton Bruso asked about loan RF397 2.0 which Judy said there's still a large reimbursement request still being processed by the state.

Judy then showcased how FY 2023-24's budget was largely the same as last year. There is a new line item for NEMRC software's accounts payable program. The sale of water went up to account for more users, as did insurance costs. Leeann Porto asked about the delinquent amounts which was uncollected funds. Judy Higgins replied their billing entity, Alburgh Village, hadn't had a clerk in a year and the fact SAFD2 billings didn't get processed in the schedule they had in the past. Water rates et al aren't changing for this fiscal year.

John FitzGerald motioned to approve budget as printed. Alton Bruso seconded, all in favor. So approved.

John FitzGerald nominated Shirley FitzGerald for Clerk, 1-year term. No other nominations. All in favor of Shirley Fitzgerald.

No nominations for Treasurer.

No nominations for Tax Collector. An audience member asked if this position was always vacant if it could be removed? The board would have to check their ordinance and state statutes to see if it was possible.

Gilbert Bohannon asked what leverage the fire district has on unpaid bills? They are automatic property liens.

Prudential Committee member, one 3-year term. Kathy Rochedieu nominated herself and Leeann Porto nominated Alton Bruso. Each listed their qualifications with audience members weighing in. An audience member asked if there could be a 5-member board. State statute allows for it via a district-wide vote, but not this meeting since it wasn't published on the meeting warning. A straw vote was held to gauge feelings of voting members present in regards to a 5-member board. Most raised their hands.

There was a ballot vote done which, via hand count, gave 14 votes for Alton Bruso and 6 for Kathy Rochedieu. 20 people present were registered voters of the district, two in attendance (Judy Higgins and Danielle James Choiniere) were not and did not vote.

John FitzGerald motioned to adjourn at 7:53 PM. Alton Bruso 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 August.

SOUTH ALBURGH FIRE DISTRICT NO. 2

ANNUAL REPORT

For the fiscal year ending June 30, 2023

**Presented at the 2023 Annual Meeting
held
August 16, 2023**

SAFD2 2022-2023 Budget to Actual Comparison

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2023	Voted Budget	Yr End Total	% of Actuals to Budget
		7/1/22 - 6/30/23		
6	Revenue		Receipts	
7	Water Sales	\$ 74,000.00	\$ 86,235.76	117%
8	Beneficial Assessment/Taxes	\$ 12,072.95	\$ 5,508.99	46%
9	Connection Fees	\$ 10,000.00	\$ 5,000.00	50%
10	Total Revenue Expected	\$ 96,072.95	\$ 96,744.75	101%
11	Allowance for uncollected water user fees and taxes			
12	Total Expected Cash from Revenue	\$ 96,072.95	\$ 96,744.75	101%
13				
14	Expense		Pymt's Made	
15	Water Purchase	\$ 15,000.00	\$ 19,023.76	127%
16	Accounting Services	\$ 250.00	\$ -	0%
17	Advertising (public notices)	\$ 1,000.00	\$ 112.00	11%
18	Dues	\$ 800.00	\$ 900.00	113%
19	Education/Training	\$ 100.00	\$ -	0%
20	Insurance	\$ 1,400.00	\$ 1,839.25	131%
21	Legal Services	\$ 1,500.00	\$ 1,285.00	86%
22	Office Expense/Misc Admin/Postage/Phone/Bank Fees	\$ 1,600.00	\$ 236.24	15%
23	Permit/Licenses	\$ -	\$ -	
24	Repairs & Parts	\$ 2,500.00	\$ 1,280.47	51%
25	Technical Services	\$ 800.00	\$ 570.00	71%
26	Administrative Assistant	\$ 5,500.00	\$ 4,999.92	91%
27	Water Miscellaneous	\$ 300.00		0%
28	Total O&M Expense	\$ 30,750.00	\$ 30,246.64	98%
29	Expense for collection of beneficial assessment	\$ 650.00		0%
30	Total Expenses	\$ 31,400.00	\$ 30,246.64	96%
31				
32	Debt Service		Pymt's Made	
33	DWSRF Loan Payment	\$ 53,277.12	\$ 53,277.11	100%
34	Total Debt Service	\$ 53,277.12	\$ 53,277.11	100%
35				
36	Reserve		Amt Collected	
37	Water System Debt Service Reserve/O&M Contingency	\$ 1,693.54	\$ 1,670.48	98.6%
38	Capital Reserve	\$ 846.77	\$ 835.24	98.6%
39	Total Reserve	\$ 2,540.31	\$ 2,505.71	98.6%
40				
41	Total Expenses, Debt Service and Reserve	\$ 87,217.43	\$ 86,029.46	98.6%
42				
43	Estimated Cash Flow from Operations	\$ 8,855.52	\$ 10,715.29	121.0%
44				
45	Budgeted 2022 Variable Expenses	\$ 18,700.00		
46	Budgeted 2022 Fixed Expenses	\$ 12,700.00		
47	Actual 2022 Variable Expenses		\$ 21,523.72	
48	Actual 2022 Fixed Expenses		\$ 8,722.92	

2022-2023 Budget to Actuals

SOUTH ALBURGH FIRE DISTRICT NO. 2
BALANCE SHEET
June 30, 2023

ASSETS

Current Assets

Bank Accounts

Operating Funds	\$	43,000	
Project Funds	\$	2,450	
Capital Funds	\$	70,550	
Reserve Fund	\$	5,000	
Total Bank Accounts			\$ 121,000

Accounts Receivable - Water	\$	8,340	
Accounts Receivable - Beneficial Assessment/Taxes	\$	11,050	
Total Accounts Receivable			\$ 19,390
Total Current Assets			\$ 140,390

Fixed Assets

Computer Equipment	\$	300	
Phase One Water Line Infrastructure*	\$	2,500,000	
Total Fixed Assets			\$ 2,500,300

TOTAL ASSETS			\$ 2,640,690
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LIABILITIES & EQUITY

Current Liabilities

Phase II Connection Fees Collected	\$	80,300	
Total Current Liabilities			\$ 80,300

Long-term Liabilities

DWSRF Loan RF3-112-7 (Balance Remaining)	\$	1,225,374	
DWSRF Loan RF3-397-2.0 (Repayment begins in 2026)	\$	84,656	
Total Long-term Liabilities			\$ 1,310,030

TOTAL LIABILITIES			\$ 1,390,330
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EQUITY			\$ 1,250,360
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Total Liabilities and Equity			\$ 2,640,690
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*Estimated using Phase I Project cost of \$2.5 million and recent Phase II estimate of > \$.5 million per mile.

**South Alburgh Fire District No. 2
2023 General Fund Proposed Budget**

As approved by vote of the Prudential Committee at the July XX, 2023 meeting to present for vote at the Annual Meeting

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2023	BUDGET	
		7/1/23 - 6/30/24	
7	Revenue		
8	Water Sales (base rate + water rate)	\$	87,000
9	Taxation	\$	12,073
10	Connection Fees	\$	2,500
11	Allowance for Uncollected Revenue (5% of estimated revenue)	\$	5,079
12	Total Expected Revenue from Operations	\$	96,494
13			
14	Expense		
15	Water Purchase	\$	19,750
16	Accounting	\$	1,000
17	Advertising	\$	1,000
18	Dues	\$	1,400
19	Education/Training	\$	100
20	Insurance	\$	2,000
21	Legal Services	\$	1,500
22	Office Expense/Misc Admin/Postage	\$	1,250
23	Permit/Licenses	\$	100
24	Repairs & Parts	\$	1,500
25	Technical Services - <i>water testing</i>	\$	600
26	Administrative Assistant	\$	5,000
27	Technology Services (website, NEMRC)	\$	1,500
28	Total Operating Expenses	\$	36,700
29			
30	Debt Service		
31	DWSRF Loan RF3-112-7	\$	53,277
32	Total Debt Service	\$	53,277
33			
34	Reserve		
35	Water System Debt Service Reserve/O&M Contingency	\$	1,800
36	Capital Reserve	\$	900
37	Total Reserve	\$	2,699
38			
39	Total Expenses, Debt Service and Reserve	\$	92,676
40			
41			
42	Expected Cash Flow from Operations w/Allowance	\$	3,818
Based on the Proposed Budget		FY2023	FY2022
Beneficial Assessment Rate		\$15.25	\$15.25
Annual Base Rate		\$798.08	\$798.08
Quarterly Base Rate		\$199.52	\$199.52
Water Sale Rate per 1000 gal		\$8.35	\$8.35
Water Purchase Rate from Allburgh Village per 1000 gal		\$6.13	\$6.13
Annual Loan Payment to state		\$53,277.11	\$53,277.11

The 2023 SOUTH ALBURGH FIRE DISTRICT NO. 2 ANNUAL MEETING is on Wednesday, August 16, 2023; 6:30 PM and will be held at the Alburgh Municipal Building located at 1 North Main St. in Alburgh, Vermont.

On the agenda will be the following articles and items:

-Chairman's Welcome

-Treasurer's Report

-Budget beginning July 1, 2023

-Election of Clerk (1-year)

-Treasurer (1-year)

-Tax Collector (1-year)

-Prudential Committee Member (one 3-year term)

Mr. Alton Bruso has lived in Alburgh for 55 years.

Mr. Alton Bruso has served Alburgh in many positions over the past 45 years.

- Serving approximately 25 years as the Village Superintendent.
- Serving approximately 19 years as a Town Lister.
- Serving approximately 16 years as a member of the School Board.
- Serving approximately 9 years as a member of the Select Board.
- Serving approximately 6 years as a member of the Prudential Committee of the South Alburgh Fire District #2.

Mr. Alton Bruso with his vast experience in Alburgh Government and his years of experience with the SAFD #2 is the best candidate to serve for the 3 year position on the Prudential Committee.

Please see the attached letter from Ms. Mallory Ovitt, former SAFD #2 Project Manager who worked very closely with Mr. Alton Bruso.

Please attend the Annual Meeting and show your support for **Mr. Alton Bruso** by voting for him to serve again as a member of the Prudential Committee of the South Alburgh Fire District #2.

Thank you,

Brian P. Bessette

June 17, 2023

To Whom It May Concern:

My name is Mallory Ovitt and I worked with the SAFD2 last summer as a project manager for Phase II of their water line project. My work largely centered around securing the necessary easements from landowners for this project.

In my work last summer, Mr. Brusio was instrumental in my success in getting the required easements for this project. Alton put in many hours and miles with me, going door to door to track down and talk to property owners about the project. His long history with this town has given him so much knowledge of Alburgh (the land and the people) which helped us to take just the right approach with each landowner. He has a way of connecting with people that made them willing to talk, even when they were hesitant or even resistant to the project. I was always impressed by the honest, respectful, way that he spoke to these people. He was willing to talk to people at length, and make multiple visits to them to be sure that they understood the project and what they were signing. As a result, people felt comfortable signing instead of feeling pressured or coerced into doing so.

Mr. Brusio's vast knowledge of Alburgh and its history, his many years of experience with this town's infrastructure (water system, roads, etc.), as well as its governance make him the perfect person for his leadership role with this project. His commitment to the project is evident through the enormous amount of time and energy that he has spent on it. He brings a valuable perspective and balance to the Prudential Committee. He clearly wants the project to be done the right way- creating the infrastructure that will best serve SAFD2 now and in the future, in a fiscally-responsible way.

My intent with this letter is twofold. First, on a personal level, I would like to publicly thank Mr. Brusio for his time and his help. My second purpose is to be sure that all SAFD2 stakeholders are aware of Mr. Brusio's commitment to this project. Mr. Brusio is modest and often works quietly behind the scenes, but he leads with integrity and common sense, which is invaluable to the success of this project.

Thank you;

Mallory Ovitt

Re: Prudential Committee Board member

From: South Alburgh Fire District No. 2 (safd2committee@gmail.com)

To: Kathy_Boyd@hotmail.com; asperanz@yahoo.com; popiou@aol.com; brusobay@fairpoint.net

Date: Wednesday, June 21, 2023 at 12:56 PM EDT

Hi Kathy!

We will have a board seat go up to vote on the annual meeting (scheduled for 8/16) and it'll be a floor vote for anyone interested. Thanks for the outreach!

Danielle

On Wed, Jun 14, 2023 at 4:40 PM Kathy Rochedieu <Kathy_Boyd@hotmail.com> wrote:

John, Tony and Alton

Please accept this email as a formal statement of interest in becoming a board member of the Prudential Committee at the next available opportunity.

My husband and I are beginning our 10th year as Alburgh residents. We live here by choice and believe we have made the best choice for us. We have developed a deep affection and respect for the local community, its history and its future. Changes should not be made simply for the sake of change but some changes are in everyone's best interests. Bringing access to clean water to every household is one of those changes we need to make happen.

While Phase 2 will not reach every household, it is a critical step toward that goal and now is the moment for everyone to pull together to make Phase 2 happen. Funding a project of this importance is not something we can accomplish without the State of Vermont and the Federal government's assistance. Both entities have been supportive and understanding of our delays but this window of opportunity will not remain open indefinitely. To secure the necessary long term commitment we need to take concrete actions in the very near future.

This past year of working with you as a volunteer alongside the committee has been educational. I have developed a solid understanding of the multiple complex issues the board has accomplished and still must accomplish for this project be completed. More importantly, my involvement has been rewarding. I have met many of the individuals who will benefit from Phase 2. We have discussed the pros and cons, the costs and benefits. We don't all agree but we have listened to each other in a respectful manner. Through this project, I feel like I am becoming part of the Alburgh community. The volunteer work has transformed my interests in Phase 2 from purely personal to truly public. This is not about me – or even me and my husband. My interest in serving as a member of the Prudential Committee is about my commitment to the community we chose to live in and about doing what I can to help realize a healthy future for this and multiple generations.

Kathy Rochedieu

5091 US Route 2 S

Alburgh

Handwritten signature: *John F. Kennedy*