

Minutes of South Alburgh Fire District #2 meeting April 16, 2025

Attending: John Fitzgerald, Alton Bruso, Cheryl Dunn, Kathy Rochedieu, John Chesarek, Lori Bishop, Carol Yarnell, Charlie Shelley, Charlie Liamos, Kim Fitzgerald, Michael Frett.

The meeting was called to order at 6:04 pm by chairman John Fitzgerald. No adjustments were made to the agenda.

The minutes of the February 19<sup>th</sup> meeting were reviewed. No corrections were noted. John F. moved and Kathy seconded they be accepted. All members voted to accept. The minutes of the Special Meeting of April 8<sup>th</sup> were the reviewed. John F. noted a date change was needed from March 8 to April 8. John C. noted that several values needed to be added to fill in the blanks on the draft minutes. The amount of debt forgiveness from Phase 1 was \$3,639,281.49. The next blank should be removed and the section should read, "Kathy then moved and Alton seconded a motion to sign a loan document RF3-397-3.0 for the Vermont State Revolving Loan Fund, accepting various provisions and agreeing to use the funds only for the water line project and to make prompt payments." The third blank for the value of the Vermont Drinking Water Revolving Loan Fund should be \$5,287,762 to include a possible forgiveness of \$2,643,881. John F. moved and Kathy seconded a motion to accept the minutes as corrected. All members voted to accept.

Treasurers Report – Kathy presented the treasurer's report showing \$170,329.38 in operating funds, \$29,818.19 in the Capital Reserve account, \$6.63 maintaining our Credit Union membership, and \$134,319.96 in Phase 2 deposits. A couple Phase 2 deposits of \$1500 and a Phase 1 deposit of \$2500 have been received but not yet deposited. Alton move and John seconded that the treasurer's report be accepted. All members voted to accept.

John C. questioned when the Phase 2 deposit would increase to \$2500. The original deadline has long since passed. Discussion ensued and a motion was made by Kathy and seconded by Alton to make May 1<sup>st</sup>, the start of construction, as the day the \$2500 fee begins. All voted in favor.

Kathy felt that \$127,500 of the amount in the Phase 2 deposit account at the credit union should be moved to the M&T checking account. This is the amount of the 85 deposits that were needed to qualify for the state loan and which will need to be spent on the project before getting reimbursement with any loan money. It was agreed by the committee members that the money should be transferred from the credit union to the M&T checking account when the first bill from Dirt Tech is received.

Lori Bishop asked about the process of paying bills and verifying costs for the project. John F. explained that the D&K engineer would review all Dirt Tech charges before we receive them and the state will also review the charges with a quick review and then a thorough review within 30 days to assure charges are appropriate and permitted for the project.

John F. suggested a 10 am May 2<sup>nd</sup> date for a ribbon cutting ceremony at the staging site on Middle Road and will invite the appropriate dignitaries and media. Board members concurred.

John C. asked for a discussion of increasing the number of board members from three to five to help with handling the workload of the new project. This would require a change to the bylaws. Several points of view were presented and questions asked. Although most thought it was a good idea there may be a legal process that could involve the Alburgh Town Select board. John F. will consult with the League of Cities and Towns for guidance.

A discussion about the annual meeting date resulted in a decision to hold it on June 25<sup>th</sup> at 7pm, moved by Kathy, seconded by John and approved by all.

John C. asked for an explanation of how the prudential committee utilizes attorney services. John F explained that one PC member is appointed to represent the committee's questions to the attorney and all members are included in the response. Alton felt that all members should be involved in the conversation. Since Tony was the designated attorney liaison, a new liaison is needed. Kathy moved that John F. be appointed to represent the PC when legal consultation is needed. John seconded the motion. Kathy and John voted for. Alton was opposed.

Board members agreed to add a review of the delinquent taxes and water bills to the monthly agenda.

Dubois & King asked that the following 5 items be discussed.

1. Conference Room- an area in the municipal office building will be made available for a biweekly conference at 10am on Wednesdays with the engineer, contractor, and Fire District representatives.
2. Insurance – John F. has reviewed the Contractor's Insurance Certificate for acceptability.
3. Sign – The committee agreed that a sign advertising the project and prepared by Dirt Tech should be placed near the *Welcome to Alburgh* sign on Route 2 at the south end of town.
4. Easement List – Cheryl will prepare and submit to engineer.
5. Chlorine booster building – Alton will work with VEC on setting up electric meter and billing. John F. will contact Tony to get easement papers for the site.

Also discussed in this process was the need to provide for the new customers of Phase 2, a comprehensive explanation of all the steps involved in hooking onto the new water line. This should include items such as contractors approved for connecting the customer's home to the curbstop, exemptions needed if line is in proximity to a septic system, plumber options, and more. Charlie Shelley volunteered to coordinate contacting Justin Holmes and John Littlefield for exemption documentation and to help with communicating information to new users.

Kathy asked for guidance from the committee on a State billing question. It was decided to accept the re-bill option at this time.

Public members expressed concern that the committee may not have the capacity to handle well all the aspects of the new project. Perhaps the district should hire a full time manager. The committee felt

it was in good shape for now but would see how the process continues and include the topic when determining the budget for next fiscal year.

Kathy requested clarification on the roles of the clerk and Cheryl. It was decided John C. would work with John F to prepare the agenda and send agenda and minutes to Cheryl for posting on the website. John C, may get website access in the future to eliminate the step of sending items to Cheryl.

Warrants were presented for

\$75 Endyne – water testing

\$442.61 Insurance

\$50 Endyne – water testing

\$957.50 Monaghan & Safar – legal fees

Kathy moved to accept the warrants John seconded. All voted in favor

The meeting was adjourned at 8:53pm.

Respectfully submitted,

John Chesarek, Clerk