

## **Craftsbury Fire District No. 2 Water Board Monthly Meeting**

**July 26, 2021, 5:30-6:30 pm, Held at the Craftsbury Public Library**

### **In Attendance:**

Tim Patterson (President)

Norm Hanson (Board Member)

Polly Allen (Secretary)

Ian Baldwin (Board Member)

Gina Campoli (Board Member)

Steve Smith (System Operator)

George Hall

### **Agenda**

1. Welcome (Tim)
2. Operator's Report (Steve)
3. Special Projects Committee
  - Bond Vote Preparation (Gina, Polly, Tim, Norm)
  - Asset Management Planning (Norm, Steve, Ian)
4. Financial Planning, Compensation for Bookkeeping and special tasks
5. Board Recruitment + Public Engagement

### **Meeting Summary**

#### **Welcome**

Tim Patterson welcomed the Board and noted that the in-person meeting at the library's outside tent was a welcome milestone.

#### **Operator's Report**

Steve Smith reported that the system is currently operating well. There have been a few small leaks in the system but those have been generally associated with customer's home appliances (toilets) etc., and they have all been tracked down and resolved.

The Board discussed that there are some old meters still in place that require updating to the new metering system in order to provide accurate metering for all customers on the system. The replacement of these meters will be addressed in the Asset Management Plan that is being developed for the system, with a plan developed to have a schedule and plan for replacing all.

Our water testing is all happening on schedule and we are complying with all required testing intervals. All of the reported numbers that we have received have been within appropriate levels.

### Special Projects Committee

The Bond Vote for System Improvements has been scheduled for August 31, 2021. A public informational meeting with the Project engineer will be held August 23, 2021 via zoom. The ballots will be mailed to all registered Craftsbury Voters in the Craftsbury Water District Boundaries in the first week of August and must be dropped or mailed (in provided envelopes) to the Craftsbury Town Office. The zoom link for the August 23, 2021 special informational meeting is:

Topic: Craftsbury Fire District #2 Bond Vote Informational Hearing

Time: Aug 23, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89152253362>

Meeting ID: 891 5225 3362

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Steve, Norm Hanson, and Ian Baldwin have been attending and planning for the ongoing series of Asset Management Workshops that are a required component of the Water District's access to funding for an Asset Management Plan. The workshops are developed to help in infrastructural planning and policies. The Board thanked them for the travel, time, and commitment in attending these. As part of this, the Board moved to compensate System Operator Steve Smith for his mileage and time attending the workshops (mileage and \$150 per session). Gina Campoli made the motion, Tim seconded, the Board approved.

### Financial Planning:

Now that the Board has moved its bookkeeping systems to Quickbooks and developed a more robust process for tracking and documentation, the Board has been thankful for the ongoing help of Board Member and Treasurer Paula Davidson. As tracked by Paula, she has been spending approximately five hours a month on book-keeping/financial related tasks (more as she was introduced to the systems and assisting with setup). Because of this time commitment, the Board moves to compensate Paula \$25 for her time in treasurer duties, for an anticipated 5 hours a month. Tim made the move to compensate Paula, with George Hall seconding.

**Public Engagement Discussion:**

The public engagement committee continues to focus on the Bond Vote and public awareness on this front. The August 23<sup>rd</sup> meeting will be an important part of public engagement.

**Board Recruitment**

The Board has had interest from a community member in joining the Board in 2022 and will continue to coordinate with other interested community members to plan for Board succession. Also, the Board hopes to coordinate with the Sterling College community and Craftsbury Academy, both of whom are large system users, to cultivate additional Board representation.

**Meeting adjourned at 6:30 PM**