

**Approved Minutes East Berkshire Fire District 1 Regular Meeting  
February 15<sup>th</sup>, 2023 @ 6:30pm  
Berkshire Town Hall**

Attendees: Board members Hildy Jamka, Bonnie Stowe, Andrew Hoadley.

Visitors: John Little (district member), Ross Dunham (SOS)

Absent: Treasurer: Samantha Elwood

Meeting Called to order at 6:34pm.

1. Recognition of visitors – No visitors with comments.
2. John Little – Describe his intentions of his restored building on the corner of 118 and 105. Will house offices of Missisquoi River Basin Association and Upper Missisquoi Trout Rivers Wild and Scenic Committee as well as a small apartment and office space upstairs. John offered to let us have our district meetings at this place.
3. Review and approve unapproved meeting minutes from November 9<sup>th</sup>, 2022, meeting.
  - a. Hildy Jamka moved to accept as presented, Bonnie Stowe 2<sup>nd</sup>, Passed unanimously.
4. Review and approve unapproved meeting minutes from December 13<sup>th</sup>, 2022, meeting.
  - a. Hildy Jamka moved to accept as presented, Andy Hoadley 2<sup>nd</sup>, Passed unanimously.
5. Review and approve unapproved Annual meeting minutes from January 10<sup>th</sup> meeting.
  - a. Hildy Jamka moved to amend minutes – change the name from Mrs. (need name) to Rebecca, change item 4ei to Budget failed (2-approved, 8-opposed, 1-abstained), and change item 6 to ...adjourn the meeting at 8:37. Bonnie Stowe 2<sup>nd</sup>, motion to amend passed unanimously.
  - b. Hildy Jamka moved to accept as minutes as amended, Bonnie Stowe 2<sup>nd</sup>, Passed unanimously.
6. Approve Treasurers report.
  - a. Samantha emailed Treasures report to board members prior to the meeting. After review, Andrew Hoadley moved to accept the treasurers report as presented, Bonnie Stowe 2<sup>nd</sup>, passed unanimously.
7. Accounts Payable
  - Brookfield Service. Sam recommended choosing and paying for the one year option based on our financial situation.
  - SOS \$4015.55
  - Badger Meter - \$3.90
  - Verizon - \$77.04
  - VT Elec Coop - \$73.97
  - Set Aside USDA payment due mid-March \$12,718.00
  - a. Hildy Jamka made the motion to Transfer up to \$21,000 from the original ARPA funds disbursement to pay SOS unpaid invoices going back to June of 2022, and follow the rest of Samantha's recommendations. Bonnie Stowe 2<sup>nd</sup>, motion passed unanimously.
8. Accounts Receivable
  - Samantha's email asked for guidance on handling the certified copies of district members returned checks she has received.
  - a. Hildy Jamka made the motion to have SOS send district members who's checks have been returned for NSF's notification that further payments will need to be made using certified funds until their account is brought up to date, Andrew Hoadley 2<sup>nd</sup>, passed unanimously.
9. Revise proposed Budget to bring to the public district members vote.
  - a. Discussion highlighted there is more work to be done. Bonnie Stowe made the motion to table, Hildy Jamka 2<sup>nd</sup>, passed unanimously.
10. Appoint a clerk

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- a. Discussion – as neither write-in candidate was present Hildy Jamka moved to table, Andrew Hoadley 2<sup>nd</sup>, motion passed unanimously.
11. Currently a five-member board, discuss appointing two members or change to three-member board.
  - a. Andrew Hoadley moved to table, Hildy Jamka 2<sup>nd</sup>, motion passed unanimously.
12. Review Grant applications and their status.
  - a. Discussion of WIIN grant and DWSRF grant applications and their status. These two grants can only be used for new water source exploration.
  - b. Discussion of USDA grant.
    - i. Approx. \$50k (\$42K is due in overdue invoices) has been submitted and approved for disbursement.
    - ii. The EBF#1 sam.gov unique ID has expired and is needed for the USDA to be able to disburse funds. Board is working to re-activate this.
    - iii. The USDA has coordinated with VT Bond Bank and has set criteria on releasing funds to ensure the EBF#1's defaulted VTBB loan is being paid before final amount is released.
  - c. No Action taken.
13. Review status of VT Bond Bank and our responsibility.
  - a. Andy explained his meeting with Executive director of Vermont Bond Bank. EBF#1 had a short-term loan of \$135k to start distribution project until USDA grant was disbursed. Once USDA disbursed funds to EBF#, this short-term loan was not paid back. VTBB listed as defaulted and arranged a payment plan, forgiving \$50K of the loan. EBF#1 made one payment and has defaulted again, now falling 2 years behind owing \$32,050 to catchup. Failure to make payment by mid-March will result in litigation.
  - b. No Action Taken
14. Review status of Campus group, (EPA) Kathy Martel, offer to assist with regulatory compliance issues.
  - a. Andy and Ross are scheduled to meet with Kathy on March 1<sup>st</sup> to review the system, she believes the EPA grant can be used to assist with the asset management plan to bring us into compliance.
15. Exploration of alternate water source status
  - a. State geologist is reaching out to landowners. There may be a delay in that the equipment used for exploration is being used out of state for a bit.
16. 2018, 2019 Audit Status
  - a. The board acknowledged there were no findings of concern.
  - b. No action taken
17. Other business
  - a. Ross to check account #58 to verify meter is working correctly. High usage, maybe a leak?
  - b. Ross to verify account #23, found bad radio on meter during his visit last month.
  - c. Andy to contact Lane at SOS concerning ordering two replacement dosing pumps for well house.
  - d. Ross mentioned we will likely need to replace pH probe soon.
18. Adjourn
  - a. Hildy Jamka moved to adjourn at 8:05pm, Bonnie Stowe 2<sup>nd</sup>, motion passed unanimously.

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Submitted by Andrew Hoadley  
Approved 03/14/2023