

**Approved Minutes East Berkshire Fire District 1 Regular Meeting
April 11th, 2023 @ 6:30pm
Berkshire Town Hall**

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

Treasurer: Samantha Elwood

Visitors: Ross Duhnam,(SOS), John Kiernan (RCAP)

District members: Kevin and Tracy Bushey, Doreen Johnson, Katherine Boylan

Meeting called to order at 6:30pm

1. Recognition of visitors – Introductions. No comments.
2. Review and approve unapproved meeting minutes from March 14th, 2023.
 - Hildy Jamka moved to accept as presented, Andy Hoadley 2nd, Passed unanimously.
3. Review and approve unapproved meeting minutes from March 23rd, 2023
 - Hildy Jamka moved to amend meeting minutes 1.correcting spelling of Minutes top row, 2. Add “2023 EBFD#1” to Row 1. Between proposed and budget, 3. Change “service line” to “supply line” in second paragraph of section one, and 4. Change \$50,000.00 to \$500,000.00 in fifth paragraph of section 1. , Bonnie Stowe 2nd, Passed unanimously.
 - Hildy Jamka moved to accept as amended, Andy Hoadley 2nd, Passed unanimously.
4. Treasurers report
 - Hildy Jamka moved to accept as amended, Bonnie Stowe 2nd, Passed unanimously.
5. Accounts Payable
 - a. Current
 - i. Sullivan, Powers & Co. \$1364.00
 - ii. NA Manosh (after phone call) \$5200.49
 - iii. Jeff Jewett Trucking \$1500.00
 - iv. Badger Meter \$ 903.90
 - v. Sullivan Associate (pH probe) \$ 723.52
 - vi. Lawyers Lawn Care \$ 650.00
 - vii. S. Elwood (ReImburse) \$ 12.60
 - viii. SOS \$2535.00
 - b. VT Bond Bank and other outstanding accounts payable
 - i. John and Andy met with Michael Gaughan, Vt BB executive director to present five year budget projections and to request that our loan be re-written to push out payments by one year. Michael agree to propose that to the underwriters but needs a resolution showing our intent to pay.
 1. Andy made the motion to resolve to adjust EBFD#1 Rates, in 2024 and future years, accordingly to ensure our ability to pay the \$16,024 each year and fulfill our obligation to the Vermont Bond Bank. Hildy 2nd, the motion passed unanimously.
 - ii. Deroches \$2831.36 (On hold pending further discussion)
6. Accounts Receivable
 - Past due to date - \$30,081.35
7. Potential board members.
 - Andy made the motion to appoint Katherine Boylan to the prudential committee to serve the remainder of the year. Hildy 2nd. Motion passed unanimously.
8. Review Grant applications and their status.
 - WIIN Grant has been fully executed and is active for us to use.

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- Andy made the motion to have Hildy set up a line of credit with Community National to allow us to pay contractors until re-imbursed by this grant. Bonnie 2nd Motion passed unanimously.
 - USDA RD Grant – Still have ~\$70k toward closing project.
 - Hardship 1005 forgivable loan – approved, need to use WIIN grant before this is executed.
 - Congressional appropriations request for 2024.
 - Rep. Balints office has selected us as one of her 15 request to move forward.
 - Sen. Sanders office has not made selections that we are aware of currently.
9. Exploration of alternate water source status.
- Discussion. This project is on the move, waiting for the ground to dry a bit before activity begins. Contractors are queued up.
10. Service line replacement planning.
- Discussion. Katherine will be the point of contact on this project.
11. USDA RD Fiscal Yr End Report request
- Andy to close with this request.
12. Lead Service Line Inventory
- Discussion. State has responded. We are not in the first round of districts and they will reach out to us when we are on the list. No action taken.
13. Other business
- Leak Detection assistance – Hildy has reached out to Paul Sestito from the state to help district members with high usage determine if they have a leak. She will send a list of these members to Paul and Ross who will coordinate with these members.
 - CCR reports were sent out with last quarterly bills. Hildy will submit to the governing bodies via electronic submission.
 - Ross (SOS)
 - Stenner pumps installed, dialing them in.
 - Filters are showing a 40psi head loss. Need to replace two of them.
 - Acct#11 Ross found extreme usage and discovered house door open and frozen pipes. Has shut off water at curbstop.
 - Will work with acct#53 to understand sudden jump in usage.
 - Acct# 17 had a leak in the supply line. Ross coordinated the replacement.
 1. Mentioned it may make sense to have a licensed plumber as we replace supply lines this summer.
 - 2018/2019 audits have been submitted. This project is complete.
 - Hildy made the motion to have our treasurer begin processing lien's on property of members that are more than 120 days past due on accounts. Bonnie 2nd, motion passed.
 - Andy to follow up with Diane Drown email from 1/30 concerning compliance package.
 - Ensure the intention is met to file all invoices, once processed, at the town hall.
14. Adjourn
- Hildy made the motion to adjourn at 8:21pm. Bonnie 2nd the motion. Motion passed unanimously.