

**Craftsbury Water District #2
Annual Meeting
5:30 PM January 8, 2024 via Zoom**

Meeting Summary

Participants:

Jonathan Ashley, DuBois and King
Ian Baldwin, FD#2 Board member
Gina Campoli, FD#2 Board member
Nicole Civita, FD#2 Board member
Paula Davison, FD#2 Board member
Norm Hanson, FD#2 Board member
Jamie Milholland, new FD#2 Board member
Kestrel Owens, new FD#2 Board member

Additions/Changes to Agenda:

Gina indicated that she will be preparing a CFD#2 2024 report to be published in the Craftsbury Town Report. Board members should let her know if they would like to review the draft prior to its submission next week

Minutes from the December 4, 2023 meeting:

Nicole moved to approve the minutes, seconded by Ian and unanimously approved by the Board.

Project Update from D&K:

For the benefit of the two new Board members, Jonathan Ashley provided a brief introduction and summary of the project to find a clean new water source. He then updated the group in several key areas:

Permitting:

- State Source Permits for Wells 6 and 7 - D&K has responded to DEC's review of the testing reports for both wells. (The final response for Well 6 will be submitted in the next few days.) It's taken much longer than historically been the case with other projects. The review began in October. Jon believes it's taking new staff time to get up to speed on testing methods.
- The state Wetlands Permit - its ready to be submitted

- Archeology and cultural resource sign off - Needed for both the federal and Act 250 review. - The paper work has been submitted to the VT Division of Historic Preservation. Directional boring will occur adjacent to TH 1 within the Craftsbury Common Historic District to avoid an archeologically sensitive area.
- An amendment to Sterling's Act 250 permit is required
- Federal NEPA environmental review - due to the funding source - information is being assembled
- A state Stormwater Construction Permit will be needed if there is over an acre of ground disturbance - D&K is looking into this.

Planning and Design:

Jonathan reported that an updated *Intended Use Plan* is required to access FY 2025 funding. Gina moved authorize D&K to prepare the plan and submit it to the state after Infrastructure Committee review and signature. The motion was seconded by Paula and the Board voted unanimously to approve the motion

Jonathan described extensive renovations to the interior of the pump house necessary to accommodate a new radium treatment system. This is required to meet state and fed water quality standards since low levels of radium were detected in Well 6 and the two wells appear to have a groundwater connection. See attached proposed pump house plan. Among other things, the existing pressure tanks, heating and other equipment will be replaced and a small leach field installed on the east side of the structure. Jonathan is confident the state will approve the increase in cost since the improvements are integral not only to water quality but the overall project longevity. Steve consulted with D&K regarding the project design. He asked if the installation will affect the system's operation. Jonathan felt confident that it could be executed with minimal disruption to customer service. The Board indicated general support for the proposal

Paula asked Jon about the timing of anticipated costs to help her plan project financing. He indicated that construction related bills should start coming in after Sterling's graduation in early May. Many contracts require that 15% of the total cost be paid upfront to facilitate project mobilization.

Asset Management Plan

Jon indicated that Improvements in the pump house will ease future costs since the compression tank and other equipment are at the end of their useful life and would be a high priority for replacement in the asset management plan. He also explained that they were able to piece together a map showing the distribution pipes for the entire service area.

Easements

Gina explained that Sterling's and the CFD#2's attorneys are in agreement with the proposed language for wells 6&7. In the fall the appraiser asked for a copy of the draft easement to complete his work and facilitate CFD#2's payment to Sterling for the fair market value of the Well 7 easement. Gina, Nicole and Lori will follow-up to make sure the attorneys and the appraiser have all the necessary information and the easement can be finalized and signed by both parties soon..

Sterling (Nicole) is in communication with attorneys representing the Alford property and finalizing the draft easement for the small portion of the Well 6 protection area on the Alford property.

Financial Report and 2024 Budget

Paula reviewed both the 2023 budget and the proposal for 2024. Operating costs are stable and a rate increase is not needed this year. There will need to be reassessment at the end of 2024 once the state and federally funded projects are completed. Nicole moved to approve the 2024 budget as proposed by the Treasurer and Finance Committee. The motion was seconded by Norm and the Board members voted unanimously to approve it (see attached budget sheet)

Paula is still waiting for the state's approval of the District's bottled water grant extension. There is very little money remaining without state support to cover this cost.

New Board Members

Gina moved to have Kestrel Owens and Jamie Milholland take Norm Hanson's and George Hall's Board seats. The motion was seconded by by Norm and unanimously approved by the Board. The Board extended its sincere thanks to Norm and George for their decades of service to the Water District. Gina will ask Christina if there is a "new board member" information packet - as some recalled. Gina is available to bring the new member on a tour of the well sites. Steve is available to provide a tour of the pump house and "a how to" on conducting the weekend pump house checks. Steve can be reached at ssmith@sterlingcollege.edu

Election of Board Officers and Committee Assignments:

Nicole moved to approve the following slate of officers: Gina Campoli, President (for the next 4-6 months), Paula Davidson, Treasurer and Christina Finklestein, Secretary. The motion was seconded by Ian and unanimously approved by the Board.

There was discussion regarding Committee assignments. It was agreed that Jamie and Kestrel should wait before jumping into a specific sub committee. Both have expertise relevant to Infra-structure. It was suggested that Christina be a part of Finance and that Nicole shift away from Infrastructure in the months ahead.

2024 Pump House Checks

The group agreed to the list below. Gina will reach out to former Board members who live in close proximity to the pump house such as Polly Allen and Barb Strong to see if they would be willing to assist. It may be that customer volunteers will need to be recruited in the non-covered months August, September, October and December.

Norm - January

Ian - February

Kestrel - March

Gina - April

Jamie - May

Renee - June

Christina - July

Michelle (?) - August

Matt - November