
CFD2 | Regular Meeting

12.04.2023 via Zoom 5:30-7:00pm

Attendees

Ian Baldwin (Board Member)
Gina Campoli (President)
Nicole Civita (Board Member)
Paula Davidson (Treasurer)

Christina Finkelstein (Secretary)
Norm Hanson (Board Member)
Jake Tracy (D&K)

ABSENT:

George Hall (Board Member)
Renee Rossi (Board Member)
Steve Smith (Systems Operator)

Acronym Guide

DEC	Department of Environmental Conservation
D&K	Dubois & King, consultant engineers for CFD2
RCAP	The Rural Community Assistance Partnership
WL-01	Well polluted with PFAS
WL-04	Well with no detectable levels of PFAS
WL-05	Reference to potential primary source well or its location
WL-06	Reference to potential primary source well or its location
WL-07	Reference to potential primary source well or its location

Agenda

1. Additions/changes to Agenda
2. Approve minutes from last meeting
3. Status of WL-06 and WL-07 permitting and design
4. Status of easements
 - a. Sterling College (WL-07, WL-06, pump house)
 - b. Alford (WL-06)
 - c. Town of Craftsbury
5. Finance committee/Treasurer's Report
6. Other business
 - Bottled water grant
 - status of class-action lawsuit
7. (Executive session) Board recruitment

1. Changes/Additions to agenda

None

2. Approve Minutes

Christina reported that Polly Allen sent a note with additional details/clarification about her conversation with Gina. That note is attached as an addendum to these minutes.

MOTION: Gina made a motion to approve the minutes from November 6, 2023, with amendments. Christina seconded. The motion passed unanimously.

3. Well-06 and -07 Permitting and Design Progress Update (Jake Tracy)

- D&K is continuing to work on the edits to the Source Evaluation Report for both wells. Jake plans to have all documents submitted to the state for approval by the end of the year.

- Jake noted that one concern that the state had is the drawdown on WL-06 from WL-07. Since CFD2 does not plan to use both wells simultaneously, D&K is comfortable with pursuing both wells.
- Following up on the discussion from the last meeting about whether to purchase the mats and plates from Tatro, Jake confirmed that the materials will cost \$10,000. The group agreed to purchase the bridge materials rather than having them removed and renting them again. The purchase amount will be included in the loan request.
- Jake reported that he spoke with the drillers who installed the temporary pump and other equipment. They will be out as soon as weather permits to remove the equipment. Jake will notify Sterling first.

Discussion

- Gina asked for confirmation that the final report will be submitted to the state before the next CFD2 meeting. Jake confirmed.
- The state will not issue a permit without the easements in place.

4. Status of Easement Agreements

Sterling College (WL-06, WL-07, pump house)

- A draft easement is in review by Sterling College officials and is expected to be executed shortly.

Alfond (WL-06)

- Nicole said she is waiting to hear back from the Alfond lawyers. During the meeting, however, she received a note from Lori suggesting that the agreement is complete. She and Gina will follow-up.

Town of Craftsbury (ROW)

- The Select Board approved the Right of Way. Gina needs to have the form notarized.

5. Finance Committee/Treasurer's Report

- Paula provided the treasurer's report, noting finances are stable for now but expenses may exceed savings until the next loan reimbursement.
- Paula noted that the Finance Committee is scheduled to meet on December 13th to begin discussions about rates and budget for 2024. Paula explained it will be more of a guidance budget than set in stone, and proposed approving it at the January meeting.

6. Other Business

Bottled-water Grant

- Paula reported that she submitted the paperwork for the bottled water grant, including a contract from Vermont Heritage Spring Water LLC.
- Christina reported that she checked in with Todd to confirm that water is being delivered directly to the Academy. She learned that a cargo box in the delivery path was making deliveries difficult, especially with the snow. Todd was planning to speak with the school about having the box removed or the school will need to pick up water at Sterling. Gina said she would reach out to the school if the issue is not resolved immediately.

Status of class-action lawsuit

- To recap, last month Gina reminded the group that the settlement for the class action suit is about \$1700, but the state recently issued a notice to say that they are also pursuing a lawsuit. If CFD2 continues its participation with the class action then it will be ineligible to support the state's suit.
- Since the last meeting, Gina and Nicole looked into the process of withdrawing from the suit. After some investigation, Nicole explained that the process was overly onerous and costly—it would require the committee or its lawyers to hire a process server. The deadline to withdraw from one suit was December 4th. Gina will follow up with CFD2 lawyers about options.

9. Executive Session

MOTION: Norm made a motion to move into Executive Session to discuss board nominations. Ian seconded. The motion passed unanimously.

MOTION: Nicole made a motion to leave Executive Session. Paula seconded. The motion passed unanimously.

Actions Items

- Nicole to follow up with Lori and the Alford attorneys about the easement documents.
- Paula to look out for a bill from Tatro for the bridge materials.
- Jake will have the drillers remove their temporary equipment from the well site after notifying Sterling.
- Gina will have the Right of Way agreement with the Town of Craftsbury notarized.
- Gina will follow up with Eli about withdrawing from the class action lawsuit.
- Committee members will continue to reach out to neighbors and customers about the importance of joining the Board.
- (from 11/6) D&K will submit to state the final revised Source Evaluation Report for both wells.
- (from 11/6) Finance Committee will meet next month to begin discussions about rates and budget for 2024.
- (from 11/6) Steve will ask Jon Ashley at the pump house next week about potential causes for the discrepancy between master water meter and total billed usage. If needed, Steve will reach out to the Vermont Rural Water Association.
- (from 10/2) Jon will inquire about the cost of the cation exchange system.
- (from 8/7) Christina will share a summary of the by-law and ordinance review.
- (from 7/10) Jon will send the Board a completed draft of the Asset Management Plan
- George will hand-deliver these minutes and any announcements to customers without email.

Upcoming Meetings

The Annual Meeting will be on **Monday, January 8th at 5:30pm**. A special meeting will be called if there are developments or other issues that merit full Board deliberations.

A reminder announcement with the Zoom link (<https://us02web.zoom.us/j/87324152544>) will be posted on Front Porch Forum.

NOTE: The Zoom link (<https://us02web.zoom.us/j/87324152544>) and call-in details are the same for all remaining 2023 meetings.

Call in Details:

Meeting ID: 873 2415 2544

One tap mobile

+13092053325,,87324152544# US

+13126266799,,87324152544# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

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Meeting ID: 873 2415 2544

Find your local number: <https://us02web.zoom.us/j/87324152544>

Addendum

From the November 6th meeting minutes posted on November 13th:

Gina reported that she spoke with Polly Allen and that the archaeology review all went through. Jake said that there is one area that is a sensitive so they will do a directional drill to avoid the area.

Polly Allen provided this note/correction via email on November 14th:

I told Gina that the built environment/architectural review received concurrence from the Division for Historic Preservation, no potential for historic properties to be affected, they also approved the archaeology report with the caveat that any work needed to avoid sensitive areas. So before D&K is shovel ready, their plans need to clearly depict that all sensitive areas are avoided.