

Monday, April 7, 2025 Meeting Minutes  
Meeting Called to Order 5:35 PM

Board members Present: Kestrel Owens, Paula Davidson, Christina Finkelstein, Seth Hayden, Jamie Milholland, Renee Rossi  
Others: Steve Smith, Patrick Smart

Christina brought the meeting to order at 5:35 pm. She informed everyone that the meeting would be recorded and to turn off their cameras if they wish.  
Christina reviewed the agenda, made a motion to approve minutes from March. Paula made a motion to second, and the motion was approved unanimously.

#### Agenda:

1. Approve minutes from March meeting.
2. Construction update and timeline (Jon Ashley)
3. Discuss and vote on change orders and payments
4. Construction update re neighbors
5. (6pm) Lead Service Line Inventory (Patrick Smart, MSK Engineers)
6. Finance update, including discuss and vote on auditor
7. Updates (insurance, ordinance & by-laws review, recent water tests)
8. Review Action Items (if not already covered)
9. General announcements, updates

#### General:

1. Insurance update: Christina has asked the insurance co. to get back with insurance premiums for new equipment.
2. Bylaws and ordinance review: Christina awaiting followup with Steve Smith and Seth Hayden to review.
3. Recent water test Steve Smith was okay
4. Christina reached out to Jon Ashley from D&K to see if he was joining meeting and he will not.

#### Financial Update:

1. Paula's update on finances: in a state of limbo waiting for state reimbursements for next pay application and D&K bill of @200K. Paid off 20K on loan today. Wants to approve D&K order, and pay.
2. Re Audit: Paula reached out to 3 auditors, got one person to give a bid of 17.5K. Other for 15K. State approved paying 15K. Her recommendation is to go with first bid person as state will cover. Seth mentioned we don't need other bids. Rick Brigham of Sullivan Powers made the bid 15K for audit, Bonnie Batchelor out of Barre, bid for 17.5K.
3. Jamie M. makes a motion to approve audit with Rick Brigham of Sullivan Powers for a single audit. Seth H. seconded. Motion approved unanimously.
4. Paula makes a motion to approve Kingsbury Co. app #4 in the amount of \$175,314.80. They are deducting amount we paid to Hardwick Electric. Christina Finkelstein seconds. Motion approved unanimously.

5. Change Order for Kingsbury: Paula: there is a change order #6 dated 4/4/25 that came in the mail and includes the subcontracted work to install VFD, and subcontracted electric work, etc. as well as Kingsbury mgmt. and superintendent time for the additional work. This adds \$7,570.45. Jon was going to check if Cynthia from state approves this. Paula makes a motion to approve change order #6 contingent upon approval by the state for reimbursement. Christina seconds. Motion passed unanimously.
6. D&K post-construction services bill: last thing to approve is D&K's bill for post-construction services and a senior designer thru 3/27 at a cost of \$22, 687.38. Jamie M. seconds. Motion passed unanimously.
7. Delinquent Account: Paula says we have one patron who hasn't paid in over a year. The last letter Paula wrote to client was that she needed to pay and Paula hand delivered to client's mailbox a bill for \$628 total. Jamie M. said he would accompany Paula on a home visit to client to speak with her. We have never followed the 90-day shutoff policy. Kestrel said he would look into state policies (e.g., uniform disconnect procedures for nonpaying customers re: shutting off water should the in-person visit not yield results).

Patrick Smart from MSK Consulting Engineering joins us to discuss lead testing in pipes in CFD2 water system.

1. Everyone on board got a draft of his letter (see attached below). They've contracted with State of VT (selected by state) to ID segments of service lines with "unknown materials." He explained there are 2 types of ID methods requiring sequential profile sampling collections of series of water samples from a faucet to look for lead. If lead is encountered from buried pipes, there would be additional work required. For this order to do sampling, need outreach. They (MSK) will start with direct mailing and door-to-door canvassing. They will update service line inventory, and make recommendations to state. He is joining meeting to answer our questions. State has broken the categories up from curb stop to building wall...the only part state is concerned with is from system to curb stop. The water system can only be categorized off old records, direct observation or the sampling technique. The whole length of line can be identified. State of VT cut-off date when lead couldn't be used anymore was 7/1/1989. When Pat looked at main replacement and he couldn't tell. Older brass fixtures and solders can potentially have lead in them. MSK will focus only on samples from the buried pipes. Sampling will be at nearby faucet, e.g. kitchen tap. First two samples indicate what's going on inside the house (and it is up to the consumer to decide whether they want to do something about it if the inside tests positive for lead!) whereas the remaining samples are what state is interested in. However, they will let homeowners know if lead is discovered in the first two samples. This testing is just focused on unknown service lines which are on the magnitude of about 44 homes where system side may have "unknown materials."
2. Seth asked if this was follow-up to lines looked at one year ago. Steve said all the mains were redone in 1983. Between the main and the house, he doesn't know if this was ever checked or done.
3. Paula asked and it was confirmed if there is documentation that a new house was built after 1989 when lead was no longer involved, they will not need to be tested.
4. Christina says that if there is lead in the service lines, it costs about 10K per service line to replace and there are 44 homes to be surveyed (for a potential replacement cost of possibly \$440K at the most) and there is ten years to replace them under LCRI. Paula

says this would be useful data when setting up an asset management plan in future. Paula asked to let us know when they're reaching out to people. Pat Smart says they plan to do door-to-door canvassing from 3-6 pm usually to identify faucets and to instruct folks on how to do this. Water has to sit at least six hours in house before sampling. They put the kit together and talk homeowner how to collect samples and how to call them.

5. Christina Finkelstein: We'll send an e-mail from CFD2 district (and regular mail to customers without this). Steve will accompany.
6. Christina asked if people need more time to review the letter from MSK Engineering.
7. Paula asked if there's a starting time planned (from Pat Smart). Timeline end of April, early May for outreach and samples collected by early June at best.
8. Christina said we can move forward and MSK can submit to state. Pat Smart said if there are any questions, feel free to reach out to him. He left meeting at this point.

#### Pumphouse:

1. Kingsbury Walk-through of pump house and new system (as well as training and start up) scheduled for 8:30am-12:30 p.m. Thursday April 10<sup>th</sup>. **\*All board members are requested to come at 8:30 a.m. to understand the new pumphouse protocols.** Jamie M. and Steve S. will definitely be there for the training.
2. Once the walk-through has occurred, the 11-month warranty period starts.
3. One more change order with Kingsbury from Christina Finkelstein: Other last minute items Jon was going to bring up is about a windowsill needing replacement, and painting of additional pipes, and hydropneumatic tank which would require another change order TBD.
4. Champlin also needs to recalibrate something in pumphouse (they are parked out front on April 9<sup>th</sup> as I write this)

#### Neighbors affected by water system work, etc

1. Simmons' driveway: Steve Smith says throughout winter, contractors have been in and out of Simmons' driveway multiple times for access to pumphouse work. He has a question that because of all of the spring work, they've transported mud from lawn onto driveway. Who will take care of driveway black stay-mat replacement for the driveway? Wants to make sure people in that household are happy. We'll look at working with Cody Thompson of CT Stoneworks on this. Christina Finkelstein asked if we could pay Cody by the end of this week to take care of driveway. Steve will take care of this.
1. Quick update about Stark Biddle and Jane Walczykowski who still have the PFAS well in their yard. They did not want well disconnected and having their yard disturbed. State agreed to not have this disconnected. Outstanding item with Well#4 disconnect, but Jon will get back to us on this. There was no right of way for Stark and Jane Biddle's property in first place. Kestrel thinks it would still be good for us to have a quit claim deed, as utilities have might have some authority on this that supersedes homeowners'. Christina will reach out to lawyer.
2. Farley Brown and John Zaber wanted to know if the well #4 could just stay where it is and what needs to be done about this, and we would give them quit claim deed so they have ownership of the well. Christina will need to follow-up with Jon.

Water Meter Update:

1. Steve reported on meters, several have failed. So, he needs to contact the new company to get replacements. If battery malfunctions prior to replacement date, they are warrantied and replaceable. He also will be putting in new meters as well and will furnish us with updates on this

Christina confirms the next meeting is July 7<sup>th</sup> unless an emergency meeting required.

Meeting Adjourned at 7:00 p.m.

**ACTION ITEMS**

1. Change Order for Kingsbury for \$7,570.45 pending Jon Ashley checking with Cynthia at state.
2. Sullivan Powers audit; Paula will initiate
3. Christina will f/u with lawyer re: well #4 ownership.
4. Meters: Steve will f/u with new and replacement meters for those nonfunctional
- 5. Pumphouse walk through for board members: Thursday April 9<sup>th</sup> at 8:30am**
6. Letters from secretary CFD2 to all members re: lead testing by MSK
7. Bylaws and ordinances committee review
8. Insurance for new equipment-Christina will follow-up.
9. Follow-up by Steve S. to have Simmons' driveway repaired.
10. Brown/Zaber: Jon to get back with us on this, but Christina will reach out to lawyer.
11. Delinquent account: Paula and Jamie M. will follow-up with client and Kestrel will check on state's uniform disconnect procedures/protocols.
12. Jon to get back with us on last change order from Kingsbury on pumphouse work: windowsills, painting, etc.

See attached documents from the meeting below.

**Contractor's Application for Payment**

<b>Owner:</b> Craftsbury Fire District #2	<b>Owner's Project No.:</b> 226878	<b>Application No.:</b> 4	<b>Application Date:</b> 3/28/2025
<b>Engineer:</b> Dubois and King	<b>Engineer's Project No.:</b> 226878	<b>Application Period:</b> From 3/3/2025 to 3/28/2025	
<b>Contractor:</b> Kingsbury Companies, LLC	<b>Contractor's Project No.:</b> 231	<b>Notice to Proceed Date:</b> 7/24/2024	
<b>Project:</b> New Public Community Water Source		<b>Original Final Completion:</b> 1/20/2025	
<b>Contract:</b> Craftsbury Fire District #2 New Public Community Water Source		<b>Current Final Completion:</b> 4/30/2025	

  

1. Original Contract Price <span style="float:right">\$ 1,021,600.00</span> 2. Net change by Change Orders <span style="float:right">\$ 262,021.98</span> 3. Current Contract Price (Line 1 + Line 2) <span style="float:right">\$ 1,283,621.98</span> 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) <span style="float:right">\$ 1,012,469.98</span> 5. Retainage <span style="float:right">\$ 50,623.50</span> a. 5% X \$ 1,012,469.98 Work Completed <span style="float:right">\$ 50,623.50</span> b. 5% X \$ Stored Materials <span style="float:right">\$ 50,623.50</span> c. Total Retainage (Line 5.a + Line 5.b) <span style="float:right">\$ 961,846.48</span> 6. Amount eligible to date (Line 4 - Line 5.c) <span style="float:right">\$ 786,531.68</span> 7. Less previous payments (Line 6 from prior application) <span style="float:right">\$ 175,314.80</span> <b>8. Amount due this application</b> <span style="float:right; border: 1px solid black;"><b>\$ 271,152.00</b></span> 9. Balance to finish, including retainage (Line 3 - Line 4) <span style="float:right">\$ 271,152.00</span>	<b>Change Order Summary</b> Approved Change Orders <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:10%;">Number</th> <th style="width:40%;">Additions</th> <th style="width:20%;">Deductions</th> <th style="width:30%;">Time Adjustment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$2,600.00</td> <td>\$ -</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>\$ 204,279.51</td> <td></td> <td>7.00</td> </tr> <tr> <td>3</td> <td>\$ 32,367.35</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>53.00</td> </tr> <tr> <td>5</td> <td>\$ 25,540.12</td> <td></td> <td>64.00</td> </tr> <tr> <td>N/A (Hardwick Electric Credit)</td> <td></td> <td>\$ 2,765.00</td> <td>1.00</td> </tr> <tr> <td colspan="2" style="text-align:right;">Total's:</td> <td>\$ 2,765.00</td> <td></td> </tr> <tr> <td colspan="2">Net Change by Change Order:</td> <td>\$ 262,021.98</td> <td></td> </tr> </tbody> </table>	Number	Additions	Deductions	Time Adjustment	1	\$2,600.00	\$ -	0.00	2	\$ 204,279.51		7.00	3	\$ 32,367.35			4			53.00	5	\$ 25,540.12		64.00	N/A (Hardwick Electric Credit)		\$ 2,765.00	1.00	Total's:		\$ 2,765.00		Net Change by Change Order:		\$ 262,021.98	
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**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Kingsbury Companies, LLC  
**Signature:** Sydney Mandoga **Date:** 4/7/2025

  

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____
<b>Approved by Funding Agency</b>	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____