

COLCHESTER FIRE DISTRICT NO.1

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Clerk's Report for 2005 to the 2006 Annual Meeting

The Prudential Committee together with District (CFD) officers met six times during 2005 to conduct District business, with 4 or 5 of CFD's 6 officials regularly present and participating. Joseph McLaughlin, SSE, was elected Chairman. Scott Foster, although elected in 2005 to a new full-term on the Prudential Committee, failed to attend any meetings and in accordance with the District Bylaws (art. 6, sec.3) was deemed to have vacated his seat as of 21 December 2005. This report attempts to summarize the work of the Prudential Committee and officers, which is more fully recorded in the Committee minutes.

Two major challenges faced the Prudential Committee and District officers when they assumed their positions after the 2005 Annual Meeting: to maintain the same high level of services to District customers as had previously been done principally by Brian Cummings, SSE (1997-2004) but now via the work of many mainly new hands, and to revise the District's Bylaws so as to ensure that CFD's legal structures are in good order. During the course of 2005, both of these challenges were met. The Prudential Committee revived the position of District Manager (under Bylaws, art. VIII, sec. 8) and Jerry Flanagan accepted to serve in this post. During the year, he and three newly elected officers (Treasurer Jeff Vincent and Clerk and Prudential Committee Chair McLaughlin) joined Asst. Treasurer Tom Van Dzura to see that District services were effectively provided to District residents and customers. To guide financial administration and record retention, the Prudential Committee established some new policies in these areas.

The current District Bylaws have been in place since 1982, and resolution no. 10 of the 2005 Annual Meeting called for the drafting of updated bylaws and their presentation to the 2006 Meeting. Work on revising them began in earnest in March at about the same time that Joseph E. McNeil (of McNeil Leddy & Sheahan, of Burlington) was selected to serve as the District's new attorney. Although the Clerk was the principal drafter of the revised Bylaws, the Prudential Committee, District officers and Attorney McNeil all actively participated in the process, which had the beneficial effect of allowing all to become acquainted with the District's basic legal structures. The revised Bylaws will be presented for approval at the 2006 Annual Meeting. An accompanying 'Overview of the new 2006 District Bylaws' highlights the objectives behind the revision as well as the major and lesser changes they contain. With the assistance of Jay Nadeau (Superintendent, CWD Retail) drafts of several new regulations for CFD's water system were prepared and reviewed. They along with a management agreement between CFD and CWD are expected to be adopted in 2006. To enable CFD officials to have ready access to key CFD documents, the Clerk prepared and distributed copies of a new *District Handbook* in March (its supercedes one issued in 1981).

With respect to the operation of the District's water system, there were several developments in 2005. A final allocation and water connection permit was issued to Saint Michael's College for the Sutton Fire House, which opened in September – the first fire house in the District. A temporary water permit was issued for the construction site on Lime Kiln Road. After the completion of the new Lime Kiln Bridge, CFD's line is expected to be terminated at the top of the plateau. At year's end, a developer requested and was given an application form for water allocation in connection with a possible commercial development in the vicinity of 162 College Parkway. This development has prompted CDF and CWD officials to explore the possible replacement of CFD's lines in that area including those serving the Fanny Allen Campus of FAHC. Questions earlier in the year over the level of water pressure on Gorge Road prompted the testing of CFD and some customers' lines; the probable cause seems to be with a customer's line. Problems with water quality prompted the back-flushing of the Saint Michael's College line serving the Hoehl Welcome Center and the replacement of a customer's service line at 14 Gorge Road. CWD Retail exercised all CFD gate values, flushed all hydrants, and checked all the larger water meters as part of its regular annual maintenance procedures. At year's end, CFD officials began exploring with CWD officials the water-supply capacities as provided in the 2003 'Interlocal Agreement' and CFD's projected 20-year needs.

With respect to overseeing wastewater services, the District had its engineer (Peter DeGraff) do a study of existing and project wastewater usage in the District in response to a query from the Colchester Director of Public Works. The results, which substantially confirmed those reported in the Chittenden County Regional Planning Commission study (2002), were discussed by CFD officials and the info sent to the Town.

When the District's records (1938-97) were found in March to be poorly kept in the basement of Alumni Hall, the Manager and Clerk saw to their relocation to a safe-room in the Klein Center basement. Efforts to have the District's records archivally processed were explored, but as yet without success. Those efforts continue.

In accordance with resolution no. 4 of the 2005 Annual Meeting, which for the first time stipulated a total amount for officer's compensation and delegated the specific distribution to the Prudential Committee, the latter approved the following distributions: \$5k each for the Manager and Asst. Treasurer; \$1k each for the Clerk and Treasurer, and \$40 per person for each officer and PC members' attendance at meetings. The total compensations for 2005 came in under the \$16k stipulated.

Resolution no. 11 of the 2005 Annual Meeting, calling for two donations to the St Michael's Fire and Rescue, was duly executed, as were all other resolutions adopted in 2005 and were so reported above. Rates and fees remained the same as set in July 2003.

Respectfully submitted,

Joseph McLaughlin, SSE, Clerk