

South Alburgh Fire District No. 2
Regular Meeting Minutes
January 18, 2016

Present: Prudential Committee members Paul Hansen, John Fitzgerald
Admin Assistant Danielle James Choiniere
Treasurer Richard Ernst

Guests: Jason Beaulac & Jasmon Beaulac (@ 8:50 pm)

Meeting was called to order at 6:45 pm by Chair Paul Hansen.

AGENDA REVIEW/ADJUSTMENTS

Danielle James Choiniere asked about the Sensus water meter support contract. A decision was discussed about not purchasing it, but never motioned. Paul Hansen explained a motion would be made if money was spent.

APPROVAL OF MINUTES: 12/21/15 & 1/12/16

12/21/15: Paul Hansen wanted to change Jason Beaulac's name to John Beaulac under flushing hydrant repairs. Richard Ernst motioned to accept these minutes as amended, John Fitzgerald seconded. All in favor. Motion passed.

1/12/16: Paul Hansen motioned to accept as written, John Fitzgerald seconded. All in favor. Motion passed.

TREASURER'S REPORT & WARRANTS

Funds were consolidated from NorthCountry Federal Credit Union to People's United Bank. It was decided to keep an account open at the credit union "just in case" with a minimum balance. No need to resign up in the future. The credit union's manager said she would notify the district if any maintenance fees would apply.

<u>People's United Bank</u> balances as of 1/18:	\$108,630.95 (Operating account)
	\$22,977.27 (Project account)

<u>North Country Federal Credit Union</u> balances as of 1/16:	\$0 (Operating account)
	\$0 (Project account)
	\$50 (Regular shares)

\$2,000 to Alburgh Village for installation of 8 water meters @ \$250 each.

\$240 to Alburgh Village for water on/off charges.

\$24 spent on international stamps.

The board mentioned they wanted names and meter numbers of the eight recently installed. They also believed the district customers should be paying the water on/off charges. (*Danielle note: customer is being billed. District reimbursed when they pay).

John Fitzgerald motioned to pay total of **\$2,264**, seconded by Paul Hansen. All in favor. Motion carried.

Later in the meeting the district's old post office box needed to be renewed. Paul Hansen motioned to pay the **\$44** for 6-month rental, seconded by John Fitzgerald. All in favor. Motion carried.

REVISIONS TO MOU WITH ALBURGH VILLAGE

District would like to see more of a breakdown of what they receive for paying 10% of the village's O&M costs.

Master meter should be read daily and promptly, but is not.

ADDRESS GRIEVANCES PRESENTED BY VILLAGE TRUSTEES 1/12/16

Jason Beulac is the district's operator, and charged with bringing potable water to its residents. If his sampling is excessive or after hours, that is his responsibility. The district pays the village (10% of O&M costs) for his time and truck costs (among other things), so if he works during village time, it's compensated for. If Jason has a complaint or comment about the district, he should approach the district, not village trustees. The MOU doesn't list time availability or hours for Jason Beulac, so it's impractical to say he spends too much time on district duties when they're not quantified.

There is little science behind flushing. The valves could be left on for 3 hours or 8 without truly knowing how long it takes to lower coliform residuals to acceptable measurements.

Danielle James Choiniere mentioned Ameer Gotshall has yet to be named district's delinquent collector. Paul Hansen said the district has yet to impose 'delinquencies,' considering them only 'past due'. The board expressed interest in whether or not Ameer Gotshall's district duties were too much, but didn't have a breakdown of time.

If the village's insurance expenses increase because of Danielle James Choiniere, the district can pay the difference. Paul will try to call VLCT to get an amount for said increase.

BILLING ISSUES

Richard Ernst passed out latest delinquent list. Board questioned the owner of WS236. Danielle James Choiniere explained a third party is being billed per owner Michel Tetrault. Board wanted to see the bills in the owner's name.

The board should be thinking about crafting delinquent policies, and having a delinquent fee collector to send letters.

Jason Beulac installed a meter for WS359 around the end of December. It has the capacity to house 2+ apartments. They are billed for 1 ERU. District should think about determining an increase in ERUs in some residences.

The town office is still missing quite a few Exemption Forms for Construction of a Replacement Water Supply. Phelps Engineering is supposed to be tracking the missing ones down.

PHELPS ENGINEERING UPDATE

No update at this time.

REVISED TOTAL COLIFORM RULE (RTCR) PLAN DUE 3/31/16

Jason Beulac, who entered the meeting at 8:50 pm, explained more about these policies. The changes are mostly favorable to the district. They require a plan from Jason which, based on the district's seasonal base, could have a winter and summer version. Dedicated taps at the road instead of at people's homes would make collecting samples much easier. Back flow preventers are not required by the state, but the district should mandate them as it can help prevent warm water from encouraging coliform bacteria.

LOAN AMENDMENT REQUEST AMOUNT

There are new things to add to the tune of \$15,000 +/-: new meters and their installation (\$2500), 8 meters recently installed (\$2000) sampling ports (\$2000), flushing valve (\$6500), and extra in case more expenses are incurred (\$2000).

Richard Ernst mentioned an email from Ashley Lucht of the Drinking Water & Groundwater Protection Division. She originally didn't think the district required another loan amendment. Sheila Lilley's figures, the district's reimbursements, agreed with Richard Ernst's.

DISTRICT EXPANSION

Tabled until Judy Higgins' return.

DISTRICT TAXATION

Tabled until Judy Higgins' return. Can perhaps send bills with the expansion letter/survey.

NEW ENGINEERING FIRM EXPLORATION

Tabled until further notice.

FLUSHING HYDRANT REPAIRS

John Beaulac, who's going to perform the repairs, needed more details on what was required.

PUBLIC COMMENT

No public to comment. Richard Ernst read a thank-you card sent from Kathy Tulissi.

Meeting was adjourned at 9:54 pm. John Fitzgerald motioned to close the meeting, seconded by Richard Ernst. All in favor, motion carried.

Respectfully submitted,
Danielle James Choiniere