

**SOUTH ALBURGH FIRE DISTRICT NO. 2
PRUDENTIAL COMMITTEE MEETING AGENDA
JUNE 16, 2014**

1. SAFD2 Repayment Schedule Amendment No. 2 (attached)
Action: Discussion and vote.
2. Discussion on Vermont Open Meeting Law Changes Effective July 1, 2014.
3. Treasurer's Report and Warrants
Action: Discussion and vote.
4. Approval of May 19 and June 2 Meeting Minutes
5. Public comment
6. Construction Issues
 - Construction Progress Report (attached)
 - 80% Complete with Pipe Installation
 - 70% Complete by Contract Price
 - 64% Complete with Construction Observation Services
 - Meter Pits
 - 27 pits expected to be installed (vs. 30 in Estimate to Complete).
 - Delivery time slower than expected (approximately 6 weeks).
 - Recommend SAFD2 purchase 3 to 4 additional units in case others decide to connect now, or available for future connections.
 - *Action: Authorize Munson to order 15 additional meter pits.*
 - Funding Pay Request No. 32
 - *Action: Authorize payments and sign/submit pay request form to State.*
 - Fairpoint Utility Conflict
 - Munson expected to restart water main installation on June 16.
 - Paving West Shore Road; Comments from Town Selectboard
 - Alburgh Golf Links/Nietupski Easement Area Proposed Changes
 - *Action: Obtain signed agreement from Bazin.*
 - No archaeological sites found; waiting on End-of-Field Letter.
 - Send letter to Geoff Green, Act 250 Coordinator, requesting Determination of no Substantive Change (with the archaeology completed).
 - Timeline Architecture
 - Plan for servicing all lots has not been developed.
 - As they will be individual lots, recommend common water main in roadway, with individual service connections (similar to Mud Point).
 - Would SAFD2 be interested in owning the water main with an easement?
 - Would need to discuss logistics with property owner – responsibility for planning, permitting, and financing of improvements.
 - *Action: Indicate an interest in meeting with developer to discuss options.*

PHELPS ENGINEERING, INC. • MIDDLEBURY, VERMONT

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- Individual Meter Contract
 - Bids due at 4:00 p.m. on June 23 at the Alburgh Town Office.
 - *Action: Set up meeting to discuss/accept pricing - June 23?*
7. Steps Required Before Water System Operation
- Request Sanitary Survey Week of June 23, with Letter to Jim Siriano
 - Operating Permit Application – *Action: Sign form*
 - Water System Officials Contact Form – *Action: Sign form*
 - Bylaws (completed)
 - Ordinances (completed); send with Notice of Adoption and Clerk’s Certification
 - Interlocal Agreement with Village (completed)
 - Memorandum of Understanding with Village (completed)
 - Schedule of Rates and Charges
 - Proposed Annual Budget with 5-Year Projections – *Action: Approve projections*
 - Sampling Plans
 - Bacteriological
 - Lead and Copper
 - Disinfection By-Products
 - Long Range Plan – request deadline: July 18, 2014 (*Action: confirm date*)
 - Operations and Maintenance Manual – request deadline: August 1, 2014
 - Record Drawings – request deadline: August 31, 2014
 - Water Ordinance
 - Discuss Locations of Postings
 - *Action: Confirm Clerk’s Certification of Postings.*
 - Continue Discussion of Water Rates and Special Charges
 - *Action: Approve Schedule of Rates and Charges.*
 - *Action: Approve rate/charge for connection prior to meter installation.*
8. Project Financials
- Phelps Engineering Amendment No. 4 (additional technical services and additional coordination/management) – *Action: Discussion, consider approval with State concurrence.*
 - Phelps Engineering Amendment No. 5 (additional design and bid services) – Previously approved by SAFD2 pending budget availability, need State concurrence.
9. Public Outreach
- Potential New Connections
10. Adjourn Meeting