

SOUTH ALBURGH FIRE DISTRICT NO. 2

REGULAR MEETING

Monday, October 20, 2014
7:00 PM
Alburgh Town Conference Room

1. Call to Order
2. Agenda Review
3. Approval of Minutes
 - *Action: Discussion and Vote*
4. Treasurer's Report and Warrants
 - *Action: Discussion and Vote*
5. Review of SAFD2 Forms (Water Service Agreement, Customer Connection Checklist, On/Off Request, Customer Communication Form, Schedule of Rates and Fees)
6. New Email Contact Info
 - Notification and categories
7. Debit/Credit Card for SAFD2
8. Review Website Changes
9. Planning for Transition to Operations
 - a) Coordination with Alburgh Village
 - o Billing
 - i. NEMRC and Meter Reader training and setup
 - ii. Schedule
 - iii. Active connections and special billing
 - o Administrative and technical task procedures and responsibilities
 - *Action: Discussion and Assign Tasks*
10. Phelps Project/Construction Progress Report
 - a) Status of Construction Certification/Record Drawings
 - b) Status of Connections (see attached spreadsheet)
 - Properties Connected
 - Meters Installed
 - Status of Individual Homeowner Exemptions
 - c) Outstanding Landowner Concerns
 - d) Project Funding
 - o Estimate to Complete
 - o Total Project Costs and DWSRF Loan Amendment Request
 - o Review Single Audit Proposals
 - o Status of State Approval of Phelps Amendment No. 4
 - o Phelps Amendment No. 5 (Additional RPR)
 - o Discussion of Additional Design Services (previously approved by SAFD2)
 - o Funding Pay Request
11. Public Comment
12. Adjourn Meeting