

South Alburgh Fire District No. 2  
DRAFT- August 17, 2015 - DRAFT

Present: Prudential Committee members Paul Hansen, John Fitzgerald and Judy Higgins, Treasurer Dick Ernst      Members of the public: Ed Fiset, George Tulissi

The meeting was called to order at 7:15 pm. The lateness was due to time spent discussing administrative support with the Village Trustees during their concurrent meeting.

The agenda was reviewed. The Public Comment item was moved up to respect Ed Fiset's time.

**Public Comment:**

Ed Fiset expressed concern about the placement of the southerly culvert on his property. It is too high for the water to properly drain and it is ponding during rain storms. He requests that the culvert be lowered and the ditch properly graded under warranty. Paul assured Ed that his issue is included on the list of items Munson will attend to after Labor Day.

Ed asked whether his water use seemed high. He is concerned about a possible leak in his service line. Paul explained that a meaningful benchmark would be difficult to offer due to the variations in household usage, but he recommended that Ed turn his water off at the house, then check his meter to see if it is still turning. Instructions were provided. Ed thanked us for our time and left the meeting.

**Approval of Minutes:**

The July 20, 2015 draft minutes were reviewed. Dick moved that the minutes be accepted as written. John seconded. Motion passed.

**Treasurer's Report and Warrants:**

As of August 17, 2015, the North Country Federal Credit Union accounts hold – Operating = \$428.20; Project = \$364.85; and Savings = \$58,497.94. This decrease in savings is due to the funds removed to pay the last Phelps invoice. The People's United Bank accounts hold – Operating = \$29,617.72; and Project = \$22,972.45. The increase in Operating is due to water payments received. The increase in Project is due to reimbursement received for the last Phelps invoice. A short discussion took place about whether to transfer the reimbursement back to NCFCU savings. It was decided to discuss next month whether the NCFCU accounts should be closed and all funds transferred to People's United.

An Operating account warrant was presented for the following expenses: Master Card (i.e., stamps to mail bills to Canada) - \$48; Endyne (water quality testing) - \$250; and Town of Alburgh (mylar map recording) - \$30 for a total of \$328. Judy moved to pay the warrant as presented. John seconded. Motion passed. No Project Account expenses were pending, so no warrant was presented.

Dick raised the issue of the Single Audit needed for the 2014-2015 fiscal year and requested permission to request a quote from Sullivan Powers since we were happy with their services. Dick will try to contact the State person to ensure we don't need to go to bid. The Prudential Committee authorized Dick to request a quote.

**Clerk Appointment:**

The SAFD2 Clerk position has been vacant since the annual meeting. Judy submitted to Paul her resignation from the Prudential Committee; Paul accepted her resignation. Judy expressed a willingness to fill the Clerk position through the remainder of the term if the Committee wished her to do so. John nominated Judy to the position of Clerk. Dick seconded the nomination. The vote was affirmative. By action of the Committee, Judy is appointed to the position of Clerk until June 2016.

George Tulissi expressed a willingness to fill the vacant Prudential Committee seat. Dick nominated George to complete the remainder of Judy's three-year term through next June's annual meeting. John seconded the nomination. The vote was affirmative. By action of the Committee, George is appointed to the position of Prudential Committee member effective immediately until June 2016.

**Administrative Assistant:**

Based on discussion with the Village Trustees and Danielle James Choiniere, Danielle will be hired on the Village payroll to provide approximately 7- 8 additional hours of administrative support time per week to SAFD2, to be used as SAFD2 decides. Hours will be flexible and payment by flat salary.

SAFD2 will fund this time with the \$5,000 approved at the July 20 meeting. The Village will bill SAFD2 monthly as a pass through. Danielle will begin her duties on August 19, 2015, which is the start of the Village's next payroll period. Oversight of these duties rests with SAFD2. Judy will brief Danielle.

**Billing Issues:**

- Delinquent customers – Paul will ask Ameer whether she is willing to fulfill the role of SAFD2 Tax Collector by appointment. Further discussion will be needed next month about the ongoing process SAFD2 will use to collect water service delinquencies.
- Water leak billing adjustment – Paul discussed the issue with Wendy but has not heard back regarding information requested. He will contact her again.
- WS455 ERU and allocations – The owner submitted new application and allocation forms based on a single ERU. He wishes to put in a new water main connection closer to where his home will stand. SAFD2 agreed that he can put in a new connection at his expense, including the cost SAFD2 will incur for the Operator to inspect and approve the installation. He will not be required to pay an additional connection fee if he is willing to agree that the original connection cannot be used without paying a second connection fee at the rate then in effect. John will speak with the owner to be sure he is in agreement. Paul will then process the applications.
- Unmetered customers – The difficulties were discussed of billing at this late date for unmetered use that began last summer. SAFD2 decided that WS161 will be billed as it is a rental and there was a defined agreement in place. SAFD2 decided that the remaining property owners will not be billed for that period because SAFD2 is at fault for not timely installing the meters. The lost amount was expected to be small. Judy will discuss the WS161 bill with Danielle.
- Unfulfilled connections – SAFD2 is not aware of any customers waiting for SAFD2 attention.

**Warranty Work and Schedule:**

Paul distributed the email with Court Perry of Munson which contains the list of properties requiring attention. Work will be scheduled after Labor Day.

John asked that the issue of markers for flush hydrants and the height of shut off valves be placed on the next agenda. These are not warranty items, but property is being damaged and action is needed.

**Phelps Engineering Amendment #7:**

Discussion was tabled until the next meeting. John would like a dollar accounting, including the original amount borrowed and what remains, prior to discussion to ensure there are sufficient dollars.

**District Expansion:**

A mailing to potential areas was discussed – Route 129, Coon Point Rd, Pont of Tongue, Cedarvale and Route 2 from the North Hero bridge to Wagner Point Rd. North Hero again has capacity. Dick will try to find the original outreach letter. Danielle will be asked to help with the mailing.

**SAFD2 Domain Renewal:**

Judy will use the SAFD2 credit card to pay for the Go Daddy URL renewal of roughly \$18.00.

**Meeting with Select Board Regarding Taxation:**

This meeting has not yet been scheduled. Paul will follow up.

**Bylaw Issue:**

The issue of bonding for the Treasurer and Clerk was raised. It was thought that this was covered under SAFD2's insurance with VLCT but this may not be the case. Dick will contact VLCT.

**Public Comment:**

No additional.

Dick moved to adjourn the meeting. John seconded. Motion passed. Meeting was adjourned at 9:45.

Respectfully submitted,  
Judy Higgins, Clerk