

SOUTH ALBURGH FIRE DISTRICT NO. 2
REGULAR MEETING & JOINT VILLAGE MEETING
Monday, April 18, 2016
6:30 PM
Alburgh Town Conference Room

Present: Prudential Committee members John Fitzgerald, Dan Williams, Paul Hansen
Clerk Judy Higgins
Treasurer Richard Ernst
Admin. Assistant Danielle James Choiniere
Guest Alton Bruso
Village Clerk Ameer Gotshall
Village Trustees Beth Savage, Pat Hayes, Corey Osterhoudt, Wendy Tatro

Meeting was called to order at 6:35 pm by Paul Hansen.

AGENDA REVIEW / ADJUSTMENTS

- Phone call received by Richard Ernst on delinquent fees
- People's United Bank letter
- Reseeding blow-off site

APPROVAL OF 3/21/16 REGULAR MEETING MINUTES

Judy Higgins noted changing "waved" to "waived" under Visitor Input. She also asked to delete the last sentence on Delinquent Water Accounts. Judy motioned to approved 3/21 minutes as amended. Richard Ernst seconded, all in favor. Motion carried.

ANNUAL MEETING PREPARATION

Agenda will need posting 30-45 days in the newspaper and around the district before June 13th. There will be vacant positions to fill.

CC REPORTS

Paul Hansen motioned to approve the Consumer Confidence Report as presented. Judy Higgins seconded, all in favor. Motion carried.

REVISED TOTAL COLIFORM RULE PLAN

Forwarded onto David Love of the state on 3/31/16.

DISTRICT EXPANSION SURVEYS

Judy Higgins will compile the surveys in Excel. 14 were returned for insufficient addresses, Paul and Danielle will try to get them to the households one way or another.

DISTRICT TAXATION

The board said this would have to be done in NEMRC the same way the town and village handles tax bills. Some members of the board thought that information was already in there from the past, but it is not. Judy said the town office would have to produce a billing entity for SAFD2 and that it would be a task. John Fitzgerald said the district should approach the town select board.

PUBLIC COMMENT

Alton Bruso did not have input.

TREASURER'S REPORT

People's United Bank	\$51,084.57 (Operating Account)
	\$1001.11 (Project Account)
	\$84,665.50 (Capital Fund)

Richard Ernst had composed a Treasurer's Report and passed out copies. The board liked it and believe it looked good from a bookkeeping perspective.

\$771.06 to Staples for printing surveys

\$279.01 to Staples for mailing district surveys (postage)

\$150 Endyne for lab testing

\$443.52 was needed to reimburse the village for Admin. Assistant payroll

\$2,298.25 for village water/debt service

\$3,246.00 for Sullivan & Powers for audit

John Fitzgerald motioned to pay the warrants. Paul Hansen seconded, all in favor. Motion carried.

CO-MEETING WITH VILLAGE TRUSTEES

Village Clerk Ameer Gotshall passed out updated Shared O&M Cost tables, using the same formulas Phelps Engineering had when they produced the initial O&M documents. John Fitzgerald asked about shared waterline maintenance and it was explained it only included from the water tower to the district meter near West Shore Road.

Paul Hansen asked about flushing the district's lines. The Interlocal Agreement states the village is to perform flushes twice a year at a reduced charge but had not in 2015. Ameer Gotshall explained Jason Beaulac had flushed more times than twice in the year to fight coliform hits, sometimes to prevent failed results. Paul wanted a breakdown of 2015 flushings that occurred to see time frames, gallons used, etc.

Jason performs extra duties above and beyond his responsibilities: many samples to Burlington (5 each time there is a coliform hit), mileage, gas, and time. Ameer also said if she knew about the extra work entailed she may not have originally agreed to the role of billing clerk. The SAFD2 board suggested Jason keep track of his trips and the MOU can be updated to include a fee for his time.

The village wanted to have the district take on the responsibility of paying their own employees. There is still a gray area of liability. Judy Higgins said SAFD2 is not set up to be an employer, Wendy countered the district is an entity, maybe they should start thinking about it.

Both boards agreed they need to work on solutions and stay in communication. Maybe meeting once or every other month, preferably on village meetings to keep meeting costs lower.

The village does not want to handle the district's delinquent accounts.

Per the MOU, Jason is supposed to read the district's meter daily but has not. The meter reader software does not have that capability.

Wendy Tatro stated there should be a breakdown of SAFD2/village responsibilities.

Jason Beaulac (not at the meeting) mentioned in the past the village and district's ordinances have differences and should be streamlined.

For the shared O&M costs, the new proposed water rate to charge the district was \$3.73 per 1,000 gallons, up from \$2.37 in 2015. Judy Higgins motioned to accept the proposed water usage rate to the village of \$3.73 per 1,000 gallons. Dan Williams seconded, all in favor. Motion carried.

Wendy Tatro motioned to charge SAFD2 \$3.73 per 1,000 gallons. Corey Osterhoudt seconded, all in favor. Motion carried.

John Fitzgerald motioned to accept the quarterly amount of debt service due to the village of \$1,971 quarterly. Dan Williams seconded, all in favor. Motion carried.

The village trustees left the meeting around 9:45 pm.

AGENDA ADJUSTMENTS

Richard Ernst shared a letter from People's United Bank that said the district's first loan payment was due 6/1/16. They were under the distinct impression it was November. The letter will be followed up on.

Michel Tetrault of WS236 disputed late fee and penalty his property had accrued. The board, as Mr. Tetrault had once informed them to mail all bills to a third party allegedly purchasing the property, had followed his wishes. After more than a year and some bills unpaid, the board decided in January of 2016 to mail bills to the owner. He disputes penalties for bills he did not receive. The board stated it was at Mr. Tetrault's request the bills go to a third party, he should approach the latter for the payment.

Paul Hansen said he would call John Beaulac about reseeding and tidying the site where a damaged blow-off was recently repaired.

TABLED

Selecting New Engineering Firm
Curbside Water Sampling Taps

ADJOURNED

Richard Ernst motioned to adjourn the meeting at 10:05 pm. Dan Williams seconded, all in favor. Meeting adjourned.

Respectfully submitted,
Danielle James Choiniere

These minutes are not scheduled to be approved until the regular May 16th meeting.