

SOUTH ALBURGH FIRE DISTRICT NO. 2  
REGULAR MEETING  
Monday, June 27, 2016 6:30 PM  
Alburgh Town Conference Room

Present: Prudential Committee Members Paul Hansen & John Fitzgerald  
Treasurer Richard Ernst  
Admin. Assistant Danielle James Choiniere

Guests: Lance Phelps of Phelps Engineering  
Ashley Lucht of the State's Drinking Water State Revolving Fund

Meeting was opened at 6:35 by Chair Paul Hansen.

**AGENDA REVIEW/ADJUSTMENTS**

Add above ground inventory under the Phelps Engineering topic, and arrange guests to speak first.

**ASHLEY LUCHT OF DWSRF**

Ashley reported there is \$1,389.82 remaining of the district's 2.5+ million dollar loan. SAFD2 requested an amendment to bump the figure up by \$27,623 to cover a \$16,144 remaining bill to Phelps Engineering and to have a small amount leftover to fund more meters, sampling ports, miscellaneous, and an automatic flushing valve. She agreed to help provide the extra, however the additional amount will not qualify for the rest of the 30-year loan's -3% interest. It will be 0% interest as these subsidies have currently been maxed out. The district is also eligible for \$50,000 in loan forgiveness.

Richard Ernst asked if the money had to be spent before the first loan payment, to which Ashley implied yes, there needs to be an eventual end to the project.

Ashley proceeded to ask various questions about the water operator, MOU with village, board vacancies, Interlocal Agreement with village, bylaws, regular meetings, asset management, and expenses. She was very pleased to see a well established capital fund. She recommended more focus be placed on Phase I for a couple of years to get established and obtain more users. And also to push for settling delinquent accounts which are lost revenue.

Lastly, Ashley thought things were going really well and highlighted the tasks of finding new members. She'll work on the loan forgiveness and had Paul Hansen sign the request for loan amendment 7. She left the meeting at 7:36 pm.

**PHELPS ENGINEERING**

Lance said he would ask Justin Holmes, one of the project's contractors, more information about the exemption forms many water users failed to fill out and record with the Town of Alburgh. Such a lapse interferes with a property's chain of title.

He also said he can type a letter up on the district's inventory: flushing hydrants and master meter pedestal. He can also quote the cost of new meters, flushing valve, and access ports.

Field note maps were used to show those two homeowners, who claimed to have missing or moved survey pins from the water project, had no information recorded on their property. While some properties were indeed flagged for erroneous pins, they were researched and replaced to the best of Munson's ability. Lance

left the meeting at 8 pm.

### **APPROVAL OF MEETING MINUTES**

Richard Ernst motioned to approve the minutes of 5/16/16 as written. John Fitzgerald seconded, all in favor. Motion carried.

Paul Hansen motioned to approve the Annual Meeting minutes of 6/13/16 as written. John Fitzgerald seconded, all in favor. Motion carried.

### **WATER OR OPERATION ISSUES/ CORRESPONDANCE/ MISCELLANEOUS**

Paul Hansen read a letter to Brian Bessette's request during the 6/13 meeting about a time frame for water down Route 129. A best estimate was 2019 if Phase II occurred down that road.

### **TREASURER'S REPORT & WARRANTS**

<u>People's United Bank</u>	\$57,167.78 (Operating Account)
	\$7,181.20 (Project Account)
	\$84,679.61 (Capital Fund)

John Fitzgerald motioned to pay the following bills, seconded by Richard Ernst, all in favor. Motion carried.

**\$443.52** to reimburse the village for Admin. Assistant May payroll

**\$61.50** to Beaulac Excavating for reseeding a dig site

**\$525** for VLCT insurance membership dues

**\$38.94** to village for flushing fee

**\$35.00** to the Islander for advertising

Paul also asked if a delinquent list could be provided at every meeting. Danielle and Richard said they could accommodate that.

Richard Ernst had a government survey the district had received in the mail. Paul Hansen said he had filled them out in the past and would be willing to do so again.

### **ITEMS FOR MEETING WITH TOWN SELECT BOARD**

Paul had wondered if it would be better for a special meeting, but would ask the board to get their preference.

### **DISTRICT EXPANSION**

Reach out to interested parties per survey responses received.

### **PUBLIC COMMENT**

None.

### **ADJOURNED**

Richard Ernst motioned to adjourn meeting at 9:16 PM. Seconded by John Fitzgerald, all in favor. Meeting adjourned.

Respectfully submitted,  
Danielle James Choiniere

These minutes are not scheduled to be approved until the July 18th regular meeting.