

SOUTH ALBURGH FIRE DISTRICT NO. 2  
PRUDENTIAL COMMITTEE MEETING

January 20, 2014

Present: Prudential Committee members Paul Hansen and John Fitzgerald, Treasurer Dick Ernst, Clerk Laura Buel, Phelps Engineers John Kiernan, Jeremy Rathbun, and Robert Clark.

The meeting was called to order at 7:10 pm.

**Phelps Engineering Report**

Jeremy Rathbun is leaving Phelps Engineering to work for Dubois and King, and tonight will be his last meeting with us. Jeremy introduced Robert Clark who will be taking over the role of project manager from Jeremy going forward.

Jeremy reviewed the Construction Progress Chart, which shows that as of the Dec. 18 when construction was suspended for winter, Munson has installed 40% of the pipe in 36% of the contract time and 45% of the contract price has been spent. He noted the overruns that show up in the Individual Unit Progress Table are under control. Two of them, Stone Check Dam and Culvert Inlet Protection are not linear expenditures throughout the project, and the Exploratory Excavation overrun continues to decline.

Jeremy presented Munson's Payment Request #3 for the month of December for \$99,435.18 for work through Dec. 18, 2013. John Fitzgerald moved to pay Payment Request #3 for \$99, 435.18 to Munson Earth-Moving. Dick Ernst seconded the motion and it passed.

Jeremy Rathbun discussed the Phelps Engineering bill of \$24,913.01 for the month of December. Dick Ernst moved to authorize Paul Hansen to sign Funding Pay Request #27 for \$136,225.98, which includes Munson Payment Request #3 and the December Phelps Engineering bill. John Fitzgerald seconded and the motion passed.

**Help with Developing Municipality Ordinances and Administration –**

Jeremy informed the Board that the time is soon approaching when it will be necessary to have additional meetings to work out the municipal ordinances that govern the water distribution. SAFD#2 will need to contract with some organization to help us do that. Jeremy mentioned two such organizations and then also offered the services of Phelps Engineering in this endeavor, as they have experience with it. The Board agreed to contract with Phelps Engineering for this extra service.

**Upcoming Mailing to Users who are Connecting -**

Phelps Engineering wrote a draft of a letter to be sent by the Prudential Committee to the Phase 1 water users who will be connecting this summer. The letter reviews items that must be decided, such as if the customer will be reusing their existing lake intake line or installing a new water service line.

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Unfortunately, the second page of the 3-page document was missing so this discussion will need to be continued later.

The need to meet with the Village of Alburgh to discuss coordinating the billing and collection, and possibly meter reading, was discussed. The Phelps Engineers also noted the possibility of our being able to use some of the contingency funds, budgeted at \$80,000, to pay for their help with municipality ordinances.

**Other Business**

The current bank account values are as follows:

In North Country Federal Credit Union we have \$1517.54 in the Operating Account, \$9.85 in the Project Account, and \$75,066.02 in the Savings Account (Connection Fees).

In People's United Bank we have \$229.99 in the Operating Account, and \$1,086,407.89 in the Project Account.

Dick Ernst listed the following four bills, totaling \$1609.80, that are due to be paid from the operating account:

- \$39.00 to the U.S. Post Office for use of the bank box
- \$40.80 to Judy Higgins for stamps
- \$30.00 to Richard Ernst for stamps and copying
- \$1500.00 to Paul Hansen for repayment of his promissory note

John Fitzgerald moved to pay the four bills totaling \$1609.80 from the operating account. Dick Ernst seconded. The motion passed. Dick Ernst then moved to authorize him to transfer \$1000.00 from the NCFCU savings account to the NCFCU operating account to allow him to pay the bills. John Fitzgerald seconded and the motion passed.

Dick Ernst moved, and John Fitzgerald seconded, to approve the December 16, 2013 minutes as written. The motion passed.

The meeting was adjourned at 9:30.

Respectfully submitted,  
Laura Buel, Board Clerk

2/17/2014 – Approved as written