

## South Alburgh Fire District No. 2

### November 17, 2014 Meeting Minutes

Present: Prudential Committee members Paul Hansen, Judy Higgins, and John Fitzgerald, Treasurer Dick Ernst, Phelps Engineers John Kiernan and Robert Clark, Visitor/Village Trustee Wendy Tatro.

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

#### **Agenda Review -**

Paul reviewed the agenda and asked if it was acceptable to all. Wendy asked that the Committee consider a change to the regular SAFD2 Meeting time to coincide with the Village Trustee meeting. Paul responded that it would be discussed this evening if time allowed. The decision was made to discuss Bacteriological Testing results first to accommodate Wendy's time limitation.

#### **Bacteriological Testing Result Issues and Next Steps-**

There have been three occurrences of bad test results. Phelps is working with Jason to diagnose the cause. The most likely cause is the currently low usage of water due to the limited number of year-round connections, which results in water sitting in the pipe longer than anticipated and dissipation of chlorine. Phelps proposes measuring the chlorine residual at various testing stations on a daily basis to get baseline readings. If coliform is detected again, a test providing a count should be used to ascertain the level. Phelps may propose a flushing plan during low use times. The problem may also resolve naturally as the lake freezes and the temperature goes down. Besides concerns about water quality, the Village Trustees and SAFD2 are concerned about the added demands on Jason.

#### **Approval of Minutes -**

Judy Higgins asked that a correction be made to the draft minutes to indicate that the website changes presented were planned rather than complete at the time of the last meeting. Judy moved to accept the October 20, 2014 minutes as corrected, John F seconded. Motion passed.

#### **Treasurer's Report -**

As of November 16, 2014, in North Country Federal Credit Union we have \$715.20 in the operating account, \$364.85 in the project account, and \$63,475.11 in the savings account. In People's United Bank we have \$229.99 in the operating account and \$18,513.23 in the project account. The current loan balance is \$18,963.25.

Judy moved to accept the Treasurer's Report as presented, John F seconded. Motion passed.

#### **Bills and Warrant -**

There were two payments to be paid from the project account. \$30.00 is owed to Munson Earth Moving because the warrant previously approved and paid was mistakenly for \$30.00 less than the invoice. Phelps payment request #37 in the amount of \$10,581.94 was received.

John F moved that the total warrant of \$10,611.94, comprised of those two payments, be paid as written from the project account. Judy seconded. Motion passed. Paul signed PEI Pay Request #37.

#### **Interim Financing Loan Approval-**

SAFD2 has been approved to receive \$85,000 from People's United. This isn't the \$100,000 discussed in October because \$87,000 is all that remains of the VMBB approved amount. The ability to receive additional funding would entail approaching VMBB. We have been approved by People's at the existing rate of interest. John F moved to sign the new Bond Anticipation Note and other loan documents, Judy seconded. Motion passed.

### **NEMRC and Meter Reading-**

The software installation and training originally scheduled for today has been rescheduled to next Monday, 11/24. Representatives from Prescott and NEMRC will both be onsite. Prescott will bring the meter reader. Information will be needed from Jason regarding current connections and dates.

### **Phelps Engineering Progress Report -**

Completion of work by Munson had been achieved prior to last month's meeting, but final signoff by SAFD2 is required. Paul signed the Certificate of Final Completion and Acceptance of Work.

Additional service work approved for project funds has been completed by Dennis Irick based on his quote, but invoice paperwork is not complete. The work entailed installation of the MN005 curb stop assembly, which had been overlooked, and the meter pit and curb stop assembly for WS389, which was recently purchased by the owner of WS391. An agreement and connection fee must be acquired on WS389. MP008 chose not to proceed with installation of a non-essential meter pit.

Phelps reviewed their current estimate of cost to complete, which is \$115,680 with \$37,700 being from savings account funds, and total project costs.

Single Audit - Dick has been communicating with Ed Duplessis of Sullivan Powers and is pleased with interactions to date. The State has agreed that the less expensive of the two audit options proposed will meet legal requirements, so the audit should be \$4,000 plus the cost of any additional accounting services needed. Completing the audit should only require a meeting between Ed and Dick, other than presentation of the report, which should be to the entire Committee. Dick moved to enter into a contract as written with Sullivan Powers to complete the Single Audit, John F seconded. Motion passed. The contract was signed.

Phelps has begun work on a small purchase request to acquire tools needed by Jason to work on meter pits and a chlorine testing kit. Quotes are needed to complete the paperwork.

Because the State did not approve all items requested under Phelps Amendment 4, Phelps asked that SAFD2 consider paying the gap through local funds, with discussion to be held next month.

Phelps has requested an update from Jason on the status of connections and meters installed. Since that information was not in hand, and it is currently unclear what documentation the State needs regarding meter installation, submission of a reimbursement request for meters was tabled until next month. Phelps anticipates having more of the homeowner permit exemption forms in hand by that time, which may be part of the State required documentation.

### **Meeting Time -**

Due to the lateness of the hour this discussion was not held. It was agreed that members would come prepared next month to discuss whether to change the SAFD2 meeting date and options for attendance of the Village Trustee meetings.

### **Public Comment -**

Wendy left the meeting at 7:35, so there was no Public Comment.

Judy moved to adjourn, Dick seconded. Motion passed. Meeting adjourned at 9:52 PM.

Respectfully submitted,  
Judy Higgins, Acting Clerk