

## South Alburgh Fire District No. 2

### June 16, 2014 Meeting Minutes

Present: Prudential Committee members Paul Hansen, Judy Higgins, and John Fitzgerald, Treasurer Dick Ernst, Clerk Laura Buel, and Phelps Engineer John Kiernan.

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

#### Phelps Engineering Report

SAFD2 Repayment Schedule Amendment No. 2 -

The original planning loan WPL-019-2 was revised to decrease the loan amount from \$89,000.00 to \$73,790.02 and to move the repayment start date from 12/01/13 to 06/01/16. After discussion, John Fitzgerald moved to approve SAFD2 Repayment Schedule Amendment #2. Judy Higgins seconded. The motion passed. It was signed by Chairman Paul Hansen and Clerk Laura Buel.

Construction Progress -

John Kiernan reviewed the construction progress spreadsheet. As of May 30, 2014, Munson Earth-Moving has used 58% of the contract time (221 days), has installed 80% of the pipe, and spent 70% of the contract price. Phelps Engineering has spent 64% of their field engineering budget (construction observation).

Meter Pits -

At this point, 27 meter pits are expected to be installed. Fifteen meter pits were originally ordered, but they are taking longer than expected to be delivered and are expected in 2 weeks. John Kiernan suggested that we order 15 more now, so that there will be a few extra when needed. The Board decided to order 17 additional pits at this time. Judy Higgins moved to authorize Munson Earth-Moving to order 17 more meter pits. Dick Ernst seconded. Motion passed.

Paving West Shore Road -

Alburgh Road Commissioner Bing Pearo and Alburgh Selectman Alton Brusco attended the June 11 Munson/Phelps work meeting and approved the paving limits.

Service Area Property Issues -

The Bazins returned their revised agreement for the Alburgh Golf Links with signature. Phelps Engineering is waiting for Act 250 Coordinator Geoff Green's response to their request for a Determination of No Substantive Change regarding archeology work so that construction may continue in the Alburgh Golf Links/Nietupski Easement Area. John Kiernan addressed the issue that Timeline Architecture has not developed plans for servicing their lots with water and it would be mutually beneficial to the water system and the development project if there were a common water main to service the lots as is the case at Mud Point. Is the Board interested in meeting with the developer to discuss planning and financing options? The Committee indicated they were interested in meeting with Timeline.

Individual Meter Contract -

The bid opening for the Individual Meter Contract is at 4 pm on Monday, June 23. The Board agreed to meet on June 23 at 7 pm to discuss the bids and decide to accept the pricing.

Review of Documents and Tasks required to Obtain Operation Permit -

Jim Siriano of the Department of Environmental Conservation needs several documents in place as well as Water Sampling Plans before he can issue the District an operating permit.

The following items are completed: Bylaws, Ordinance, Interlocal Agreement with Alburgh Village, and the Memorandum of Understanding with Alburgh Village.

The following items were completed at this meeting:

Paul Hansen signed the Operating Permit Application

Paul Hansen signed the Water System Officials Contact Form

The Prudential Committee approved the Annual Budget with 5-year Projections

Other items to be completed:

The Schedule of Rates and Charges needs to be determined. The Board decided to add this item to the agenda of the June 23 meeting. The work on Sampling Plans has begun. The Phelps Engineers met with Jason Beaulac and Justin Holmes who are developing locations for testing for bacteria, lead and copper, and disinfection by-products.

Water Ordinance Posting Locations; New Meeting Law regulations -

The Board determined the locations where the Notice of Ordinance Adoption should be posted within the South Alburgh Fire District No. 2. It was decided the posting locations will be the Alburgh Transfer Station, Crossroads Mobil at Routes 2 and 78, the Masonic Lodge, and at the Village of Alburgh/Town of Alburgh Office. To comply with the new meeting law regulations taking effect July 1, all future meeting agendas must be posted at those places. Also to comply with the new law, drafts of meeting minutes must be posted on the web site within 5 days of the meeting.

Phelps Engineering Amendment #4 for Additional Technical and Coordination/Management Services- John Kiernan presented a summary of a proposed amendment for additional engineering services that totaled \$31,600. The subtotal for additional technical services is \$14,100 and the subtotal for coordination/management services (for assistance for agreements/ordinance/rates determination etc.) is \$17,500. The \$40,000 line item in the budget, Phelps Engineering - Allowance for Additional Services, would cover this. However, John Kiernan needs to get this approved by Roger Bergeron before it can be considered an eligible project cost for the loan. The Board decided to add this amendment approval as the third item on the June 23 agenda.

## **Other Business**

Bill Payment Approval -

Funding Pay Request #32, to be paid from the project account, includes \$138,766.86 to Munson Earth-Moving for their construction work in May, \$21,329.72 to Phelps Engineering for their work in May, and \$355.00 to Endyne, Inc. for water testing. From the operating account there is a bill for \$52.19 to Judy Higgins for postage and a bill for \$133.00 to The Islander for an ad for the annual meeting warning. Dick Ernst moved to authorize payment of the five bills. John Fitzgerald seconded. The motion passed.

Treasurer's Report -

As of June 16, 2014 in North Country Federal Credit Union we have \$2419.52 in the Operating Account, \$9.85 in the Project Account, and \$76,252.43 in the Savings Account. In People's United Bank we have \$299.99 in the Operating Account and \$737,112.17 in the Project Account, with a loan balance of \$726,437.39.

Judy Higgins moved to accept the May 19 and June 2 minutes as written. John Fitzgerald seconded. Motion passed.

Judy Higgins moved to adjourn at 9:25 pm. Dick Ernst seconded. Motion passed.

Respectfully submitted,  
Laura Buel, Board Clerk