

## South Alburgh Fire District No. 2

### July 21, 2014 Meeting Minutes

Present: Prudential Committee members Judy Higgins, and John Fitzgerald, Treasurer Dick Ernst, Clerk Laura Buel, and Phelps Engineers John Kiernan and Robert Clark. Prudential Committee member Paul Hansen was absent.

The meeting was called to order at 7:02 pm.

#### Approval of Minutes -

The minutes for the following five meetings were up for approval: June 9 Special Meeting, June 9 Annual Meeting, June 16 Regular Meeting, June 23 Special Meeting, and July 7 Special Meeting. In the June 16 minutes the Board decided to alter a sentence under the Phelps Engineering Amendment #4 section for better accuracy. In the July 7 minutes the word "state" was inserted as "acquired state approval" in the Individual Meter Contract section.

Judy moved to accept all of the minutes in the agenda with the discussed corrections to the June 16 and July 7 minutes. Dick Ernst seconded. The motion passed.

#### Treasurer's Report -

As of July 21, 2014 in North Country Federal Credit Union we have \$2189.49 in the Operating Account, \$9.85 in the Project Account, and \$78,289.36 in the Savings Account. In People's United Bank we have \$229.99 in the Operating Account and \$577,172.02 in the Project Account, with a loan balance of \$566,340.83.

Dick Ernst presented three bills for payment, for a total of \$151,210.49. The Phelps Engineering bill includes \$2705.15 for engineering services from 5/26 through 6/25 and \$14,647.99 for construction observation for the same period. The \$133,607.35 bill from Munson Earth-Moving covered their construction work in June. The last bill was from Primmer, Piper, Eggleston, and Cramer for \$250.00 for legal services. Dick Ernst moved to pay the three bills to Phelps Engineering, Munson Earth-Moving, and Primmer, Piper, Eggleston, and Cramer. Judy Higgins seconded. The motion passed.

#### Meter Installation -

John Kiernan and Robert Clark reported that two bids for the meter contract were received. The bid from Green Mountain Plumbing was \$112,904.42 and the other bid from Bernie Gage Plumbing was \$88,887.65. The engineers agreed that both of the bids were unreasonably high. With approval of the State of Vermont they have come up with an alternative purchase and installation option. They recommend that SAFD#2 directly purchases the meters and meter reading equipment. Jason Beaulac will install the meters at the meter pits (\$6,000 budgeted for this purpose) and the homeowners with basements will have their meters installed by their own plumbers.

Based on the advice of Phelps Engineering and the concurrence of the State engineers, Judy Higgins moved to reject both of the bids received from Green Mountain Plumbing and Bernie Gage Plumbing because the cost is unreasonable. John Fitzgerald seconded. The motion passed.

Judy Higgins moved to directly purchase 61 Water Meter Assemblies with Radio Read Modules and the Meter Reading Package, including Integration with Alburgh Village's Billing System and Associated Training, as Small Purchase 2 for \$37,700. John Fitzgerald seconded. The motion passed.

Judy moved that we pay for Small Purchase 2 by moving money from the Connection Fee account

(NCFCU savings account) to the Project Account (NCFCU) and authorize the Treasurer to pay however much is required to obtain the meters and meter reading package. Dick Ernst seconded. The motion passed.

John Fitzgerald moved to budget \$5,000 to purchase services from NEMRC (New England Municipal Resource Center) for Setup of Utility Billing Software, Startup, and Training Assistance, as Small Purchase 3. Judy Higgins seconded. The motion passed.

SAFD#2 was advised by the Phelps engineers that it needs a procedure to monitor the number of new connections so that we keep available an adequate supply of meters and order more as the need arises.

Steps Required Before Water System Operation -

The Permit to Operate is still on target for July 25, 2014 per email of Jim Siriano to John Kiernan.

Construction Progress -

As of June 30, 2014 about 86% of the pipe had been installed, with only about 1500 linear feet of pipe remaining, and 80% of the total contract price had been spent. There is still \$42,000 in project contingency funds remaining, divided among Construction (\$20,000), Phelps Engineering Additional Services (\$10,000), and Technical Services/Administration (\$12,000).

Steps to Finalize the Water Ordinance -

No comments have been received as a result of the posting of the Notice of Ordinance Adoption. If no comments are received by the Prudential Committee or no petition presented to the Clerk by July 23, 2014, the Water Ordinance will become effective on August 8, 2014, and Judy Higgins will record it at the Alburgh Town Clerk's office sometime between July 24 and August 8.

Dick Ernst moved to adjourn the meeting 9:25 pm. Judy Higgins seconded the motion and the meeting was adjourned.

Respectfully submitted,  
Laura Buel, Board Clerk