

South Alburgh Fire District No. 2

July 7, 2014 Special Meeting Minutes

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

The meeting was called to order at 7:38 pm.

Individual Meter Contract -

Phelps Engineering received a bid from Green Mountain Plumbing, but it was very high. They are expecting a second bid from Gage Plumbing soon. If they are both high John Kiernan will call both of them to explain that the extent of the work is possibly less than they thought and invite them to offer another bid. John will also call the meter supplier to see if the price the supplier gave to the plumbers is the same as was given to Phelps Engineering.

One possible way to speed the meter installation process along is for SAFD#2 to purchase directly the meter reading equipment (\$17,000+) and 60 meters (\$250-300 each) and then hire plumbing services for the installation only. Judy Higgins moved to acquire state approval to purchase the meter readers and the meters as a small purchase if the Prudential Committee so decides. John Fitzgerald seconded. The motion was approved.

Status of Permit to Operate -

The Permit to Operate from Jim Siriano at the Department of Environmental Conservation is expected very soon, perhaps this week. The last steps to be completed were the Sampling Plans for lead and copper, disinfection bi-products, and bacteria. Only the bacteria sampling plan has not yet been submitted.

Temporary Un-metered Connections -

There are some customers, especially rental property owners, who are anxious to connect as soon as possible as the summer rental season is in full swing. The Board discussed a method of charging for water prior to the installation of meters. To estimate water usage, the Board generally agreed that a large summer rental house could use 500 gallons/day, and that this would be approximately equivalent to 3 ERUs of water usage. Using our previously determined water rate of \$5.05/1000 gallons, 500 gallons/day works out to \$75/(3)ERU house, or \$25/(1)ERU house. Dick Ernst moved to set a temporary pre-metering rate of \$75 debt service per house plus \$25/ERU equivalent of that house as assessed by the SAFD2. John Fitzgerald seconded. The motion passed.

Judy Higgins moved that the temporary pre-metering policy for assessing ERU's will be as follows: 1 to 3 bedroom house is 1 ERU, 4 to 6 bedroom house is 2 ERUs, 7 to 9 bedroom house is 3 ERUs. John Fitzgerald seconded. The motion passed.

"Steps for Connecting" Guidance Document for Homeowners -

John Kiernan had a sample guidance document that was used by the town of Waitsfield. He said he would update it for Alburgh customers and email it to the Board.

Phelps Engineering Amendment #4 -

John Kiernan presented the Board with an updated summary of Proposed Amendment No. 4 for Additional Engineering Services. It shows additional technical services of \$13,269 and additional coordination/management services of \$17,473, for a total of \$30,742. Phelps Engineering needed to get approval for these expenses from Roger Bergeron before they could be covered by our state loan. Roger has approved everything in the list with the exception of one \$1198 item (Task #2), for

which he is requesting additional documentation. These expenses will be covered under a \$40,000 line item in the budget, Phelps Engineering - Allowance for Additional Services.

John Fitzgerald moved to approve Phelps Engineering Amendment #4 as presented. Judy Higgins seconded. The motion passed.

SAFD#2 Website -

The Board discussed the requirements for posting minutes per the new state Open Meeting Law, in particular the rule that the draft (unapproved) version of minutes be posted within 5 days of the meeting. There has been a large outcry throughout much of the state about some of the requirements of the new law. The Vermont League of Cities and Town has recommended that municipal organizations shut down their websites if complying with the law would create a hardship. The Board decided to keep the website going for the time being because penalties do not begin until July 1, 2015. Laura and Judy will make every reasonable effort to get the minutes finished and posted within 5 days, but the Board knows at times this will not be possible. The thought is that the law will be revised during the next legislative session.

Dick Ernst moved to adjourn at 10:05pm. Judy Higgins seconded. The motion passed.

Respectfully submitted,
Laura Buel, Board Clerk