

SOUTH ALBURGH FIRE DISTRICT NO. 2  
REGULAR MEETING  
Monday, March 18, 2024 at 6:30 PM

Present: Prudential Committee Members John FitzGerald, Alton Bruso, Tony Speranza & Cheryl Dunn, Danielle James Choiniere, Zoe Brosky, Tom Jacobsen, Carol Yarnell, Kathy Rochedieu, Sonya Beaulieu, Carrie Powell, Eric Powell, Charlie Mackin, Charles Shelley, Charlie Liamos, Karen Liamos, Lawrence Shelton

Meeting was called to order at 6:30 PM by Chair John FitzGerald. He gave a brief status update of the project, how they're working on bidding this spring, the state staff shortage hindering project reimbursements, and how they applied for a funding extension because everything's taking longer than planned.

#### **AGENDA ADJUSTMENTS**

Warrants shuffled to the end and speak about Phase II first.

#### **MINUTES**

Tony Speranza wanted the files at the February meeting to be attached to the minutes. Alton Bruso motioned to approve 2/19 minutes as printed. John FitzGerald seconded. Motion carried, so approved.

#### **VISITOR INPUT**

Nothing specific, see following topics.

#### **PHASE II UPDATES**

Tony Speranza spent time on the phone with engineer Chuck Goodling, working on bidding this April and Act 250. There was no public comment on Act 250. Charlie Mackin asked if the payment shortage was from Act 250—no, there was a state staff shortage for at least a year and Alburgh Village was in the same boat on their own project. There are some technical issues with buried cables in some locations and need a minimum of 85 committed users (currently about 55-60). Carrie Powell asked if they could use volunteers to help get sign ups—yes! Carol Yarnell asked if inactive users count toward the minimum—no. Charlie Shelley said there was some misunderstanding/communication issue about paying the \$1,500, that it was circulated they could wait to pay until construction began, yet the project can't grow without a minimum of committed users.

The last easement required was finally procured near Summit Rd. Because the owners held out for over a year, the project was redesigned to go around their property. The town paved the end of Summit Rd. The board now had to consider sticking to the original design and cut up new pavement or stick with the redesign. The cost difference was estimated to be \$39+K for the redesign and road boring. Alton Bruso said it wasn't hard to bore and could be cheaper than \$39K. Tony Speranza motioned to revert back to the original design. John FitzGerald seconded. Tony and John voted aye, Alton nay. Ayes carried the motion.

Tony Speranza went over funding on his handout (attached to these minutes) and hoped to maintain verbiage on Phase I's meter pits, though some updates to the ordinance might be required.

Tony Speranza motioned the SAFD2 prudential committee consider Phase II as a single contract and request this of DuBois & King. This would be in lieu of bidding the project out in sections. John FitzGerald seconded. Tony and John voted aye, Alton nay. Ayes carried the motion.

Tom Jacobsen said he and possibly 3 others need easements from the Lantrys/Harding on Cedarvale Est. Otherwise they may have to dig up Point of Tongue to connect to water. Some asked why SAFD2 was involved—Tom thought because the district has an easement on the Cedarvale property. Tony Speranza said this was discussed previously and he would check his notes. Point of Tongue's HoA said this shouldn't be an issue.

Carol Yarnell asked if grants are a percentage of the project or a flat amount—it is a flat 2.2 million from USDA. The State of Vermont may have more funding.

#### **TREASURY REPORT & WARRANTS**

Bank balances were read by treasurer Kathy Rochedieu. A document with Wilmington Trust to was previously signed for a M&T Bank direct debit loan. John FitzGerald motioned to approve the report. Alton Brusco seconded, all in favor. So approved.

The board discussed a meter pit policy, which Cheryl Dunn said was mentioned in the hookup paperwork for new users; she also pointed out to update dates on the form. John FitzGerald mentioned a Phase I property had a failed septic and they weren't sure if proper channels were followed. Cheryl Dunn recommended they call the state for septic issues (Denise Johnson-Terk). Tony Speranza said he can work up meter pit bullet points, Alton commented it was pretty simple.

Mention of having April 30<sup>th</sup> be the date for early hookups, then increasing to \$2,500? John FitzGerald will go through all easements and agreements to make sure they're signed by the board. Danielle James Choiniere asked if it was determined how many ERUs (Equivalent Residential Unit) the two campgrounds would qualify as—no not yet. Kathy Rochedieu said we need to get on that.

Invoices were as follows: \$25 Endyne, \$216 to Islander, \$210 in attorney fees, \$346.25 to VLCT insurers, John FitzGerald motioned to approve the bills. Alton Brusco seconded, all in favor. So approved.

There was one early user who requested her \$1,500 deposit back and that was okay to refund to her.

Phase III- would be nice to have some new blood volunteer to apply for grants.

5-Member Board- John FitzGerald wanted to wait until the annual meeting, Tony Speranza wanted it off the agenda. They asked when an annual meeting could be held in the year, Alton said any time after January per state statute.

#### **ADJOURN**

John FitzGerald motioned to adjourn at 8:08 PM. Tony Speranza seconded, all in favor. So adjourned.

Respectfully submitted,  
Danielle James Choiniere

*These minutes are draft only, not slated for approval until the next board meeting in April.*

## 6:30pm Monthly SAFD2 Meeting, March 18, 2024: Summary - Tony's Notes below:

Prior month's meeting minutes accepted provided all technical details (slides) are included & published.

### Summary:

1. Large turn-out with more than a dozen people participating (typically no visitors)
2. Everyone interested & supported Phase 2 moving forward quickly
3. At least one individual requesting refund, as project "taking too long"
4. Confusion about when "deposits" are required (prior to start of construction) Vs when we need contracts by 04/30/24, AR1 below
5. Team working to get this project out for bids in April 2024, must PUSH, need all info to D&K asap, AR2 below
6. Phase 2 status & progress reviewed by Tony, following 4 pages, as provided @ 6:30pm meeting
7. Motion: Design @ SU148 Snedecker to return to original PASSED by 2 (Fitzgerald & Speranza) to 1 (Bruso), AR3 below
8. Motion: Contract configuration to be a single supplier PASSED by 2 (Fitzgerald & Speranza) to 1 (Bruso), AR4 below
9. **Meter Pits**, we had a good discussion & outlined SAFD2 approach, details directly below, AR3 below
  - a. Phase 2 will use same approach as Phase 1, SAFD2 will provide curb stop & water meter only
  - b. Meter pits will be provided & paid for by each Customer requiring, as part of their own Service Line installation
  - c. Meter pits are REQUIRED if: reusing an existing water line, a seasonal home, a trailer, if new installation was NOT inspected prior to "back-fill" and for all multi-unit installations (what we call "Limited Service Lines")
  - d. SAFD2 will review ordinances and update for next monthly meeting, AR5 below

### Action Required (owner):

1. Communicate eMail & FrontPage clarifying when we need contracts & deposits – SAFD2 BOD
2. List of Phase 2 deposits & parcel ID's to Tony to provide to D&K by 3/22, allow 100% design completion – Zoe
3. Feedback to D&K results of motion pertaining to Design (Snedecker > original) – Tony
4. Feedback to D&K results of motions pertaining to Contract configuration (single) - Tony
5. Define ordinance & procedural update prior to April monthly meeting, MOTION to accept – SAFD2 BOD

### **8:30am Monday 3/18 w/Chuck:**

1. Schedule: Google project status – updated during meeting, reviewed, good detailed discussion - Chuck spent 2hr on Friday...
2. ACT250 status, interpret letter – No public comments (good news), D&K working issues pertaining to 3/26 extension
3. Special conditions detail provide 3/15 eMail, feedback – reviewed details, Scott needs to include, Palmer, old gas station...work in
4. Bid status, what's req? Google sheet w/tasks? – current sheet leading there but will need more details
5. List of confirmed connections (3/15) - Zoe working DB & customers 3/20, DB working w/Cheryl -> D&K by 3/22
6. Design: Snedecker (next page), change back to "original approved", details on next page: **MOTION @ tonight's meeting (Tony )**
7. Newsletter feedback – schedule aggressive, Bond bank & funding could hold up? Amy working – SAFD2 handling OK?
8. Funding – D&K has been working w/o compensation for months, driven by issues w/easements, permits & logistics
  - a. Design – significantly overspent (actual & per VT State guidelines) BUT underspent on Legal & Easements (D&K \$)
  - b. Bid – need to figure out how to handle changes & add a line item to address a.?
  - c. Construction – need to more accurately anticipate & reflect
  - d. SAFD2 will make direct payments to Customers as defined in "special conditions", NOT D&K (3<sup>rd</sup> page down)
9. Meter Pits – originally in D&K cost estimates, assumed "project" would provide for each customer?  
SAFD2 generally puts meters in basement: new service lines that have been inspected. Exceptions a seasonal homes, trailers etc. We require customers to pay (much less)?  
Current cost estimate has a meter pit @ \$6K each (was \$3K) adding ~\$500K to project cost estimates  
SAFD2 owes D&K a clear plan.  
**Define & close with a MOTION 3/18/24**
10. Contract Strategy: Single or multiple contracts? 3/18 SAFD2 to discuss, define approach & per **MOTION: communicate w/ D&K**

## SAFD2 Phase 2 – all properties w/ a “commitment” pertaining to easement (Google DB).

Files



### Summary of Easement Commitments – Design/Build (D&K) & Business (SAFD2):

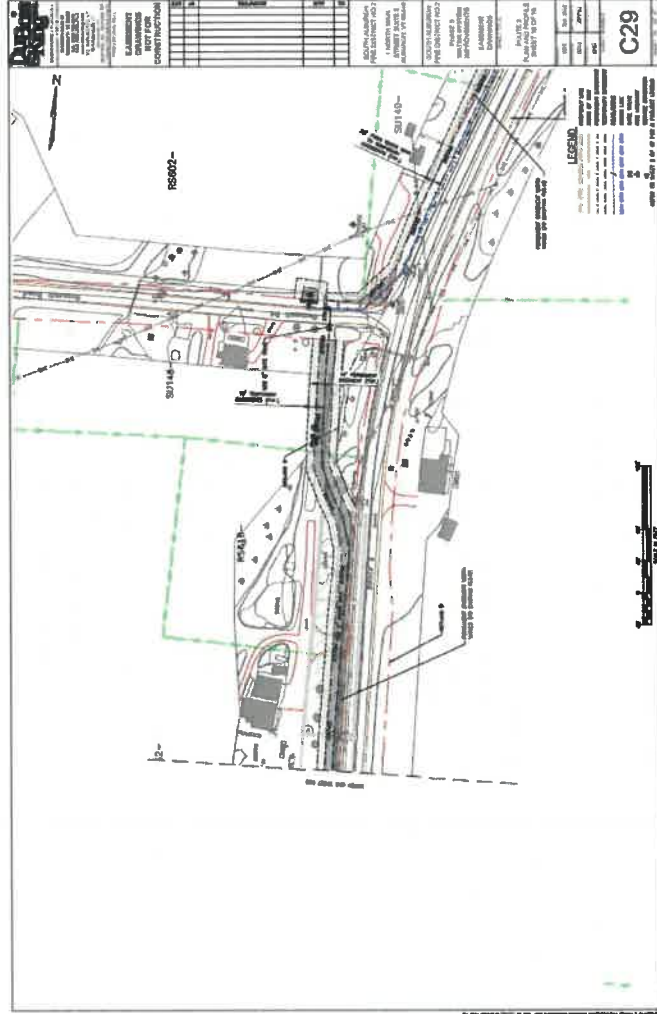
- CE004 Lantry - preserve fruit trees by moving min line into the road
- MI080 Sunset Farms - preserve trees via HDD, hook-ups to house NC & barn (2 @ NC = No Charge)
- WS293 Brusco - easement NOT available, construct mainline in road ROW (3 rods)
- WS229 Sunset Farms - locate booster station as agreed
- PF002 Carpenter - hook-up at location indicated by customer NC
- PF006 Carpenter - hook-up at location indicated by customer NC
- PF007 Powell - reduced ROW near shed & hook-up at location indicated by customer NC
- PF072A Couture - hook-up at location indicated by customer NC
- RO003 Wright - hook-up at stake/GPS location specified by customer NC
- RS512 Burbo - root preservation methods, \$1500 CASH & hook-up at location indicted by customer NC
- RS526 Goose Point - root preservation methods, \$3000 CASH, hook-up to House/Campground & under RT2 NC
- RS546 Mashtare - 2" hook-up at location indicated by customer NC
- RS602 Hutchins - \$750 CASH payment (need copy of agreement from Kristen)
- RS618 & SU132 Deyo - hook-up at location indicated by customer
- RS656 Jarvis - removed tree next to house/cut flush, locate water main as close to RT2 as possible & use caution NOT to damage foundation. \$1500 CASH payment.
- RS726, RS782 & RS784 Palmer - provide a total of 8 hook-ups NC at locations specified by customer and in addition, provide water service lines under RT2 for Burley Campground as well as lots 7 & 8 per MOU. D&K to request wholesale prices from the General Contractor for all hardware required & Palmer to reimburse SAFD2, all funds to be applied to SAFD2 Capital account, reducing actual construction cost/balance. Details in MOU.
- RS770 RL Properties LLC – note waterline under road from lake to house, do NOT disturb
- RS796 Delude - possible underground storage tank is contractor's responsibility if encountered? Well & septic shown on enclosed drawing. Removed trees if significant root damage encountered - NOT necessary to replant trees removed.
- RS802 Signor - Hook-up @ NC, no above ground features, root preservation methods, temporary easement eliminated in front of house & \$3000 CASH - see drawing.
- PF094 Bloomhart - Water & power (pump) across road to lake, next to pole near road, do NOT disturb

| A  | B   | C         | D         | E        | F                                   |
|----|---|-----------|-----------|----------|-------------------------------------|
| 1  | <b>SAFD2 Action Items</b>   |           |           |          |                                     |
| 2  |   |           |           |          |                                     |
| 3  |   |           |           |          |                                     |
| 4  |   |           |           |          |                                     |
| 5  | <b>RD Extension Request</b>   |           |           |          |                                     |
| 6  | Draft Response Letter to RD request for extension                               | 3/15/2024 | Chuck     | complete |                                     |
| 7  | Submit Extension Request Letter to RD   | 3/20/2024 | SAFD2     | complete | Substantial Completion October 2024 |
| 8  |   |           |           |          |                                     |
| 9  | <b>Service Connections in Phase II</b>  |           |           |          |                                     |
| 10 | Update List of Confirmed Connections to Phase II                                | 3/22/2024 | SAFD2     |          | Zoe waiting on it                   |
| 11 | Submit Updated List of Confirmed Connections to Rural Development               | 3/20/2024 | SAFD2     |          |                                     |
| 12 | Update Plans to show Confirmed Connections                                      | 3/22/2024 | Scott     |          |                                     |
| 13 |   |           |           |          |                                     |
| 14 |   |           |           |          |                                     |
| 15 | <b>Act 250</b>  |           |           |          |                                     |
| 16 | Act 250 Comment Period Extended for Floodways & Streams                         | 3/25/2024 | -         |          |                                     |
| 17 | Draft response to AMR Comments re: Streams & Bats & Culvert Crossings           | 3/19/2024 | Aimee     |          |                                     |
| 18 | Remove Archeology Test Pit Symbols from Plans                                   | 3/22/2024 | Scott     |          |                                     |
| 19 | Update Water Main Alignment in Sensitive Areas per Scott Dillon                 | 3/22/2024 | Scott     |          |                                     |
| 20 | Blasfing: reference state requirements in D&K blasting spec                     |           |           |          |                                     |
| 21 | State: Identify tree cutting TOY restrictions in Special Conditions             |           |           |          |                                     |
| 22 | Clearance from Culverts @ Crossings: Show min. vertical clearance in profile    |           |           |          |                                     |
| 23 |   |           |           |          |                                     |
| 24 | <b>State of Vermont</b>   |           |           |          |                                     |
| 25 | Respond to Review Comments  | 3/22/2024 | Chuck/Jon |          |                                     |
| 26 | Update Plans per State Comments   | 3/22/2024 | Scott     |          |                                     |
| 27 | Final Submission to State   | 3/29/2024 | Chuck/Jon |          |                                     |
| 28 |   |           |           |          |                                     |
| 29 | <b>Plans</b>  |           |           |          |                                     |
| 30 | Confirm Shedder Alignment   | 3/18/2024 | SAFD2     |          |                                     |
| 31 | Shedder Alignment - revise  | 3/22/2024 | Scott     |          |                                     |
| 32 | Check Poor Farm Road plans & quantities - services on opposite side of the road | 3/15/2024 | Scott     |          | Open cut the road                   |
| 33 | Confirm location of C2 Booster Building   | 3/15/2024 | Chuck     | complete |                                     |
| 34 | Decide on Revising Plans and Docs for Breakup into Smaller Contracts            | 3/18/2024 | SAFD2     |          |                                     |
| 35 | Adjust HDG HDPE Pipe Diameters  | 3/15/2024 | Scott     |          |                                     |
| 36 | Easement Coordination Details - to be included in the Special Conditions        | 3/15/2024 | SAFD2     | complete |                                     |
| 37 | Coordinate Number of Meter Boxes Required, and Radio Read Details               | 3/18/2024 | SAFD2     |          |                                     |
| 38 | Define Meter Pit Plan of Action   | 3/18/2024 | SAFD2     |          |                                     |
| 39 | Review Buried Telephone Conduit details with Comcast Representative             |           | Chuck     |          |                                     |
| 40 |   |           |           |          |                                     |
| 41 | <b>Rural Development</b>  |           |           |          |                                     |
| 42 | Respond to Review Comments  | 3/22/2024 | Chuck/Jon |          |                                     |
| 43 | Update Plans per RD Comments  | 3/22/2024 | Scott     |          |                                     |
| 44 | Final Submission to RD  | 3/29/2024 | Chuck/Jon |          |                                     |
| 45 | <b>Funding</b>  |           |           |          |                                     |
| 46 | Continue Coordination with Amy Galford  | ongoing   | SAFD2     |          | July to continue coordination       |
| 47 |   |           |           |          |                                     |
| 48 | <b>Step III Engineering Services Agreement</b>                                  |           |           |          |                                     |
| 49 | Prepare and Submit Draft Engineering Services Agreement                         | 4/5/2024  | Chuck/Jon |          |                                     |
| 50 | Include Revising Plans for Breakup into Smaller Contracts?                      | 3/18/2024 | SAFD2     |          |                                     |
| 51 | <b>Pre-Bid Coordination</b>   |           |           |          |                                     |
| 52 | Coordinate DBE Notification with Nate Shaffer (State construction eng)          | 3/15/2024 | Chuck     |          |                                     |

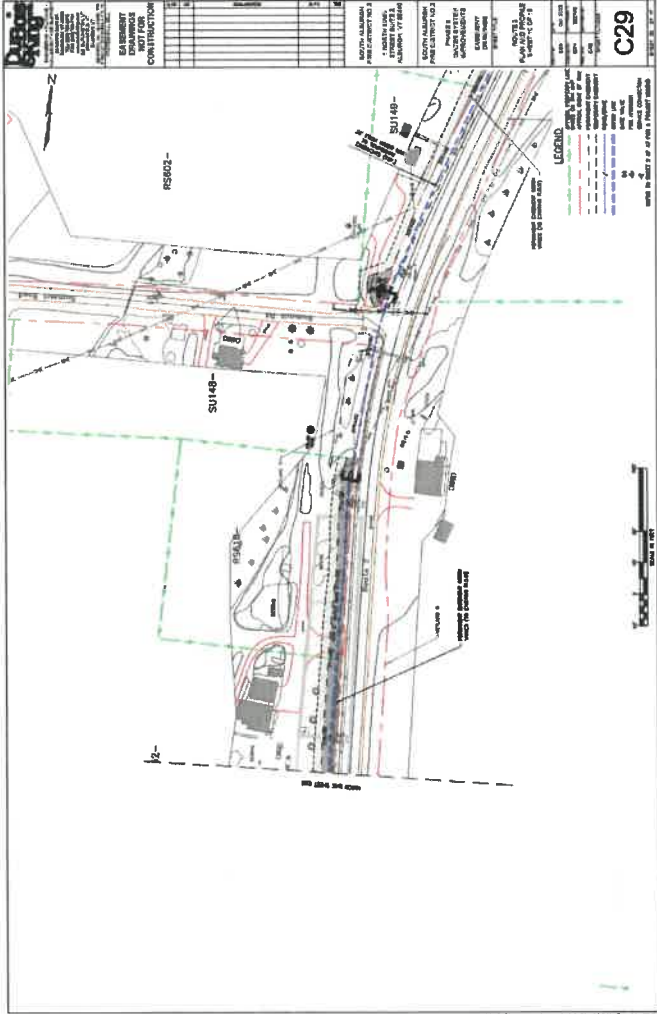
**SU148 – Sneiderker Status:**

1. Original design (A. below) reviewed by Team w/Russ then submitted & approved by Alburgh Select Board, 7/28/21
  2. This property owner refused to sign his easement for **A. Original Design** (open cut road & follow old railroad bed)
  3. SAFD2 passed an ordinance on 6/19/23 charging "refusing" property owners 75% of construction **Cost Estimate (C. below)**
  4. SAFD2 requested 10/19/23 D&K change to **B. Redesign** to allow project to move forward (90% design) with permit approval
  5. Early 2024 Sneiderker signed an easement allowing for construction to original plans (w/attorney in Burlington)
  6. SAFD2 agreed to try & build to original plans & provide SU148 a "no cost hook-up" provided: savings & no impact to schedule
  7. Since we have permit amendments to make, we believe we could revert to original design (save \$ w/o schedule impact)
  8. Since the original plans were approved, there is no reason to re-request permission from Town to use original design
  9. **MOTION: I propose SAFD2 request D&K make change back to original alignment (A. below)**
- Tony Speranza 802-598-7160

**A. Original Design (w/easement)**



**B. Redesign (w/o easement)**



**C. Cost estimate difference for SU148**

|    |   |            |                              |                         |
|----|---|------------|------------------------------|-------------------------|
| 23 | Following have <b>REFUSED</b> to work w/SAFD2 & provide legally entitled Easement & will be assesses "Special Connectin Fee": | Issues     | Cost Difference (\$2500 Eng. | Special Connection Fees |
| 24 | Parcel ID   | Owner      | Unstable, septic & \$\$\$    | \$39,200.00             |
| 25 | SU148   | Sneiderker |                              | \$29,400.00             |