

CANAAN FIRE DISTRICT #1

MONTHLY MEETING

MINUTES

July 17, 2019

1. OPEN MEETING – The July 17, 2019 Canaan Fire District #1 monthly meeting was opened by Chairman Jeff Richards at 5:30PM. Those present: Jeff Richards, Norman Labrecque, Jeremy Labrecque, Noreen Labrecque, April Busfield, Dave Ceppetelli and Real Mathieu.
2. APPROVE MINUTES – July 2, 2019 – On a motion by Norman and seconded by Jeremy the July 2, 2019 Special Fire District #1 Meeting minutes were approved unanimously.
3. REPORT FROM OPERATOR - April reported that she and Noreen have sent the list of meter replacements to New England Backflow.
4. TATA AND HOWARD REPORT
 - A. UPDATE ON PROJECTS
 - B. REVIEW AND EXECUTE PROJECT DOCUMENTS
 - FY17 Project – Water main replacement**

Documents: **Contractor’s Application No.4** – Courtland Construction - \$3,000.00 – On a motion by Jeff and seconded by Jeremy and approved unanimously, Jeff executed the document.

Certificate of Final Completion of Work supplement to RUS Bulletin 1780-13 and to RD Instruction 1942-A, Guide 19 – Courtland Construction - Motion was made by Jeff, seconded by Norman and approved unanimously. Jeff executed the document.

Monthly Project Report and Reimbursement Request No. 15 - \$1, 855.35 for Tata and Howard and \$3,000.00 for Courtland Construction. Motion was made by Jeremy and seconded by Norman and approved unanimously. Jeff executed the document.

Dave explained that the tie sheets, submittals, etc. from Courtland will be presented to board at next month’s meeting which will finalize this project.

Contract 4 – Water Treatment Facility Project

At this time Jeremy Labrecque recused himself from any vote due to his association with the project as a sub- contractor.

Certificate of Substantial Completion - Dated June 11, 2019 – Daniel Hebert, Inc. – Motion was made by Norman and seconded by Jeff to execute the document. Jeff executed.

Change Order #3 – Time extension due to flooding, equipment delays, Holiday shutdown. Additional 47 days to contract time – The board discussed the delay in executing this Change Order. Dave stated that he thought it was approved at a prior meeting but never executed. Jeremy checked the minutes and found that Gary had brought it to the board in December 2018 and there was a mix up concerning the time extension request by DL Hebert, Inc.

which had been resolved but no Change Order was presented at that time. Motion was made by Jeff and seconded by Norman to approve and execute Change Order #3. Document was executed.

Change Order No. 4 – Was executed at the June 19th meeting but just authorized by the Contractor on July 17, 2019.

Change Order No. 5 – Reservoir Road Abandonment – Increase \$2,416.60 – Motion was made by Jeff and seconded by Norman, approved and executed.

Certificate of Final Completion of work Supplement to RUS Bulletin 1780-13 and to RD Instruction 1942-A, Guide 19. – Daniel Hebert Inc. - Motion was made by Norman and seconded by Jeff. This was approved and executed.

Contractor's Application for Payment No. 10 - \$97,858.98 – Motion was made by Jeff and seconded by Norman to execute the document. This was approved and executed.

Monthly Project Report and Reimbursement Request - \$133,925.81- This includes the purchase of the water meters by the District from NE Backflow in the amount of \$31,875.00 along with Final payment to DL Hebert, Inc., \$97,858.98 and Tata and Howard \$4,191.83. Motion was made by Jeff and seconded by Norman. Approved and executed.

The MPBR #37 showed a balance to finish of \$9,234.19. Dave explained that Tata and Howard will be submitting an amendment for the \$5,135.62 under the C4 Construction Inspection. That amount will be moved to the C4 Construction Engineering line to cover extra administration engineering because the original timeline for the project was 8 months and it actually took 20 months. The board suggested that it would be good if the Balance to Finish funds (\$9,234.19) could all be used for additional water meters. Dave stated that he will be sending the amendment to Jon Harries. On a motion by Jeff and seconded by Norman the board voted to reserve their approval on the amendment until USDA has had a chance to review.

Dave stated that he had received a few comments back from Heather Collins from Vermont Water Supply with regards to the O&M manual which he is working on. April asked if Dave had contacted Tim Raymond with regard to the sampling which Gary Leach had resolved. Dave stated that he had not had time. April asked once again that he reach out to Tim.

5. OLD/OTHER BUSINESS

- A. Need to meet July 25th at 5:30PM to execute Loan Closing Documents – Board agreed to this. Dave stated that Paul Whitmore of NE Backflow could possibly meet that same time for their Contractor's Meeting. Dave will try to coordinate this.
- B. Real Mathieu was in to complain about the lawns on Nathan Street. He stated that the only thing growing are ferns. And he stated that he has been collecting rocks ever since lawns were seeded and mulched. The board explained that they were discussing this issue and were working on a solution. While exiting Mr. Mathieu stated that they better come up with some good growing grass before their next meeting or he will be back and he wouldn't be as nice.

6. ADJOURN MEETING – Chairman Jeff Richards adjourned the July 17, 2019 Fire District #1 Monthly meeting at 6:45PM.