

CANAAN FIRE DISTRICT #1

MONTHLY MEETING

MINUTES

May 15, 2019

1. OPEN MEETING – The May 15, 2019 Canaan Fire District #1 monthly meeting was opened at 5:35PM by Chairman Jeff Richards. Those present: Jeff Richards, Norman Labrecque, Jeremy Labrecque, Noreen Labrecque, April Busfield, Kevin McKinnon and Dave Ceppetelli.
2. APPROVE MINUTES – April 17, 2019 - On a motion by Norman and seconded by Jeff the April 17, 2019 meeting minutes were approved by the board.
3. REPORT FROM OPERATOR – No report
4. REVIEW BUDGET STATUS – Board reviewed the current budget status for the District and discussed the overages.
5. REVIEW PROJECT BUDGETS – The board discussed the \$31,000 bill from VT Elect. Coop that has not been resolved. Noreen reached out to Chris Hebert to get clarification on what has been reimbursed back to DHI on this. Chris answered that the District has reimbursed only \$3,000 of the \$31,000 that DHI has sent to VT Elect. Coop. Worst case scenario is that the project will need to pay DHI for the remainder of that bill (\$28,000). This will leave less to be used towards the meter project. The meter project is still an unknown since we won't have any proposals to review until after May 31st. The board has concerns that with such a late date getting this started the price will be reflected in the proposals for the water meter project.

The board also discussed the misunderstanding between Tata and Howard and Misty Sinsigalli (USDA) which prompted an Addendum from Tata and Howard to be sent out to all potential bidders.

6. TATA AND HOWARD REPORT
 - A. UPDATE ON PROJECTS – Dave reported that the water main on Nathan Street has been installed. Courtland Const. will tie into the individual services next week. The site work on the Water Treatment Project will be completed by the end of June as well as the water main disconnect on Reservoir Road.
 - B. REVIEW AND EXECUTE PROJECT DOCUMENTS – Dave had a Monthly Project Report for FY17 project in the amount of \$1,710.00 and one for Water System Improvement in the amount

of \$477.09. Both requests are for engineering. Motion was made by Jeremy and seconded by Norman to approve and execute both documents. Chairman Jeff Richards executed.

- C. EXTENSION ON CONTRACT 4 FUNDING – USDA – Dave will send out a second addendum to the potential bidders stating that they will have 120-140 days to complete the meter project, correcting the above mentioned misunderstanding. A suggestion was made that perhaps the meter reader and software be purchased with the remainder of the 2014 Project funds and other materials if needed to meet the August 31, 2019 deadline set by USDA. Dave stated that could be a condition of the contract with the winning bidder.

7. OLD/OTHER BUSINESS – No action

8. ADJOURN MEETING – On a motion by Norman, Chairman Jeff Richards adjourned the May 15, 2019 monthly meeting at 6:30PM.