

**Canaan Fire District #2  
Monthly Meeting  
Minutes  
December 5, 2018**

1. OPEN MEETING: The December 5, 2018 Canaan Fire District #2 monthly meeting opened at 5:30 p.m. by Chairman Tony Wheeler. Those present: Tony Wheeler, Jody Riley, Gregory Noyes and Diana Rancourt (FD#2) Later joined via telephone by April Busfield (Operator) to discuss 2019 budgets.
2. APPROVE MINUTES: On a motion by Tony Wheeler and seconded by Jody Riley, the October 17, 2018 Canaan Fire District #2 meeting minutes were approved.
3. ADDITIONS/DELETIONS: None
4. REPORT FROM OPERATOR: Operator not present. Diana shared photos of the electrical box that needs to be replaced. April received a quote for approximately \$10,000 to replace the box. On a motion by Tony Wheeler and seconded by Jody Riley the board approved the purchase of a new electrical box using Capital Reserve money to cover the cost.
5. NEW BUSINESS:  
Tata & Howard –

**FOR CFD#2 #4702:**

1. Execute:
  - a. **Contractor's Application for Payment #2 \$1,688.75– Wells Excavators**  
On a motion by Greg and seconded by Jody the board unanimously approved and executed the Contractor's Application for Payment#2.

**FOR CFD#2 #3529 – Water Main Loops**

1. Execute:
  - a. **Change Order #1 – Time Extension**  
On a motion by Jody and seconded by Greg the board unanimously approved and executed Change Order #1 to provide time extension for final completion to complete minor paving.
  - b. **Certificate of Substantial Completion**  
The board members reviewed the document. Motion was made by Greg and seconded by Jody to approve and execute.
  - c. **Certificate of Final Completion**  
The board members reviewed the document. Motion was made by Jody and seconded by Greg to approve and execute.

**FOR CFD#2 – Telemetry**

1. Execute:
  - a. **Certificate of Final Completion**  
The board members reviewed the document. Motion was made by Jody and seconded by Greg to approve and execute.
  - b. **Certificate of Substantial Completion**  
The board members reviewed the document. Motion was made by Jody and seconded by Greg to approve and execute.
  - c. **Change Order #2 – Extension of Final Completion Date**  
On a motion by Jody and seconded by Greg the board unanimously approved and executed Change Order #1 to extend contract times due to coordination with subcontractors by Owner to complete relocated tower for CFD#2 Water Storage Tank.

FOR CFD#2 – WMR

1. Execute

a. **MBR#23**

After reviewing the Monthly Project Report and Reimbursement Request a motion was made by Jody and seconded by Greg to execute MBR#23. Balance of \$2,138.28 can be used for meter reader equipment. Tata & Howard coordinating approval with USDA.

6. OLD/OTHER BUSINESS:

a. Budgets – Budgets were reviewed and will meet again on January 2, 2019 at 6:00 pm.

b. Meeting December 19 – meeting cancelled

c. Sign Warrants – Warrants were signed

AP – 12/4/18	\$2785.07
PR – 12/4/18	\$900.00
AP – 11/20/18	\$236.89

The board signed the 2019 Warning for the Annual Meeting.

In 2019 the Fire District #2 will meet every other month at 6 pm.

Levis Boutin – Disconnection fee – Since it was an emergency will not be charged the \$30.00 fee.

7. ADJOURN MEETING: On a motion by Greg, Chairman Tony Wheeler adjourned the December 5, 2018 Canaan Fire District #2 monthly meeting at 6:30 p.m.