

Canaan Fire District #2
Monthly Meeting
Minutes
November 15, 2017

1. OPEN MEETING: The November 15, 2017 Canaan Fire District #2 monthly meeting opened at 6:05 p.m. Those present: Tony Wheeler, Jody Riley and Diana Rancourt (FD#2) April Busfield (Operator) and Noreen Labrecque (FD#1) and David Ceppetelli (Tata & Howard).
2. APPROVE MINUTES: On a motion by Jody Riley and seconded by Tony Wheeler, the October 18, 2017 Canaan Fire District #2 meeting minutes were approved.
3. REPORT FROM OPERATOR: April is working with Frank Ounan regarding the water leak. Might have to cut sidewalk to fix leak. Haven't determined what the issue is. April reported that the State did an onsite inspection (sanitary survey) of the public water system. Dave will email them a copy of the O&M Manual.
4. NEW BUSINESS
 - a. Tata & Howard – Notice of Contract Award to Wells Excavators. Dave reported that the Notice of Award for Bidder Wells Excavators still shows the full contract price of \$57,202.00 but Tata and Howard will execute a deductive change order reflecting the reduced scope of work for the Beecher Falls Connection only, to \$9,525. USDA concurs with the Notice of Contract Award. On a motion by Tony and seconded by Jody the Notice of Award was approved unanimously and executed.
 - b. Agreement between Owner and Contractor – On a motion by Tony and seconded by Jody the Agreement between Owner and Contractor was approved unanimously and executed. Contractor Jim Wells will sign and will email to Tata and Howard. Dave will check to see if our attorney needs to review. Work will be done the week of November 27th.
 - c. Dave went over plans and details of the Telemetry system. Bids will be going out to do the Telemetry system. Dave will check if the telemetry system could run off solar system. He is hoping that the telemetry system project will be done this winter if weather permits.
 - d. The #13 Monthly Project Report and Reimbursement Request were reviewed and executed. The total requested for this month was \$6993.00. Board reviewed the documents and approved execution. Chairman Tony Wheeler signed.
5. OLD BUSINESS
 - a. Hangers – Replaced broken one, will fix other hanger at some point, if approved by board.
 - b. Weston & Sampson – Diana distributed copies of the Well & Pump Inspection results. The board watched both pre and post-cleaning videos.
6. OTHER BUSINESS
 - a. Conflict of Interest Policy – On a motion by Jody and seconded by Tony the Conflict of Interest Policy was approved and adopted unanimously by the Prudential Committee of Canaan Fire District #2.
 - b. Hydrants – April reported that the winterizing of the hydrants will be done tomorrow.
 - c. Sign Warning – On a motion by Jody and seconded by Tony the Warning for the Annual Meeting was approved and signed. Diana will have Greg sign.
 - d. Budgets – meeting – The board will meet on December 6th at 6 p.m. to set 2017 budgets, will also hold their monthly meeting that day instead of December 20th.
7. ADJOURN MEETING – On a motion by Tony Wheeler and seconded by Jody Riley the November 15, 2017 meeting adjourned at 6:55 p.m.