

FIRE DISTRICT #1 MONTHLY MEETING

MINUTES

November 20, 2019

1. OPEN MEETING – The November 20, 2019 Fire District #2 Monthly Meeting was opened by Chairman Jeff Richards at 5:32PM. Those present: Jeff Richards, Jeremy Labrecque, Norman Labrecque, Noreen Labrecque, April Busfield, Dave Ceppetelli (Tata and Howard), Paul Whittermore (NE Backflow), Dillon Begin and Raelene Begin.
2. APPROVE MINUTES - October 16, 2019 – Motion was made by Jeremy and seconded by Norman to approve the October 16, 2019 meeting minutes. Motion carried in the affirmative.
3. ADDITIONS/DELETIONS – no action
4. REPORT FROM OPERATOR – April reported on the water leaks in town – 50 Cook Street (not fixed yet), 100 Cook Street (repaired) 136 School Street (repaired) and the Coos County Nursing Home (repaired). She also reported the flushing hydrant in the Riverside Mobile Home Park has been run into by a vehicle and needs to be repaired. This will probably be done in the spring as it is a flushing hydrant and not needed for fire protection. She stated that earlier this fall Brian shut off all the flushing hydrants to avoid the mishap that Stewartstown had last winter. The board suggested that since the hydrant in the MHP is in such a vulnerable spot that a couple bollards be placed around it. They will review this when working on the budget.
5. PROJECT UPDATES –
 - A. Review NE Backflow, Inc. PayApp#4 and MBR-19. – Both documents \$14,807.21. Motion was made by Jeremy and seconded by Norman to execute the documents. Chairman Jeff Richards executed.
 - B. Review remaining budget and schedule to complete – Dave reviewed the remaining funds available to complete the project with the board.
 - C. Confirm training schedule of meter reading system – Noreen stated that Peter from Ti-Sales was in today to install the Trimble in the computer system and give us all training. The install did not go as smoothly as expected. Brian and April also had training on using the handheld device in the field.
6. OLD/OTHER BUSINESS –
 - A. Begin response letter – The board reviewed and approved.
 - B. Problem with system when there is an outage – Noreen expressed some concerns about all the systems being electronically controlled and used the recent power outage as an example of possible problems. The board resolved that written procedures need to be implemented for all operators to follow during power outages. They will consider the use of generators after the written procedures have been tested.

- C. Discuss continuing with meter installs outside of FY17 Project – The board agreed that they would prefer to have all meters installed this coming year instead of over the next three to five years. They discussed with Paul Whittermore if it would be possible for his company to complete the installs the summer of 2020. He agreed they could complete the installs. They will use Capital Reserve funds to complete the project. Motion was made by Jeremy and seconded by Norman to use \$25,000 of Capital Reserve funds to complete the meter installs for all users in the district. Motion was carried in the affirmative.
 - D. Set up time to work on 2020 Budget – December 7th, 2019 at 3:00PM.
 - E. Sign warning week of December 11th – info only
7. Other business - Dillon and Raelene Begin were in to discuss the installation of meter pits in their Mobile Home Park. After reading the board's response letter Raelene explained that in talking to the State of Vermont they were informed that because they are not a "Utility" it would not be legal for them to bill the mobile home residents for Sewer and Water, only the Fire District and the Town who are the owners of the Water and Sewer utilities is able to bill specifically for the utilities. The State recommended a couple of choices on how they could bill in the rent they collect but the Begin's would like the individual residents to pay for their own usage. The board asked the Begin's to submit their plan in writing to the board and they will consider. Dillon stated that they would not be installing the meter pits until the ground thaws in the spring but would like to take advantage of the price they were quoted for the meter pits before a price increase and would appreciate a decision from the board soon.
8. ADJOURN MEETING - Motion was made by Jeremy and seconded by Norman to adjourn the November 20, 2019 Fire District #1 monthly meeting. Chairman Jeff Richards adjourned the meeting at 7:00PM.