

CANAAN FIRE DISTRICT #1

MONTHLY MEETING

MINUTES

NOVEMBER 15, 2017

1. OPEN MEETING – The Canaan Fire District #1 monthly meeting opened at 7:03 PM. Those present: Jefferey Richards, Jeremy Labrecque (via conference call), Noreen Labrecque, April Busfield, David Ceppetelli.
2. APPROVE MINUTES – OCTOBER 18, 2017 – On a motion by Jeremy and seconded by Jeff the October 18, 2017 meeting minutes were approved as written.
3. ADDITIONS/DELETIONS - NONE
4. REPORT FROM OPERATOR –
 - A. April reported that she and Brian flushed the hydrants in October and will try to do one more time before the winter sets in.
 - B. The meter for the springs seems to be malfunctioning. It normally reads 20,000 gpd and it only read 2000 on Monday. She and Brian will investigate the problem and clean out the meter.
 - C. April was informed by Tata and Howard this week that the district needs to purchase a new 3 inch meter for the West Stewartstown meter house. That meter is malfunctioning. The cost of the meter is \$1,060.44. On a motion by Jeff and seconded by Jeremy the board approved the purchase of the 3 inch meter.
5. TATA & HOWARD – project reports
 - A. Dave presented the district with a PDF and well as a paper copy of the Record Drawings for Contract #1.
 - B. The following documents were approved by the board to have Chairman Norman Labrecque execute tomorrow.

On a motion by Jeremy and seconded by Jeff, Change Order #3, reducing the original bid from Gosselin of \$758,750.00 to \$660,259.62 (a reduction of \$20,573.50) was reviewed and approved by the board.

On a motion by Jeffery and seconded by Jeremy the Contractor's Pay Application of \$31,670.53 was approved by the board after reviewing.

On a motion by Jeremy and seconded by Jeff the Certificate of Final Completion for Project #3 was approved by the board.

On a motion by Jeff and seconded by Jeremy the MBR #17 in the amount of \$46,162.84 was approved by the board.

Noreen will email the signature pages to Dave once they have been signed by Norman and mail the entire documents and duplicates to Dave.
 - C. Contract #4 – Filtration System – Tata and Howard have completed the design modifications discussed at their meeting with the State Water Supply and they will be sending them to the

- state for approval. The State has assured that if they received the designs soon they will get them back to Tata and Howard before the end of December. The plan is to go out to bid on this in January or February 2019.
- D. FY17 Water System Improvements – Request for Proposals will go out on Monday, November 20, 2017 for the telemetry system. USDA is requiring three proposals. Because EII did the programming for the WWTF it is important that they do the programming for this as well. The board felt that it is in the best interest of all entities in town to select the same contractor for FD#1, FD#2 and Waste Water since these will all be connected to the same system.
 - E. At the Contractor’s meeting that afternoon John Gobeil asked if we were going to put water in the storage tank for the winter. Dave stated that he had consulted with their office and they all agreed that it is best to leave the storage tank empty for the winter while it is not in use. Both Jeremy and Jeff agreed that leaving it empty made more sense than having it partially filled for the winter months. The board did ask April to contact John to find out why the concrete contractor thought otherwise.
6. NEW BUSINESS
- A. Sign Warning for Annual meeting – will sign at a later date.
 - B. Set up time to review and set the 2018 budget – Sunday, November 19th, 2017 at 3:00PM
7. OTHER/OLD BUSINESS
- A. CONFLICT OF INTEREST POLICY – This policy was signed.
8. ADJOURN MEETING – On a motion by Jeff the November 15, 2017 Fire District #1 monthly meeting adjourned at 8:00PM.