

**CANAAN FIRE DISTRICT #1**

**MONTHLY MEETING**

**MINUTES**

**OCTOBER 18, 2017**

1. OPEN MEETING – The October 18, 2017 Canaan Fire District #1 monthly meeting was opened at 7:03PM by Chairman Norman Labrecque. Those present: Norman Labrecque, Jeffery Richards, Noreen Labrecque, Dave Ceppetelli, April Busfield.
2. APPROVE MINUTES – SEPTEMBER 20, 2017 – on a motion by Norman and seconded by Jeff the September 20, 2017 monthly meeting minutes were approved.
3. ADDITIONS/DELETIONS – no action
4. TATA & HOWARD –
  - a. project reports – Dave Ceppetelli presented the board with the following documents to be executed:

Monthly Budget Report #16 in the amount of \$140930.13. Board reviewed and on a motion by Jeff and seconded by Norman the MBR #16 was signed.

Contract 3 Owner/Engineer Agreement Amendment #12, an increase of \$9,075.00 for additional engineering. Board reviewed the Owner/Engineer Agreement Amendment #12 and on a motion by Jeff and seconded by Norman was approved and signed.

Change Order No. 2 (Contract 3), an increase of \$4,504.12. Board reviewed and on a motion by Jeff and seconded by Norman the CO No. 2 was signed.

Contractor's Pay Request No. 5 in the amount of \$114,483.72. Board reviewed and on a motion by Jeff and seconded by Norman the Pay Request No. 5 was signed.

Certificate of Substantial Completion – Dave explained that an inspection was done in the afternoon with the Contractor, himself, Stan Welch, Noreen and April. All but 4 items on the Punch list for Final Completion have been completed with November 21<sup>st</sup> as Final Completion date those four items will be completed. On a motion by Jeff and seconded by Norman the Certification of Substantial Completion was signed.
  - b. Approve and Sign Loan Resolution - On a motion by Jeff and seconded by Norman the Loan Resolution for USDA was approved and signed.
  - c. Dave reported that the specs are completed for the telemetry system and they are hoping to go to bid with the telemetry for FD#1 and FD#2 in 2-3 weeks. Nothing new on Contract 1 or 2. Contract #3, hoping to get the new tank online as well as abandoning old tank – hopefully by December. Dave suggested notification to the users of increased pressure, once the new tank is online. April stated that she will be speaking to Patrick Smart about her plan for abandoning the old tank on Friday. She will let Dave know the outcome of that conversation. Contract#4 – The design for the Treatment Plant is completed. They need to

send the plans to the State for approval and hopefully go out to bid in February or March 2018.

5. REPORT FROM OPERATOR – April reported that it appears that the meter for Stewartstown may be failing. She was only getting a little over 10,000 gallon reading per day and before it was closer to 45,000 GPD. She has a rep from Ferguson coming up next week and she will have him check the meter.
6. NEW BUSINESS - None
7. OTHER/OLD BUSINESS
  - A. Rules and Regulations - Noreen told the board that the auditors recommended a Conflict of Interest Policy be adopted. The board will review and discuss at the next meeting.
  - B. Culverts – Canaan Border Riders used them all – Noreen explained that the Canaan Border Riders took all the culverts that the Fire District had available. She had told them that they could have a few because other people had inquired about purchasing them. The board ordered Noreen to bill the Border Riders \$125.00 a piece for the 8 culverts they helped themselves to.
8. ADJOURN MEETING – On a motion by Jeff the October 18, 2017 Canaan Fire District #1 monthly meeting adjourned at 8:00 AM.