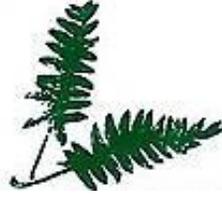


Dorset Fire District # 1



Mailing Address:

PO Box 341
Dorset, VT 05251

Physical Address:

Dorset Town Offices
112 Mad Tom Road
East Dorset, VT 05253

Fire District Bookkeeper

Phone: 802-362-4571

Fax: 802-362-5156

Email: dorsetfire341@comcast.net

=====Chartered 1911=====

Prudential Committee Meeting

March 13, 2017

Present: Ben Weiss, Chair, Abbott de Rahm, Mark Putnam, Jim McGinnis (Water Operator), Shawn Hazelton (Fire Chief), Rob Gaiotti (Town Manager), Greg Kepler (Kepler Engineering)

Absent: Milt McWayne, Roger Squire

Others Present: Justine Cook

Approval of February Minutes

B. Weiss noted that he had \$9,135 listed for the Fire Budget Utilities line item. M. Putnam moved and A. de Rham seconded to approve the February 13, 2017 minutes as amended. Motion carried 3-0.

Fire and Water Financials (Gaiotti)

R. Gaiotti reviewed the financial reports giving the balances for the water and fire bank accounts; status of accounts payables and delinquent taxes. Work has started on the 2016 audit by Mudgett and the auditor is researching possible delinquent taxes due from previous years and insurance payment adjustments between the fire and water accounts. The breakdown of insurance payments between the fire and water departments was split 75%-25% starting in the 90's. A. de Rham asked that a breakdown from Burns Insurance be requested. R. Gaiotti explained that a Collateral Agreement with the Berkshire Bank needs to be signed and presented the document. The auditor has also requested a list of capital assets which R. Gaiotti is working on. A. de Rham moved and M. Putnam seconded to approve the financial report as presented. Motion carried 3-0.

Water Operator's Report (McGinnis)

J. McGinnis reported that the leaking elbow on reservoir overflow system has been repaired by Rob Leary. The plastic covers over the building vents became unsecured during high winds triggering the water level float system to freeze causing water not to flow into the reservoir. J. McGinnis did get the reservoir up to the proper level, but the pipes did not unfreeze until March 6th. A. de Rham suggested using sheet metal and Styrofoam gaskets to be screwed in place

instead of plastic sheeting over the vents. J. McGinnis suggested upgrading the heater. B. Weiss asked that this job be placed on the water projects list. J. McGinnis said that system mapping is 40% done and suggested extending the grant deadlines. B. Weiss asked about the sanitary survey and chlorination reports and J. McGinnis responded that he is handling both items. A. de Rham moved and M. Putname seconded to approve the Water Operator's report as presented. Motion carried 3-0.

Fire Chief's Report (Hazelton)

S. Hazelton read his fire call list which included six events. Discussion with John Zicconi of the Vermont State Department of Transportation, homeowner and engineer was held to express any concerns as a fire department regarding a helipad to be installed in Dorset Hollow. S. Hazelton noted the only concern expressed was about fuel and helicopter storage which will not be done on premises. The helipad can be a benefit for medical flights. A. de Rham said that it was important to check about road access for ambulances. R. Gaiotti responded that there is a driveway to the helipad location. M. Putnam moved and A de Rham seconded to approve the Fire Chief's report as presented. Motion carried 3-0.

Water Projects Committee Report (Weiss, Kepler)

- Feasibility of well on Cooper/Chapman property ~ G. Kepler noted that the map gives preliminary assessment of a well and isolation criteria for the property. Discussion ensued regarding easements, location of pumps/well and having a cost breakdown for all the different sites considered in order to show the expense of the other locations. The Board should have a strategy in place before requesting the easements. A. de Rham noted that the goal for the new well should be more than 25 GPM. G. Kepler commented that work has not continued on the Page property as there is not a lot of area for setbacks, but it can be pursued further if necessary.
- Data Logger at Reservoir (metering of total consumption) ~ Discussion of data logger installation included accessibility, location, easements or right-of-ways, homeowner permission (if necessary) and size. G. Kepler noted that the next step is to look at equipment and that the concept has been sent to Patrick Smart.
- Status of Planning Loan Application ~ Copies of the loan application were given to the Board members. A. de Rham reviewed the form with the Board mentioning scope of services for permitting the well at location chosen, approval of source, preliminary engineering report, connections to system, testing and drilling. R. Gaiotti asked if a contingency amount was included and G. Kepler responded not yet, the contingency amount is geared toward construction. A. de Rham felt the contingency amount should be included now as there may be expenses to get to the site. B. Weiss stated that the committee would continue to fill in the application and G. Kepler will contact Ashley Lucht about the contingency amount.

Fire Department Committee Report (McWayne, Putnam, Hazelton)

- Plan to Coordinate New Equipment Purchases with EDFD ~ S. Hazelton stated that the East Dorset Fire Department has already ordered their equipment for the year and will be replacing all their air packs in the next

couple of years. A. de Rham asked if compatible equipment can be ordered by Dorset and S. Hazelton responded no because of the shield valve size of the air tanks. The two departments will get together for next year's purchases to see if they can get better deals. Discussion ensued regarding hose adapter sizes and coordination of hose purchases. Also talked about was the repair of trucks on each side with Dorset using KME which is expensive. S. Hazelton felt that he could work well with H. Towsley to improve the purchasing of equipment. R. Gaiotti noted that it is a struggle to recruit new firefighters and the recruitment effort is tied into retention money. B. Weiss expressed that the two fire departments owe it to the taxpayers to function together. R. Gaiotti stated that a lot can be done if the departments work together and they pull back on truck purchases to put back into firefighter retention on both sides. A de Rham mentioned that a concerted effort needs to be made to raise the fire departments visibility and support.

- Fire House Alarm Systems in Both Firehouses ~ Research is still being done to try to locate an electrician interested in installation of the fire alarm systems.

Fire Budget

A. de Rham moved and M. Putnam seconded to approve the Fire Department budget as presented with the suggested changes from last month ~ total FY17-18 budget amount is set at \$179,888. Motion carried 3-0.

Water Budget and Fixture Rates

It was noted that the revenues do not match the expenditures and A. de Rham noted that you cannot vote in an unbalanced budget without a surplus from the previous year. There is also a deficit from FY16-17. Discussion ensued regarding commercial water rates which are under billed with A. de Rham asking for time so that he can present the relative usage between residential and commercial properties based on gallons. The Board members discussed the fixture rate amounts, the census, defining what a commercial establishment is, bylaw changes, and passing a water budget tonight. B. Weiss felt strongly that something was needed in writing as to what determines a commercial entity and an attorney has been engaged to give a definition. A. de Rham suggested defining commercial as "not residential." A. de Rham moved and M. Putnam seconded to approve the FY17-18 water budget as presented at \$117,448 with the amendment that the revenue side be an equal number. Motion carried 3-0.

Old Business

- Status of Pending Bylaw change ~ there has been no response from the attorney
- 911 Signs ~ A. de Rham suggested using a green T-stake fence post with numbers on it for the highest participation from residents. S. Hazelton recommended sending letters to residents along with the tax bill informing them that they were adding \$8 to their tax bill for reflective signs to be ordered for their residence. R. Gaiotti thought that informational pieces should be done first to educate the residents about these signs.

- McGinnis to Provide de Rham with Operations Manual ~ J. McGinnis will provide the schematics for the flow system to A. de Rham. A. de Rham is still looking to get updated operations manual and cut sheets of all equipment.

New Business

- Calfee Permit ~ Discussion covered connection limitations, waiting for supplemental water to be operational, connection of a two bedroom house and area above garage/workshop. J. McGinnis noted that the connection for the Barber location is still there, but just turned off and that they cannot guarantee the increase to 700 gallons per day. G. Kepler said that Calfee needs the letter for his State permit. A. de Rham reviewed Article 14 of the bylaws. A. de Rham moved and M. Putnam seconded to approve the 140 gallons per day net increase on the two Calfee connections. Motion carried 3-0.
- Online Banking ~ A. de Rham moved and M. Putnam seconded to approve opening an online Berkshire Bank account for checking balances only. Motion carried 3-0.

The Board entered Executive Session at 10:00 p.m. and ended the session at 10:20 p.m. No action was taken in Executive Session. M. Putnam moved and A. de Rham seconded to adjourn the meeting at 10:25 p.m.

Respectfully submitted,

Nancy Aversano