

Dorset Fire District #1
Prudential Committee Meeting
July 11, 2016

Members Present: Ben Weiss, Abbott deRham, Roger Squire, Mark Putnam
Members Absent: Milt McWayne
Also Present: Dawn Adams (Berkshire Bank), Jim McGinnis (Dorset Water District), John P. Stannard, Rob Gaiotti (Dorset Town Manager), Alan Casey (Fire Chief), Colin Stabile (First Assistant Chief), Justine Cook

B. Weiss opened the meeting at 7:04 p.m.

Approval of June Minutes

R. Squire mentioned that he had circulated the minutes and Treasurer's report to Board members for comment and had not received any input. A. deRham noted that he would still like to see the details of the \$42,000 in the fire budget which relates to the joint contract with East Dorset Fire District.

A. deRham moved and M. Putnam seconded to approve the June 13, 2016 minutes as presented pending the Treasurer's report modifications. Motion carried 3-0.

Nomination/Election of Board Chair

R. Squire moved and A. deRham seconded to nominate and appoint Ben Weiss as Chairman. Motion carried 3-0.

Berkshire Bank Account Authorization

R. Squire moved and M. Putnam seconded to approve Roger Squire, Milt McWayne and Ben Weiss to have account authorization and signatory rights to the bank accounts at Berkshire Bank for the Dorset Fire & Water Districts. Nancy Aversano will have access to the same accounts for inquiry only. Motion carried 3-0.

Fire Chief's Report

Alan Casey requested that the Board consider getting a credit card to be used by the Chief to purchase small items. A. deRham moved and M. Putnam seconded to approve an application to the Berkshire Bank for a Dorset Fire Department credit card. The primary account holder will be Roger Squire, Treasurer with a card issued to the current Chief, Alan Casey, with a credit limit of \$1,000. Motion carried 3-0.

A. Casey stated that he only received one quote (Brunner Unlimited) for the purchase of a trailer out of three bid solicitations. He requested a check payable

to Brummer Unlimited so that he could pick it up on Saturday, July 16th. A. deRham requested that an invoice with a complete purchase price be received before a check is issued. The trailer will need to be registered and insured.

Other items reported and discussed:

- 6/23/16 – Dorset Hill Road – motor vehicle accident
- 6/28/16 – 32 Timberbrook North – fire alarm, gas fireplace malfunction
- 7/04/16 – 1054 Lower Hollow Road – brush fire, downed power lines
- 07/04/16 – 1050 Nichols Hill Road – alarm activation, cooking mishap
- 07/09/16 – 202 Farwell Lane – fire alarm, closed dampers
- A. Casey's cell phone has been turned off due to non-payment of invoice
- Discussion of KME invoices – billing is based on time and materials plus travel time. A. deRham asked if anyone has ideas on how to manage or negotiate with KME for better rates for billing. A. Casey responded that they have had previous conversations with KME which did not work out and C. Stabile noted that annual maintenance has to be done by a certified mechanic by KME. Discussion covered what options or alternatives are available for repair/maintenance work as the vehicle maintenance line item was very high at \$23,724. C. Stabile agreed that the line item was high, but explained that the KME trucks were expensive to purchase and maintain. A. deRham stated that it was the Board's job to make appropriate decisions for purchases with the men's safety in mind. He suggested that the two fire departments make a joint effort to manage maintenance and the purchase of new equipment.

R. Squire moved and M. Putnam seconded to pre-pay the AT & T cell phone bill on a regular basis. Motion carried 3-0.

Water Operator's Report

J. McGinnis reviewed his report with the Board:

- Monthly water tests taken
- Chlorinator malfunction – issue addressed and working again
- Reservoir Building – okay
- Spring Houses – Spring #7 showed evidence of rodent bedding. Cleaned out, poison placed and will continue to monitor. J. Cook expressed concern about poison getting into the water and J. McGinnis reassured J. Cook that the poison should not go into the reservoir and chlorine could be used for disinfection. B. Weiss offered to help J. McGinnis with transporting chlorine containers.
- Meeting on June 20th with Austen Deaver of Match Point Leak Detection to review the protocol for detecting leaks. A five foot stainless steel probe and a magnetic sounder will have to be purchased.
- Maintenance needed for water leak at 3009 Route 30 which will be addressed before foliage (September 5th – October 1st). A. deRham

requested that scheduling and a resolution be posted at the end of each maintenance item.

- A commitment was made to re-build a valve at the Barrows House and J. McGinnis is to talk to Steve Bryant tomorrow. Discussion of curb stops followed with regard to the Barrows House. B. Weiss is to draft a letter to be emailed to J. McGinnis regarding the curb stop installation at the Barrows House.
- J. McGinnis noted that the reservoir is doing fine and the water table has risen a little due to the rain.
- A. deRham recommended putting in place a plan of action before having a reservoir run dry.

A. deRham moved and R. Squire seconded to have the Water Operator notify the Prudential Committee as soon as it is identified that there is no overflow from the reservoir and to have the Water Operator present to the Prudential Committee options for conservation of water in anticipation of a shortfall for discussion by the Prudential Committee at the next meeting. Motion carried 3-0.

- A. deRham noted that the asset management grant paperwork has been signed and a copy printed for filing.
- The Natural Resources Atlas map was reviewed with regard to the Gilbert Spring location and possible supplementary water source.
- A. Casey stated that there is now a dry well fund in the budget and a dry hydrant is needed on Peace Street which may use the total amount allocated to this fund. M. McWayne is the Prudential Committee member who is responsible for working on dry hydrants.
- Discussion of the lack of house numbering ensued with B. Weiss suggesting that a letter be sent out with the tax bills asking homeowners to display their E911 address prominently for emergency service personnel as required by the Town.

A. deRham moved and R. Squire seconded to have the Fire Department personnel identify and make a list of houses without proper #911 addressing displayed and inform the Town Manager. It is also requested that the Rescue Squad and the Town Road Crew do the same. Motion carried 3-0.

R. Squire moved and A. deRham seconded to approve the Fire Chief's report as presented. Motion carried 3-0.

In response to R. Squire's question regarding personnel, A. Casey commented that they need more personnel as there are currently eight (8) active members with six (6) members allowed to enter a building fire, but there is usually only one responder on an alarm. He noted that East Dorset Fire District now comes automatically to respond to alarms. C. Stabile remarked that many responders

get frustrated as they are leaving their jobs to respond to very minor incidents. C. Stabile suggested trying to get retired volunteers to staff the radio and office and have a radio in their car so that they can be first on the scene of an alarm in order to give information as to the severity of the call. A. deRham asked that A. Casey and C. Stabile write down what would be needed of these volunteers so that press releases and public relations can be done.

R. Squire moved and A. deRham seconded to approve the Water Operator's report as presented. Motion carried 3-0.

Treasurer's Report

R. Gaiotti presented a breakdown of the finance report for FY16 (attached). B. Weiss asked about delinquencies and J. McGinnis responded that he had a list of delinquencies, but no addresses and that he would start collection on the repair bills when he receives a list. B. Weiss stated that they need a formal written delinquency policy for next month and J. McGuiness to discuss with R. Gaiotti. Discussion arose regarding a financial audit with B. Weiss noting that an audit was approved two years ago and never done. B. Weiss moved and A. deRham seconded to proceed with an audit if Spivey, Lemonik, Swenor PC deems it appropriate and to get a new audit estimate. Motion carried 3-0.

A. deRham moved and M. Putnam seconded to transfer the sinking fund of \$25,000. Motion carried 3-0.

A. deRham moved and M. Putnam seconded to approve the Water District treasurer's report as presented. Motion carried 3-0.

A. deRham moved and M. Putnam seconded to approve the Fire District treasurer's report as presented. Motion carried 3-0.

R. Squire moved and M. Putnam seconded to approve the unpaid Water District bills. Motion carried 3-0.

M. Putnam moved and R. Squire seconded to approve the unpaid Fire District bills. Motion carried 3-0.

R. Squire requested that the old fire house be placed on the next agenda for discussion.

Water Study Report

A. deRham reported that the grant documents for \$20,000 have been signed and filed and a letter of intent has to be in place.

Review of Board Member Tasks and Responsibilities

B. Weiss noted that communication with website, newsletters and tax letters is necessary. M. Putnam suggested using a basket system for better fire protection

which would result in a better fire rating and A. Casey responded that they could get water faster from the Mill Pond. A. deRham commented that they needed better data which is part of the engineering study.

Other Business

M. Putnam expressed concern that, according to the VLCT, an agenda cannot be changed unless noted as the first order of business. At the June 22nd meeting tax equalization was voted on, but was not included on the agenda. The second problem was that we were not authorized by the members of the Fire District to vote, but only to investigate and discuss. M. Putnam and J. Stannard believe that the vote was not legal. A. deRham, who was absent from the June 22nd meeting, asked what the intent of the vote was and B. Weiss responded that he thought it was the Prudential Board accepting the contract contingent on the Town wide vote. R. Gaiotti noted that under statutory authority for the Board, they have the ability to enter into interlocal contracts on behalf of the Fire District. Discussion ensued regarding the legalities with M. Putnam saying that he was not against equalization, but just wanted things legal. B. Weiss read the motion of the June 22nd meeting regarding the approval of the contract.

A. deRham moved and M. Putnam seconded to hold a special meeting of the Prudential Committee to vote on signing an interlocal contract with the Town of Dorset. Motion carried 3-0. M. Putnam requested that M. Thrasher be contacted for clarification of legalities and bylaws.

M. Putnam moved and A. deRham seconded to adjourn the meeting at 10:15 p.m. Motion 3-0.

Respectfully submitted,
Nancy Aversano

Dorset Fire District #1

Date 7/11/16

Regular Meeting

Special Meeting

(Please Print)

Testifying

Name Mailing Address Representing (Yes or No)

Name	Mailing Address	Representing	Testifying (Yes or No)
Dawn Adams-Bea	PO Box 188 Dorset, Ut 05251	Berkshire Bank	No
ESM McGinnis	PO Box 731, Dorset, VT 05251	DORSET WATER DIST	YES
John A Stannard	PO Box 73 Dorset, VT	Myself	Maybe
Rob Gaiotti	PO Box 524 DORSET	F.D. / Town	YES
Colin Stabile		First Asst Chief	
Justice Code	P.O. Box 536, Dorset, VT	Myself	NO

Dorset Fire District # 1



Chartered 1911

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

DORSET FIRE DISTRICT # 1 FINANCE REPORT JULY 11, 2016:

Water District:

FY16 Year-end status:

- Expenses exceeded anticipated budgets by: \$1,572.45
- Revenues came in under anticipated by: \$3,553.84
- This leaves a negative balance of \$5,126.29

Delinquent water fees: \$3,740 (includes penalty & interest) this is spread over 32 accounts dating back to 2012-13

Outstanding debts from projects: \$8,804.21

Totals: \$12,544.21

Cash on hand:

Checking balance:	\$2,284.99
Money Market balance:	\$57,030.10
Total:	\$59,315.09

Fire District:

FY16 Year-end status:

- Expenses came in under budget by \$35,718.18 (this assumes that the \$25,000 sinking fund transfer still needs to occur, will take the boards direction here).
- Revenues came in under anticipated by: \$6,294.34
- This leaves a positive balance of: \$29,423.84

Delinquent Fire Taxes: \$18,995 (all years)

Cash on hand:

Education Retention Fund:	\$22,045.60 (restricted)
General Checking:	\$72,417.17
Truck Escrow:	\$154,564.01 (restricted)
Truck Escrow:	\$124.37 (restricted)
Total:	\$249,151.15

We welcome any feedback on this report or the other compiled reports for the month. Moving forward we will need direct with the following:

- Calculating, producing and sending water utility invoices (process, due dates, when declared delinquent etc.)
- Tracking and notifying delinquent account holders (mail notice, monthly w/ new interest?)
- Closing out FY2016, had this process been started (?) status of adjusting journal entries (?)
- Miscellaneous items based on needs of Prudential Committee, Fire Chief, Water Operator etc.