



# DORSET FIRE DISTRICT

Dorset Volunteer Fire Dept.  
Dorset Water Co.

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## **DORSET FIRE DISTRICT #1 MEETING December 11, 2017**

Present: Ben Weiss (Chairman), Roger Squire (Vice Chairman), Abbott de Rham, Steve Jones, Milt McWayne, Jim McGinnis (Water Operator), Colin Stabile (First Assistant Fire Chief), Rob Gaiotti (Town Manager)

Absent:

Others Present: Greg Kepler, V. Longacre

R Squire, Vice Chairman, opened the meeting at 7:002 p.m.

### **Approval of November 13, 2017 Minutes**

A. de Rham moved and S. Jones seconded to approve the November 13, 2017 minutes as presented.

R. Squire amended the motion to correct page 2, Water Manager's Report, last bulleted item to read "Conversation about Dorset Fire District-wide versus water user payment for water system improvements" as this would not be a town-wide action. A. de Rham seconded the amended motion. Motion carried 5-0.

### **Engineer's Report (Kepler)**

G. Kepler reviewed his 12-11-17 report covering:

- Meter station status update ~ discussion of J. McGinnis' concerns about shutting down the system for phase 1 work as three leaks were discovered after the shutdown for the Cheney & Church Street repair. It was recommended that after shutting down the system, the system be turned up slowly, blow-off openings be done to minimize water hammering, and make sure the system is depressurized. A boil water alert also needs to be issued. G. Kepler explained what a by-pass method is to shut down the system and how long it takes to accomplish (4-5 day process).
- Issues Discussed & Decisions from 11/13/2017 (9 a.m.) Meeting
- New Well ~ Source Permit was filed today. A public hearing may be held dependent upon comments received upon publication. The site survey is

complete and minor access improvements are needed. B. Weiss asked about the schedule and R. Gaiotti responded that the DFD needs to purchase the gravel and G. Kepler noted that if a decision is made tonight regarding to by-pass or not when shutting down the system, the work can possibly start next week. C. Stabile commented that they could not do the hose by-pass work now and that the Board needs to make sure to notify the owners of the buildings with sprinkler systems that the water will be shut down during the night. J. McGinnis stated that he has concerns, but believes the system shut down issues can be minimized, but there still might be private line problems if people do not open their faucets slightly. A. de Rham moved and R. Squire seconded to shut the water system down to allow Dydo & Company to commence the work next week at night and to re-open the water system – purging air from main slowly. A notice to include a boil water and partially open faucet warning is to be issued to the water users. Motion carried 5-0.

Discussion about repair pricing procedures and the purchase policy ensued. S. Jones asked about the repair holes in the pavement and suggested having a policy to make sure they are fixed in a reasonable timeframe after a repair is done.

### **Water Operator's Report (McGinnis)**

J. McGinnis reviewed his report as follows:

- 133 Kent Hill Road ~ leak repaired – lead joint failure
- West Road South (Donahey) - leak on hydrant 16. Mr. Donahey reported that his water was “different” and J. McGinnis checked chlorine levels, turbidity and taste. A. de Rham suggested that his line needs to be flushed.
- Route 30 (Wallace) ~ possible water system shut down for repair of a failed curb stop if Herrmann’s freezing technique does not work.
- J. McGinnis asked for guidance on billing for his time when he is involved in private line repairs. A. de Rham asked about having a specification list for standard materials/parts and J. McGinnis responded that he does not have a SOP (standard operating procedures) list. G. Kepler mentioned that this is in the scope of services in the planning loan which is not authorized by the State yet.
- B. Weiss asked if a cabinet for the water equipment has been setup yet and J. McGinnis responded not yet.
- 249 Meadow Lane ~ it was suggested by J. McGinnis to wait until spring for a digital ground mike reading of the area and then try to fix the leak. Discussion ensued regarding responsibility for this problem.
- J. McGinnis noted that the robotic inspection report was sent into the State and that he is continuing to research chlorinators. B. Weiss noted that the chlorinator was of high level importance.

R. Squire moved and M. McWayne seconded to approve the Water Operator’s report as submitted. Motion carried 5-0.

### **Fire Chief's Report (Stabile)**

C. Stabile reviewed the fire report mentioning:

- There were 5 calls in December
- Two Firefighters have earned their Firefighter II level and there is one new recruit.

- Discussion ensued regarding the purchase of a new fire truck. A. de Rham noted that the Board would like to see a business plan, value of the truck being sold, overall inventory of equipment, and coordination with East Dorset Fire Department for equipment for consideration of purchasing a new fire truck. B. Weiss stated that based on the number of Firemen, why is it necessary to have three trucks if they cannot all be rolled out for calls. A. de Rham commented that if the large truck cannot be used, it may be viable to purchase a small truck, but the pro's and con's are needed to make a decision.
- Maintenance and clean-out of firehouse was talked about with the recommendation to throw out unneeded materials and cleanup the rooms.

A. de Rham moved and M. McWayne seconded to approve the Assistant Fire Chief's report as presented. Motion carried 5-0.

### **Fire & Water Financials (Gaiotti)**

R. Gaiotti reviewed his report:

- Water District & Fire District cash on hand
- Water & Fire delinquent taxes ~ 2<sup>nd</sup> quarter payments being received
- A planning loan reimbursement has been received
- Paperwork to be signed for placement of a lien for repair payment in packet tonight

A. de Rham moved and R. Squire seconded to approve the financial reports as presented. Motion carried 5-0.

### **Water Manager's Report (Gaiotti)**

The water report included:

- Supplemental water easements are signed.
- Source application has been submitted today.
- A. de Rham requested that a thank-you note be sent to the owners who signed the easements for the DFD Water Company.
- G. Kepler is to email a copy of the Source Permit application to Board members.
- Discussion of access for metering station

A. de Rham moved and S. Jones seconded to approve the Water Manager's report as presented. Motion carried 5-0.

### **Old Business**

- 1. Alarm System Contract** ~ It was the consensus of the Board to sign the alarm system contract with Catamount Security and choose the time and material option.
- 2. Equipment & Training Coordination with EDFD** ~ topics of discussion included training plans, active training, meeting to be setup with EDFD, and training with EDFD to foster better communication.
- 3. Fireman's Dinner & Shawn's 30<sup>th</sup> Anniversary** ~ Dinner will be December 19<sup>th</sup> at the Barrows House

### **New Business**

1. **Purchasing Policy** ~ modification of purchasing policy to reflect the standards of the funding agency's requirements is needed to include both public and solicitation process bids. G. Kepler is to help R. Gaiotti with the modification language.
2. **Water Shut-offs** ~ it was agreed that water shut-offs should be done with notifications and the least amount of impact possible. B. Weiss noted that 11:00 p.m. will be the suggested shut-off time for village wide shutdowns.
3. **Grievance Period for Water Rates** ~ it was recommended that a policy be created that grievances would only be accepted pre-budget and pre-billing times. A. de Rham noted that winterization is not a reason for non-payment of water bills – a person who lives in the water district, even part-time, has a responsibility to pay for the year-round infrastructure.
4. **Donations** ~ R. Squire has drafted a donation letter which he will forward to A. de Rham for review.
5. It was the consensus of the Board members to sign the Tax Exempt petition which is due every five years and submit it to the Town for consideration.

There being no further business to discuss, M. McWayne moved and A. de Rham seconded to adjourn the meeting at 9:45 p.m.

Respectfully submitted,

Nancy Aversano

Town of Dorset ~ Dorset Fire District #1

Date 12/11/17

Regular Meeting  \_\_\_\_\_  
 Special Meeting  \_\_\_\_\_

**(Please Print)**

Name	Mailing Address	Representing	Testifying (Yes/No)
GREG KEPLER		DFD #1	Yes
Jim McGinnis		DFD #1	Yes
Giang Longacre	2533 Rt 30	self	No