

**Dorset Fire District #1
Prudential Committee Meeting
August 9, 2016**

Members Present: Ben Weiss, Abbott deRham, Roger Squire, Mark Putnam, Milt McWayne

Members Absent:

Also Present: Jim McGinnis (Dorset Water District), Rob Gaiotti (Dorset Town Manager), Alan Casey (Fire Chief)

B. Weiss opened the meeting at 7:30 p.m.

Approval of July Minutes

J. McGinnis clarified that in the Water Operator report that poison was placed outside the spring house which would not contaminate the water. It was also noted that J. McGinnis offered to talk to S. Bryant, but it was his understanding that B. Weiss would draft a letter first. R. Squire moved and M. Putnam seconded to approve the July 11, 2016 minutes as amended. Motion carried 4-0 (M. McWayne abstained).

Fire Chief's Report

A. Casey is doing research on pricing for cisterns with regard to dry hydrants. One price estimate was \$10,000. A. de Rham suggested getting the State specifications and/or regulations for cisterns and then pricing them. He also noted that there is no red hydrant within 1,000 feet of Peace Street and no ISO approved hydrants at this time. M. Putnam is to get the specifications in writing from the State and he and A. Casey are to meet Thursday at approximately 7:00 p.m.

Incident report:

- 7/12/16 ~ 524 Kirby Hollow Road – oven malfunction
- 7/13/16 ~ 1847 Dorset West Road – fire alarm at the Marble West Inn
- 7/18/16 ~ 158 Kent Hill Road – fire alarm
- 7/19/16 ~ smoke conditions reported and it was a controlled burn being done in Manchester
- 7/19/16 ~ Dorset Quarry – assisted EMS with a swimmer who cut his leg. DFD was on site at the quarry for training
- 07/23/16 ~ Dorset-Mt. Tabor line – mutual aid for a motor vehicle rollover
- 7/24/16 ~ Route 7, Horse & Barn Hill Road – power pole fire
- 7/26/16 ~ 2734 Mad Tom Road – EMS assist
- 7/27/16 ~ 1847 Dorset West Road – fire alarm at the Marble West Inn – no cause found
- 7/28/16 ~ 3268 Route 30 – gas alarm; checked with gas and CO meters
- 7/28/16 ~ 32 Timberbrook – fire alarm; propane fire place was extremely warm

- 7/29/16 ~ 32 Timberbrook – fire alarm; no cause found – everything was turned off
- 7/29/16 ~ Mystic Lane – tractor trailer accident; could not involve the DMV as it was a private road
- 07/29/16 ~ 99 Playhouse Lane – lawn mower fire
- 7/29/16 ~ Barrows House – fire alarm set off by hairspray
- 8/01/16 ~ 1312 Lower Hollow Road – fire alarm caused by cooking mishap
- 8/05/16 ~ Route 7 at the general store – car fire
- 8/09/16 ~ 647 Mad Tom Road – fire alarm

There have been 62 calls to date. A. de Rham suggested a newsletter to go out with taxes stating the policy for false alarms and the need to clean fire alarms yearly. B. Weiss noted that he would like to do a web site for the Fire Department to keep the public informed. A. Casey reported that the trailer was picked up and there have not been any major personnel issues in answer to M. McWayne's question. A. de Rham asked A. Casey to create a draft of what a job description would be for encouraging community people to be involved with the Fire Department in non-firefighting capacities. A. de Rham moved and M. Putnam seconded to approve the A. Casey's report as presented. Motion carried 5-0.

Water Operator's Report

J. McGinnis stated that he flooded Springhouse #7 for two days ~ four feet deep and no water ran out of holes, but did run out of the stones surrounding the springhouse. Upon opening it up again and inspecting, there has been no evidence of animals. Leak detection is on schedule to be done with Match Point. The average water drawn during the week is 95 gpm and weekends are 110 gpm. Spring production is 135 to 140 gpm. R. Squire asked about delinquent maintenance repair bills and J. McGinnis responded that the bills were given to the secretary as soon as the work was done. R. Gaiotti informed the Board that he has re-sent the repair bills. A. de Rham expressed that these bills should be monitored and reported on monthly.

J. McGinnis reviewed Drought Management Procedures:

- Place full restrictions immediately encouraging people to conserve within the house
- Place signs at the Post Office, H. N. Williams and two sandwich boards on the Village Green
- Letter to all water users explaining the shortage and practices to conserve water
- Encourage people to self-police their neighborhood for water conservation

J. McGinnis is to email a draft letter to B. Weiss with the procedures. It was anticipated that water usage would drop 20% after receipt of the letter. He also suggested that the spring could be shut off from 12:00 a.m. to 6:00 a.m. in severe situations. Discussion ensued regarding the gallons per minutes, the reservoir,

weep areas and reservoir demand. It was mentioned that the usage with 201 users, with a balance of commercial and residential, is significantly higher than a system of this size should be which points to waste and/or leaks. To address waste, meters can be installed. M. Putnam stated that water cannot be turned off legally as it would be a liability for fire protection as sprinklers would not work. A. de Rham suggested looking into data recorders. M. Putnam moved and M. McWayne seconded to approve the Water Operator's report as presented. Motion carried 5-0.

Treasurer's Report

An adjustment by Spivey, Lemonik, Swenor PC has been recorded for FY16 making it look like there was an extra truck payment causing the budget line to be over. A. Casey noted that before Mimi left, she made an extra payment so it would not be late. A. de Rham suggested doing an end-of-year review for both the Water and Fire Departments and would like to receive the financial reports ahead of the meetings. M. McWayne asked about the dam fee for Prentiss Pond and J. McGinness responded that the District owns Prentiss Pond and there is an annual dam fee which needs to be paid. M. McWayne moved and A. de Rham seconded to approve the financial report as presented. Motion carried 5-0.

Water Study Report

A. de Rham pointed out the highlighted tasks on the second page of the report which need to be focused on:

- Develop level of service agreement – November 2016
- Create inventory of assets and condition assessment – August 2016
- Submit progress report to DEC – August 26, 2016
- Life cycle cost analysis – September 2016
- Conduct risk assessment to identify priority assets – October 2016

Discussion included:

- Doing a detailed analysis to place a well at Cutler Forest
- Long Trail School has a certified water system – consider partnering/contracting for a public water supply
- Water storage and the possibility of another reservoir
- What is the most cost effective way to get water and which is shortest way
- Extension of water main up West Road and infrastructure to support it
- Important issues are having adequate water for existing connections and supporting fire department and expanding the water system to include more people to help pay for it
- Installing meters for commercial entities first

RFP for Audit

B. Weiss stated that an RFP for audit services will be done and sent to three companies. R. Gaiotti will forward a copy of a RFP template and invitation list to B. Weiss.

Other Business

M. Putnam suggested getting bids for fuel after a discussion with Marcell Oil Company. A. de Rham would like to adopt a policy that under a certain amount of money, three prices are to be researched and if higher, than it goes out to bid.

M. Putnam wanted the Department to get certificates of insurance for any outside workers who would be working in a trench. The topic of trench boxes for safety was discussed with possible sharing of cost and equipment between departments and charging the vendor for its use. R. Gaiotti suggested that there might be a grant program for these boxes. It was requested to get certificates of insurance from Dydo and KME.

R. Gaiotti said that the vote for the fire tax equalization passed by 407 to 59. J. McGinnis asked to put on next month's agenda for discussion "Dorset District Collection Policy." Conversation about community outreach, socialization and education was touched upon.

R. Squire moved and A. de Rham seconded to move to Executive Session at 10:25 p.m. Motion carried 5-0. Executive Session ended at 10:36 p.m.

M. McWayne moved and M. Putnam seconded to adjourn the meeting. Motion carried 5-0.

Respectfully submitted,
Nancy Aversano