

Meeting of the Royalton Fire District #1 Prudential Committee
August 12th, 2015 @ 7:00 PM
at the Fire District Office

Members attending: **Bill Ballou, Don Lovejoy, Wayne Manning, David Whitney**
Guests attending: **Heidi Vogt** - Bookkeeper

Bill, Interim Chair, opened the meeting at 7:00pm.

PUBLIC WALK INS:

Randy Leavitt and Tom Powers were in attendance to discuss their bill for an incident of freezing that had occurred over the winter. Homeowner responsibilities, as well as the schedule of events that occurred and repairs that were made, were discussed. After much discussion Randy & Tom thanked the Board for their time, and advised that they will be discussing the situation further with their family and will get back to us as soon as possible.

APPROVAL OF MINUTES

The minutes for July 8th, 2015 were reviewed. **Wayne** motioned to accept as submitted **Don** seconded. The motion carried 3-1-0. **David W.** abstained since he was absent from the meeting. The minutes for July 29th, 2015 were reviewed. **Wayne** motioned to accept as submitted **David W** seconded. The motion carried 3-1-0. **Bill** abstained since he was absent from the meeting.

APPROVAL OF AGENDA

Heidi requested to add the signing of the Administrator's Contract to the Rescue section of the agenda. **David W.** requested adding Keith Grimes's resignation to the Other category. **Don** motioned to approve as amended, **David W.** seconded and the agenda passed 4-0.

WATER:

UPDATE: **Wayne** reported that VT OSHA visited the plant. There was a handful of citations, all have been fixed and we are waiting on their correspondence.

END OF FY 2015 FINANCIALS: Reviewed briefly, Board decided to take all financial reports from tonight home for review and discussion at next meeting.

COLLECTIONS OFFICER: **Heidi** offered to take over for Keith until another is found, or permanently if the Board chooses. The Board ok'd this as temporary.

SHUT-OFF NOTICES: **Heidi** reviewed collection status. Only one new customer is now in default from Spring. **Heidi** will proceed as Keith would have per the above decision.

USDA GRANT RE-APPLICATION: **Heidi** discussed the status of the grant process. The USDA contacted Heidi to inform her that [we] qualify for a 100% reimbursement vs. the 70% [we] had originally applied for. **David W.** motioned for **Heidi** to apply for the 100% grant for the Preliminary Engineering Report "re-do", **Don** seconded. Motion carried 4-0.

DG PRELIMINARY ENGINEERING REPORT CONTRACT: **Heidi** reported that the USDA representative recommended [we] sign the Contract to start the work. **David W.** motioned to table for the next meeting, **Bill** seconded and the motion passed 4-0.

FIRE:

No update available.

DRY HYDRANT REPAIR STATUS: **David W.** reported. The Fire Dept will be flushing to see what conditions are within the pipe at the recommendation of the State Engineer.

RESCUE:

RESCUE ADMINISTRATOR CONTRACT: Some discussion ensued regarding the conversation during the July 8th meeting when this document was accepted. The contract was signed.

OTHER:

NEW OFFICE HOURS: **Heidi** requested to change her office hours to Tuesday & Thursday 8:30am – 2:30pm with a ½ hour break available. **David W** requested to continue discussion during executive session for another subject later.

VLCT ONLINE EDUCATION PROGRAM: **Heidi** made the Board aware of the program available. The cost is \$50 for 10 people.

KEITH GRIMES RESIGNATION: The Board entered executive session to discuss this item, as well as new office hours, at 8:54pm and remained until 9:20pm. The Board then informed **Heidi** that the office hours had been approved and to be sure that they remain the same for some time to come.

David W. motioned to adjourn, **Don** seconded and the motion passed 4-0. The meeting adjourned at 9:26pm.

Next meeting: 8/26/2015

Respectfully submitted,

Heidi L. Vogt
Administrative Assistant & Bookkeeper

PLEASE NOTE: These minutes were amended and accepted as such at the August 26th meeting of the Prudential Committee. Please see the minutes for that meeting for changes made.