

# MINUTES

## Royalton Fire District #1 Prudential Committee

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2/28/2018 7:00 PM | Meeting called to order by Keith Grimes

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### In Attendance

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Prudential Committee: Keith Grimes (Acting Chair), Kyle Jones, Bruce Tibbets, Don Lovejoy

Officers & Guests: Anna Mary Ziegman (Guest),

Jerry Barcelow- Advisory South Royalton Representative

Victoria Paquin- Administrative Assistant

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### Opening

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The agenda was amended to include a report from VLCT and David Palmer's request for early contract termination. Don moved to approve the agenda as amended, and it was approved 4-0.

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### Rescue Dept.

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The board discussed the request to set a policy regarding background checks for advisory and prudential board members. Per Garrett Baxter from Vermont League of Cities and Towns, background checks are not currently required for either body. As such, any motion regarding background checks was determined to be unnecessary.

Keith informed the board of an email received from David Palmer requesting an early termination of his contract by June 30, 2018. Keith advised David to contact the advisory board directly with his request.

Jerry Barcelow arrived near the end of the meeting. Keith inquired as to Jerry's knowledge of David Palmer's request. An executive session was entered to discuss. At the conclusion of the executive session, Keith provided Jerry with a copy of David's written request. The board determined that they will accept David's request and begin the process of finding a replacement.

Jerry requested that a filing cabinet containing personnel and payroll record be relocated from the water office to the rescue office. David Palmer will retrieve the filing cabinet at his convenience.

Jerry mentioned that the transition of the money market is still in progress. The board completed required paperwork and this process will continue.

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### Water Dept.

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Wayne was not available to attend. The board discussed an application from First Branch Coffee to have a larger water line installed. The project has been requested for some time, however, the new line is not able to be dug until after May 1<sup>st</sup> per Vermont state law. Bruce is going to follow up with Wayne and the contractor for the project to finalize the details regarding the size of the requested line and will report back to the board at the next meeting.

An additional request for a water supply to condominiums that are currently pending construction is also of an unknown status. The board requested that Victoria begins work to create a formal process for water supply requests to make the process efficient for the customers and the board.

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### Fire Dept.

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There was no update from the fire department this evening.

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### General Business

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The locks on the office will be changed by Don at the end of the week. Keys are being distributed and logged.

Anna Mary Ziegman advised that she has been in contact with a benefactor regarding the purchase of a new ambulance truck. She was advised how to contact Jerry Barcelow regarding this matter.

Work orders and payments were reviewed and processed as necessary.

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### Next Meeting

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3/14/18 @ 7 pm, North Street Office

Motion to adjourn was made at 8:15 pm and was passed unanimously