

MINUTES

Royalton Fire District #1 Prudential Committee

Date | time 9/27/2017 7:06 PM | *Meeting called to order by* Seth Stoddard

In Attendance

Prudential Committee: Seth Stoddard-Chair, Don Lovejoy, Kyle Jones, David Whitney
Officers & Guests: Wayne Manning, Water Operator;
Jerry Barcelow-South Royalton Representative, SRRS Advisory Board Chair;
David Kimball, Tunbridge Representative, SRRS Advisory Board Vice-Chair;

Approval of Agenda

Seth added Rainbow Street break follow-up and Public Notice Procedures to the Water heading.
Kyle motioned to accept as amended, David W seconded passing the agenda 4-0.

Rescue Department

Jerry reported for the Advisory Board (AB). David Palmer presented a lease renewal for the Rescue House owned by Don Lovejoy. The AB requested the Prudential Committee (PC) ratify the lease with these few minor changes: The tenant definition was changed to include Rescue personnel and guests. Rent was raised to \$730/month starting October 1st. David W. motioned to accept the lease as submitted, Kyle seconded passing lease approval 3-0-1. Don abstained.

Division of the Royalton Fire District (RFD) office bills was discussed. The AB does not yet have a figure to present.

Gidget Lyman was tasked with researching money market rates for the Rescue account. Current conditions were discussed, as well as the plan to move forward and banking practices.

The AB requested permission to obtain a separate credit card for the Rescue Squad (SRRS). Kyle motioned to allow Heidi to move forward, David W seconded passing the request 4-0.

The ambulance donated to [us] by White River Valley Ambulance (WRVA) was discussed. It is not [ours] yet. Still going through channels. David P. was requested to take the ambulance to a new mechanic once the vehicle is in our possession to determine its mechanical needs. Sharon Fire Department is not an option for housing, however [we] are in contact with the new owner of the previously Journey Church building. ~ FIRE ITEM mentioned: It was brought to [our] attention that the Lawyer for the new owner is under the impression that some Fire Dept. items remain at the property. David W confirmed that all items were removed, and a misunderstanding of sorts is suspected. Heidi will speak with Chief Paul tomorrow. ~

The SRRS is having trouble with postal delivery. The post office (PO) will not deliver to South Windsor Street addresses. Don has offered to share his Safford St box pole if [we] were to use the Fire Department (FD) address of 53 Safford St. The AB requests permission from the PC to do so.

The board is ok with the plan if Chief Paul agrees. Heidi will contact him and advise the AB of his decision.

Agenda posting was reviewed. Jerry will begin posting at the Town Offices.

The AB is currently reviewing first quarter financials and has decided to take the "review" into their own hands after recommendations from John Durkee. They will be checking accounts to confirm account balances at time of new bookkeeper taking over.

The AB voted to follow the VLCTs meeting recommendations vs using Roberts Rules. They will be reviewing their procedure document and bring for review to the next PC meeting.

Jerry and David K inquired regarding the progress of finding a new auditor. Heidi advised she has received two proposals and is expecting two more before the deadline Saturday. She will bring a synopsis of and all proposals to the next meeting.

Water Department

The paving project was discussed. There were questions about a small spot on Pleasant Street. The PC decided to pay the invoice without questions if Keith (who was "project head") was happy with work done. Heidi will confer with Keith before mailing payment.

The Rainbow break was discussed. Seth spoke with Phil Gates, it was the sewer departments issue and the Water dept. has no financial responsibilities for the mishap. Wayne reported that a valve was wrongly installed back in 1990, but since he has not had to use it before now it was not caught. It is on plans correctly. Conditions of boxes was reviewed, most are sunk in the ground and need to be pulled back up to code and re-covered. Wayne advised [we] do not have the equipment to do so and the project would need to be contracted out. These valve boxes should be maintained at least twice a year. Wayne admitted they had not been.

The PC reviewed public notice procedures. The EPA site, however vague, states that [we] have 24 hours to issue the boil water notice after an incident. Heidi is researching robo-call options. Her plan is to have robo-calls for owners, and paper warnings on buildings for all rental housing.

Wayne reported that plant usage has gone up from 50k a day to 80k. There are high and then low days so he's still watching the situation for more clues. Seth advised that many apartments were left empty this summer, and are no longer.

Fire Department

David W reported that Chief Paul was in the process of selling car 14 (bread truck) and ladder truck. He is working on a sealed bid proposal to be sent out and will go to the highest bidder. The plan is to choose a night (preferably at a PC meeting) to open all bids collected and pick the highest bidder. A fire meeting is tomorrow night, David W will talk with Paul then.

The new utility truck is nearing completion. Heidi is adding to insurance, and sending registration.

RFD Business

The purchasing policy for federal funding was reviewed. A few minor grammatical changes were made. David W asked that all department heads are made aware and given copies of the document. Kyle motioned to accept the document as edited (and previously approved by the State), Don seconded and the document passed 4-0.

The minutes from the September 13th, 2017 meeting were reviewed and amended. Don motioned to accept the minutes as amended, Kyle seconded and the minutes passed 3-0-1. David W. abstained due to his absence from that meeting.

Banking access was briefly discussed regarding an online issue. The Lake John project was also briefly discussed during check signing.

Next Meeting(s)

10/11/2017 SRRS Advisory Board Meeting, Royalton Town Office, 5:30pm
Prudential Committee Meeting, Fire District Office 7pm

Kyle motioned to adjourn, David W. seconded, the meeting adjourned at 9:07pm.

DRAFT