

Royalton Fire District 1 Prudential Committee Meeting Agenda

Wednesday, March 24, 2021 7pm Via Zoom

Present: Theron Manning, Don Lovejoy, John Dettwiler, Chad Barnaby, and Judy Hayward

Meeting was called to order at 7:08 pm

Agenda Changes: No changes

Public Comments: No comments

Minutes of March 10, 2021 meeting

Motion to approve the minutes was made by John Dettwiler with a second from Don Lovejoy. **Motion was carried unanimously.**

Rescue Squad Report- passed over.

Chairman's Remarks

Theron signed the contract on March 15 for the water plant project. There is a timeline on page 12. The engineer notifies the VT officials and sometime after April 18, the bids will be announced publicly. There will be an open house in mid-April for the contractors to visit the site. This will require coordination with Wayne. The engineers will answer questions to run that process. Bids would be opened in Mid-May with construction beginning in July with 15 months in construction estimated.

We responded to the Town's subpoena for the August 4, 2017 accident. The family is suing the Town for damages. Our records of the accident were submitted after the subpoena to the Town's attorney. The suit is against the Town not RFD1.

Theron has been working with the listers on mapping and record keeping for the Town. They want to integrate the pipes for water and sewer. Theron will work with Wayne to walk the waterlines so that we can document his extensive institutional memory of the water district. Theron mentioned that he had tasked Judy with developing an owner/customer list of the district. We should also review the Town emergency plan sometime this year.

Water Superintendent Report – passed over.

Administrative Assistant Report

Judy noted that she had completed all the reconciliations for FY 20, and that she needed to force the reconciliation for the final month for approximately \$172. The auditor had approved this since it was a small amount. Judy reviewed her work plan for the coming quarter. She noted that an additional \$1400 had been received from the water arrearage program bringing the total received against the water billing accounts receivable to be over \$2,500. She is concerned about the large adjustment that was made a few years back in the accounts receivable of approximately \$44,000. She does not believe those funds are collectable. She will work with Wayne on the billing in April. She hopes to clean, reorganize, and possibly paint the office in June. Volunteer help will be welcome with that.

Work Orders.

Judy noted the work orders totaled \$856.87 for Fire; \$3,390.36 for Water; \$4,373.16 for Water Construction and Rescue totals \$8,957.87. she will need to add \$1056.35 for water and \$1,573.87 for fire for the VLCT Insurance payment. It is due quarterly and was just received yesterday. A motion to pay the bills was made by John Dettwiler with a second from Don Lovejoy. **Motion carried unanimously.**

The meeting was adjourned at 7:57 pm

Respectfully submitted,

Judy L. Hayward

Administrative Assistant

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