

Prudential Committee Minutes March 10, 2021 via Zoom

Royalton Fire District 1

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

Call to Order at 7:05 pm

Agenda Changes: none; Public Comments: none.

Minutes of February 24, 2020 meeting Motion to approve the minutes was made by Don Lovejoy with a second to the motion from John Dettwiler. **Motion carried unanimously.**

Chairman's Remarks

Theron has been contacted by an attorney working for the Town of Royalton. There was an accident on Back River Road. The attorney wants the records from Rescue and Fire. We will probably need to be subpoenaed because of HIPAA. At Theron's request, Judy reached out to Paul Giuliani to ask what we can share with the public and what not.

The Rescue Squad also wants to apply for a VLCT grant. Judy will find out if we can apply for 2 grants. We have submitted one for the Fire Department already.

Step 3 Engineering Contract Review

Theron reported that Naomi Johnson, Project Engineer with Dufresne, has learned that the State requires as-built drawings at the project end, so it must be included within the project. Theron reiterated that we must have up-to-date procedures and manuals as well as training for the new equipment that is going to be installed. Theron wants the engineer to be sure that they have approved the new information.

He discussed the process to sign the project contract. Thirty days of notification are required while Naomi assembles the bid package. Bids should go out by May 1 with a thirty-day process to open bids sometime in June. Theron said we need a Covid protocol for the project. We need to have people who have been vaccinated working on the site. This should be included in bid documents. Judy will research the section of Vermont.gov to see what the state requires for construction. The consensus of the meeting was that the contract meets our satisfaction. Testing should become part of their contract so that the engineers execute the testing.

Theron asked Judy to ask Paul Giuliani to review the contract; he did and is satisfied. Theron is concerned that the budget may be too low due to Covid-related circumstances. There may be threshold that if the project increases by \$75,000 we would need to go back for another vote.

Theron asked if anyone had any problems with the contract. John Dettwiler moved to sign the contract; Don Lovejoy made the second to the motion. **Motion carried unanimously.**

Water Superintendent's Report

Wayne confirmed that we can remove the building on Fairview Terrace and stop paying for electricity this spring/summer. The old well is not good, and the new system has not frozen because it is buried deeply.

Wayne said that someone got injured on the trail to Kent's Ledge. She was hiking alone, and others were there and helped her.

Wayne is conducting a USDA Security Analysis requested as part of the grant project. Judy will check on the deadline.

Administrative Assistant's Report

Judy reviewed the budget to actual report for the water department and the fire department. All seems to be in order and within budget. Judy thanked Theron and Wayne for their help on establishing the number of connections and types and numbers of users in the fire district on the water system. This information was needed for the loan underwriting by the Vermont Bond Bank as well as for the annual report. We have the following:

98 single-family home connections serving 98 homes.

55 multi-family connections serving 302 units.

46 commercial, institutional, or governmental units serving 58 units.

Other: 4- mostly storage vaults

Green Ground Hogs (5 Olde Tavern and related units) is the largest water user at 564,200 gallons per year. Theron noted that we may change the rate structure at some point and having an understanding of the number and type of users will inform that process.

Judy discussed the spreadsheets for the water usage. February saw a large increase of 43 percent. The peak usage was 101,310 on one day. The average daily use in February was 79,416 gallons. Judy noted that she is working on a master spreadsheet for users with data on the district. Listers are working on maps, and Theron has been in contact with them. It is good for us to work with the Town on the layout of the maps; it would be helpful to have property lines and note where the water lines are. Theron hopes we achieve master mapping with overlays. Theron said he would need Wayne's help to plot out the lines.

Work Orders

Water bills total: \$21,789.73; Fire bills total \$1,661.70 and the Rescue bills total \$4,021.29 John asked if the loan repayment included in the water bill was the one with an approaching maturity- Judy said yes, this is the one for which we will investigate refinancing. It is due in 2029 ; the rate is 5 percent.

A motion to pay the bills was made by John Dettwiler with a second from Don Lovejoy. The motion carried unanimously.

The meeting adjourned at 7:56 pm.

Respectfully submitted,

Judy L. Hayward, Administrative Assistant