

Royalton Fire District 1 Prudential Committee Meeting Minutes

Wednesday, April 28, 2021 7 pm Via Zoom

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

Call to Order: Theron called the meeting to order at 7:03 pm

Agenda Changes: Add Sen. Sanders funding for projects and review of the Consumer Confidence Report. A motion to approve the agenda as amended was made by John Dettwiler with a second by Don Lovejoy. **Motion carried unanimously.**

Public Comments- no public comments

Minutes of April 14, 2021 meeting: The minutes were reviewed. Don Lovejoy made a motion to approve the minutes with a second from John Dettwiler. **Motion carried unanimously.**

Rescue Squad Report

Corrine Ingraham presented the Rescue Squad report. She noted that Steve Sanborn has been hired as the administrator to work 24 hours per week. He works for Thetford/Fairlee Rescue and is an instructor at Oxbow in Fire Safety. He has worked in Royalton previously. Advisory Board voted to give a raise to the staff: \$12.25 to \$13.20 to 13.40 per hour. The Covid Vaccine clinic is winding down- \$6,000 was invoiced to the State. The year-to-date revenue is ahead of budget. The advisory group meeting has changed temporarily to accommodate Steve Sanborn's schedule to the third Tuesday of the month. Wednesday meetings will resume in July. Corrine will join us monthly for a report.

Chairman's Remarks

We reviewed Theron's project list and set some priorities. We will respond with this list to Senator Sander's Request for Projects in Need of Funding. John Dettwiler forwarded the request to us.

We established the following priorities:

1. Water Meter Replacement- Estimate \$75,000-\$100,000.
2. Installation of a Second Pumping System at the White River -\$125,000 estimated cost.
3. Lake John Dam Improvements or alternative \$750,000- \$1,000,000
4. Replace aging distribution system on North Windsor Street- \$500,000
5. Judy suggested we consider solar panels to reduce some of our utility costs. The committee agreed it is worth looking at and, Judy will start with Efficiency Vermont. We will not include this item in the list for Senator Sander's request.

Judy met with Naomi Johnson, PE, Dufresne to discuss funding sources for our priority projects. The State Revolving Fund is still the best, followed by USDA. Naomi confirmed that the Northern Borders Regional Commission (NBRC) is a possible source. She has been involved with two projects funded by NBRC in Randolph and Jeffersonville. She also said that sometimes Community Development Block Grants are used. She felt Two-Rivers Ottauquechee Commission could guide us. She is going to find out if the meter replacement could be covered by Revolving Fund or USDA. Judy will follow up with the

Vermont Agency of Commerce about CDBG possibilities. She will also send the project list to the other members of the Congressional Delegation.

Theron noted that the Pre-bid meeting is this Friday April 30, and all are welcome to attend.

A hydrant broke at school parking lot.

Daniel Lee, a student at VLS, emailed Theron about rusty water at Lake John. Theron consulted with the engineers from Dufresne who indicated that it is normal iron bacteria. He reported to Mr. Lee and has not heard back from him.

Radio Tower- Theron met with Todd Tyson to let him know that we needed the equipment moved due to construction. Theron told him that we needed to have him run his own cable and get it on his own electrical line. There may be a new contract on the site. He made it clear that the tower would only be for Royalton Radio. Other uses would be forbidden. There will be no subleases.

Theron asked Judy why Victoria 's name appears on the email when he replies to emails from the office account. She will investigate.

Eagle Scout Project Update

Don will follow up with Peter. He is working on the signs. Don and Judy reviewed the sketch and approved it.

Water Superintendent Report

Wayne completed the Consumer Confidence Report (CCR), and it has no surprises in it. Judy will send it with the Spring bills.

Administrative Assistant Report

Spring 2020 Billing

Wayne has given Judy virtually all the meter readings. She has calculated that we will see an estimated 6 percent increase in billable gallons; the increase will not bring us up to the budgeted revenue of \$107,000 for this billing. Theron asked if we would have enough revenue Judy said yes. She recommends that we leave the water rate where it is. The sense of the meeting was to leave the rate at \$2.33 per 100 gallons. We had hoped to reduce it, but we cannot do that and meet budget adequately.

Judy is continuing to work with the auditors on the FY 20 audit. They have asked for information to prepare for FY 21's audit. Judy has asked for an engagement letter from them which will include pricing.

Judy asked if anyone had questions about the March 31 financial reports she circulated to the committee. There were none.

She noted that she is trying to find the signers for the Blanche Eaton CD- it is an account at Mascoma Bank for the Fire Department. The bank staff is understandably reluctant to give her information since she is not a signer. Theron asked for a motion from the Committee **to authorize Judy to negotiate with Mascoma Savings Bank so that we can update the signers on this account.** John Dettwiler made the motion and Don Lovejoy made the second. **The motion carried unanimously.**

Work Orders

Judy noted the work order amounts were \$3,794.24 for water; \$715 for water construction; \$945.66 for Fire; and \$3,132. for Rescue. Don made a motion to pay the bills and John made the second to the motion. **Motion carried unanimously.**

8:05 pm- The meeting was adjourned.

Respectfully submitted,

Judy L. Hayward ,

Administrative Assistant.

DRAFT