

Dorset Fire District #1 Prudential Committee Meeting

September 12, 2016

Members Present: Ben Weiss, Abbott de Rham, Roger Squire, Milt McWayne

Members Absent: Mark Putnam

Also Present: Jim McGinnis (Dorset Water District), Rob Gaiotti (Dorset Town Manager), Alan Casey (Fire Chief), Greg Kepler, Justine Cook

B. Weiss opened the meeting at 7:00 p.m.

Approval of August Minutes

A. deRham moved and M. McWayne seconded to approve the August 9, 2016 minutes as presented. Motion carried 4-0.

Water Study Report (Greg Kepler)

G. Kepler of Kepler Consulting LLC presented his project update/status and Asset Management grant comments report to the Board. Site visits were conducted to Cutler Forest, Gilbert Spring and surrounding areas. The Long Trail School well was ruled out as it is not permitted for a public water source. G. Kepler explained his findings and a copy of the report is on file. Locations also researched were areas near Kirby Hollow and Meadow Lane/West Road. Discussion included: water metering, storage, locations for supplemental water sources, doing further research on water locations and sufficiency of water flows. Report is on file.

Treasurer's Report

R. Gaiotti presented and explained his memo outlining the financial information. A. de Rham noted that water customers were responsible for payment of their bills until the water lines are abandoned at the corporation cock as stated in the bylaws. B. Weiss suggested sending a signed census paper to any customer who questions or asks to remove outlets from their bill. A. Casey believed that the FEMA monies were received after the 9/11 attacks and information should be found in the 2003-2004 records. M. McWayne expressed that he thought it was a better idea to have flat rate penalties for non-payment and J. McGinnis noted that it was currently 8% penalty and 1% interest. It was the consensus of the Board to keep a \$3,000 balance in the Water Department operating checking

account at Berkshire Bank. R. Squire moved and A. de Rham seconded to approve the Treasurer's Report as presented. Motion carried 4-0.

Collection Policy

J. McGinnis presented a draft collection policy for review. Billing will be done on or about August 1st and due 30 days after mailed. Delinquent collection for water bills begins when 31 to 45 days overdue and must be paid within 15 days of receipt of delinquent letter. Delinquent letters are written on pink paper. If the water bill is not paid or there is no contact from the resident, the Water Operator may shut off the water. Rules for re-opening their water lines is detailed in the policy. A. de Rham wanted a log kept of all delinquent accounts who are sent a pink letter. J. Cook suggested listing the delinquent names in the Town report. The Board will review the collection policy again.

Fire Chief's Report

A. Casey reported:

- 8/11 ATV Search & Rescue – Tower Road
- 8/12 Car Accident – Dorset Hollow Road
- 8/13 Power Lines Down – Pinnacle Lane
- 8/14 Power Lines Down - Mutual Aid w/East Dorset – 109 Mad Tom Road
Fire Alarm – 166 Church Street - **No E911 Addressing**
- 8/20 EMS Assist – Dorset Quarry
- 8/22 Fire Alarm (false) – 366 Barrows Heights – **No E911 Addressing**
Private drive not large enough for fire truck entry
- 8/25 Tree on Power Line – McNamara Road
- 9/3 Fire Alarm (false) – 4241 Route 30 – Hot water heater problem
- 9/9 2746 Dorset West Road – Campbell residence

A. Casey noted that the new fire engine had a major coolant leak. A. de Rham asked that A. Casey summarize and submit his report before the monthly meeting. B. Weiss wanted to clarify that the policy for false alarms would be three (3) allowances unless storm related. Discussion of false alarms policy as per the bylaws included keeping a list of false alarms and charging after the third call. B. Weiss suggested A. Casey create a document showing the cost involved responding to false alarms which can be sent out with the bill. A. Casey is to inform Tyler Yandow, Zoning Administrator of missing E911 addressing. Election of Officers will be held in October. M. McWayne asked A. Casey to send a letter to the resident of 366 Barrows Heights regarding their roadway access.

Water Report

J. McGinnis presented his written report covering August 8th to September 11th. Discussion covered: leaks, repairs, executing an asset management plan, and

the RD5000WL model locator. R. Squire moved and M. McWayne seconded to approve the purchase of the RD5000WL locator as outlined on Eastcom's quotation of September 7, 2016 for \$2,724.00. Motion carried 4-0.

Old Business

1. Audit RFP – R. Squire noted that the quotes have not been received, but that two of the companies are responding.
2. Website Status – B. Weiss reported that the website is ready and will cost \$12 a month. Web page is: www.dorsetfiredistrict.org
3. Trench Box Quote: need size information – this can be shared with other towns
4. Census Submission: not finished
5. Fuel Quote: A. Casey received information from Marcell Fuel(30 cents over rack)
6. Missing House Numbers: A. Casey to submit report to T. Yandow
7. Vendor Certificates of Insurance: A. Casey talked to Burns Insurance who said that the DFD covers the subcontractor.
8. Fire Chief Discretionary Expenses: to be added to the monthly expenses

New Business

1. A lawn mowing bid is to be created and put out with bullet points of what is expected.

A. de Rham moved and M. McWayne seconded to adjourn the meeting at 10:30 p.m. Motion carried 4-0.

Respectfully submitted,

Nancy Aversano