

Dorset Fire District #1
Prudential Committee Meeting
November 14, 2016

Members Present: Ben Weiss, Abbott deRham, Roger Squire, Mark Putnam
Members Absent: Milt McWayne
Also Present: Jim McGinnis (Dorset Water District), Rob Gaiotti (Dorset Town Manager), Alan Casey (Fire Chief), Henry Chandler (Select Board), Jean Kingston, Justine Cook

B. Weiss opened the meeting at 7:08 p.m.

Approval of October Minutes

A. de Rham moved to amend the minutes under the heading of the solar project to add the word “load” after the word “snow” to indicate that the Board discussed the load bearing capacity of the roof. R. Squire seconded and the Motion was passed 3—0 (M. Putnam abstained).

R. Squire moved and A. de Rham seconded to approve the October 10, 2016 minutes as amended. Motion carried 3-0 (M. Putnam abstained).

Proposed Rescheduling of Annual Meeting (Gaiotti)

R. Gaiotti stated that the agreement with the Fire Districts will terminate on June 30, 2017 and the Fire Departments should consider review and approval of their budgets in order to be included in the Town budget (November-January). M. Putnam said that the Fire District budgets cannot be voted on as a Town, but only voted within their districts. A. de Rham expressed concern that the Board did not have enough information to anticipate the correct numbers to place in the budget currently. B. Weiss recommended that the Board discuss having the Town administer the water system for its daily operations and planning as it would be advantageous to have a full time person as manager. Changing the budgeting schedule was discussed further with A. de Rham and M. Putnam not in favor of the change for this year. H. Chandler suggested that the Board start planning now as there are so many changes happening. B. Weiss noted that they can submit a preliminary budget for January and prepare to move the budgeting and annual meeting to coincide with the Town at the next annual Fire District meeting in May.

R. Squire moved and M. Putnam seconded to submit a preliminary budget to the Town by January pending approval of the voters in May and to create an article to change the annual Fire District meeting date to synchronize with the Town process. A. de Rham recommended tabling this motion until the January meeting as the Board will have a better understanding of the budget numbers. Motion was not passed.

Fire Chief's Report (Casey)

A. Casey reported:

- Rupert ~ mutual aid for an LP gas leak
- Charles Karas, 1430 Lower Hollow Road ~ fire alarm
- Barrows House, 3156 Route 30 ~ House fire alarm – damper closed

For Halloween, 150 rides were given on the fire truck. There is a possible interested purchaser for the red and white (1996) fire truck and A. Casey wants to set up a committee to discuss the purchase of a replacement. B. Weiss questioned how many times all three trucks go out at the same time, the number of firefighters available and the number of firefighters needed to roll three trucks. A. Casey responded that three trucks go out together about 50% of the time, 13 firefighters are available and 9 firefighters are needed for sending out three trucks. A. de Rham commented that consideration should be given to selling one truck and using only two trucks with aid from East Dorset when necessary and purchasing an attack truck. A. Casey said that they wanted to replace the brush truck with the attack truck and look at a tanker truck. M. Putnam questioned the wisdom of purchasing a new truck asking why they cannot continue using the current equipment. A. Casey noted that it was the policy of the previous Board to trade 20 year old equipment due to maintenance and reliability issues. M. Putnam suggested slowing the frequency of equipment purchases in order to get more money in the sinking fund so it reduces the payments. A. de Rham requested that a combined East Dorset and Dorset Fire Departments equipment list be reviewed and discussed so that coordination of purchases is given consideration by both departments. B. Weiss agreed that Dorset and East Dorset Fire Departments should discuss purchases for mutual benefit and Dorset place new purchases on hold for a while. M. Putnam moved and R. Squire seconded to accept the Fire Chief's report as presented. Motion carried 4-0.

Appointment of Fire Chief and Assistant Chiefs

B. Weiss moved and R. Squire seconded to move to Executive Session at 7:55 p.m. to discuss personnel appointments. Motion carried 4-0. Executive Session ended at 8:10 p.m. B. Weiss announced the positions as follows:

Shawn Hazelton	Fire Chief
Colin Stabile	1 st Assistant Chief
Joe Clark	2 nd Assistant Chief

Water Operator's Report (McGinnis)

J. McGinnis reviewed his written report with the Board noting that water leak work will be done next Tuesday at 3009 Route 30. Discussion ensued regarding reservoir levels, the amount of leaks and their effect on the reservoir. M. Putnam stated that he was vehemently opposed to shutting off the water at any time due to the three sprinkler systems located in Town buildings. Conversation about

fixing leaks was held with mention of the green area and Barrows House. M. Putnam stated that there should be a provision for the Prudential Committee to charge fees for J. McGinnis' time in detecting and fixing leaks. Barrows House leaks were discussed with B. Weiss and J. McGinnis to have a meeting with Barrows House representative. A. de Rham moved and M. Putnam seconded to inform the Barrows House that the net result of various studies of locating and listening is that there is a leak in the line which feeds the stable and the pool which must be repaired within fifteen (15) days. Motion carried 4-0. J. McGinnis mentioned that there are ongoing issues with a Kent Hill Road property where a valve and pipes were replaced incorrectly. R. Squire moved and A. de Rham seconded to accept the Water Operator's report as presented. Motion carried 4-0.

Water Study Report (de Rham)

It was noted that there are some complicated land covenants in place with the private sites under consideration for water supply and A. de Rham said that the engineering is not covered by the grant. Discussion ensued about the amount of \$20,000 spent, in-kind labor being used for grant match, mapping assets, list of assets from J. McGinnis, level of detail to be included on report and having pending issues/deadlines under control.

Future Management of Water Company (Weiss)

B. Weiss felt that there was a tremendous amount of work facing a Prudential Committee of five people with regard to the water issues and thought management was not sustainable moving forward without being overwhelmed. M. Putnam agreed and mentioned again that J. McGinnis is not being compensated properly for the amount of time he is spending on water issues. J. Cook suggested forming a committee to work with the Prudential Committee and A. de Rham felt that larger committees do not always get the work done. B. Weiss listed three options for management help:

1. Give Water Company to the Town of Dorset
2. Hire a Water Director
3. Service Contract with the Town to administer the Water Company

Pros and cons were listed on the document entitled "Future Management of the Dorset Water Company" (attached). J. Cook suggested using J. McGinnis as the Water Director and J. McGinnis responded that he will probably only be available for two more years. R. Gaiotti mentioned that the Town has the ability and experience to deal with issues. He also commented that if J. McGinnis were to take the Director position, someone should be hired to apprentice under him. Discussion took place about Arlington's water management, using outside committees, having professional help/services, the average cost of water per user (\$150) being extremely low, and making water supply the priority. H. Chandler encouraged the Board to focus on water supply and to talk to the Select Board

about assistance from the Town to help manage these issues. B. Weiss reiterated that the Prudential Board could not handle all of the issues.

Treasurer's Report (Squire)

R. Squire noted that he has talked with a few delinquent tax payers, one of whom will discuss outstanding bill with her family. It was suggested that liens be placed on two properties (LaBranche & VanDega).

A. de Rham moved and M. Putnam seconded to start the process of placing liens on two properties – one owned by LaBranche and one owned by VanDega – with R. Squire to send letters to both owners notifying them of the proceedings. Motion carried 4-0.

A. de Rham moved and M. Putnam seconded to accept the Treasurer's Report as presented. Motion carried 4-0.

Old Business

- Fuel & Heating Oil Decision (Casey) ~ Marcel was \$0.30 over rack, but A. Casey was concerned about how long a delivery would take in an emergency. R. Squire moved and A. de Rham seconded to utilize Marcel Oil starting December 1, 2016 and continue for a 12 month period for the price of \$0.30 over rack (Canada) for fuel oil, gas and diesel. M. Putnam amended the motion: to notify Dorr Oil immediately so that they do not fill the tank. Motion carried 4-0. A. Casey is to notify Dorr Oil.
- Service Contract ~ B. Weiss listed the responsibilities as: repairs to the water system; customer service; finding money/grants; overseeing master plan; overseeing construction; and managing work crews. Topics of discussion: granting writing; focusing on water supply; fixing all mains and service lines; mapping the mains; fixing on a per foot basis; and low interest loans or bonds. Debate on whether to focus on a whole master plan or focus on supplemental water was had along with what is the Board trying to accomplish to present at the annual meeting. A. de Rham felt that supplemental water was key and everything else will follow. R. Gaiotti was to do some research about the Nature Conservancy covenants. B. Weiss stated that by the annual meeting the Board should have the following in place:
 1. Supplemental water site determined
 2. Agreements in place
 3. Estimates of construction costs
 4. Bids out
- Long Trail Engineer Representing Quigley ~ it was recommended that the letter to the Quigley's contain language that the additional bathroom is a convenience bathroom only and will not become part of a bedroom suite.

- Mudgett Audit Update (Squire) ~ agreement for auditing service signed by R. Squire
- Solar Project (Squire/Weiss) ~ R. Squire noted that the same contract has been signed by the Town of Dorset and the Dorset School. He does not see a “down” side to this project and recommended that they move ahead subject to the roof engineering study being positive.
- Lawn Mowing Quotes (de Rham) ~ A. de Rham is trying to clarify the work being done in order to have a clear, concise bid document.
- False Alarm Fines ~ It was the consensus of the Board to send warning letters for multiple false alarms at the same location within a twelve month period.

New Business

- Proposal to Renovate the Old Firehouse (Dina Janis) ~ The Board acknowledged receipt of the Dorset Theatre Festival letter written by Dina Janis. Discussion: having to pay taxes if property is rented; signing a triple net lease; and Town voting to exempt the property.
- ISO Rating Project (Putnam) ~ M. Putnam noted that he has talked to the ISO people and there is currently nothing that can be done about the water issues, but a document from the Chief outlining manpower and response time improvements would result in a reassessment. B. Weiss stated that ISO scores were based on water at 40%, training at 50% and dispatch at 10%. A. de Rham asked if pressurizing two hydrants would help and M. Putnam responded that the firemen did not want to do this. M. Putnam will continue to pursue ISO information and how to address it.

R. Squire moved and A. de Rham seconded to adjourn the meeting at 11:15 p.m.
Motion carried 4-0.

Respectfully submitted,
Nancy Aversano

FUTURE MANAGEMENT OF THE DORSET WATER CO.

BACKGROUND

As outlined at our recent information meeting, the Dorset Water Co. is facing significant challenges including lack of adequate water supply, aging supply lines and fire hydrants not available for firefighting.

This committee is responsible for pursuing solutions to these problems, while simultaneously overseeing the Dorset Fire Dept., directing our water operator, intervening with water customer issues, directing engineering studies, formulating water emergency strategies and communicating with district residents.

While some of this work can be handled by a 5-person volunteer board, much of this work is beyond our levels of expertise and available time. The status quo is not an effective approach to solving these challenges and can be expected to lead to attrition in prudential board.

MANAGEMENT POSSIBILITIES

Given that the prudential committee needs help with the management of the water company, I see three possible options to consider and discuss.

1. Give the water company to the town of Dorset

DFD would negotiate with the town of Dorset to assume full responsibility of the Dorset Water Co.

PROS	CONS
Town Manager is trained and experienced in administering public systems	Town is reluctant to assume responsibility of an aging water system.
Town offices are staffed during business hours and already receive calls from water customers.	Town is reluctant to get involved in the politics of a small village water system.
Town employs a full-time crew and owns equipment that could be used for water repairs.	Village loses local control.
Significant cost savings could be achieved.	May require approval of VT legislature and if so, would be a lengthy process.

2. Hire a Water Director

The DFD would recruit, interview and hire a director to oversee the daily operations and future planning for the water company. Water fees would be raised to cover the cost of this employee and benefits.

PROS	CONS
Water Director will free prudential board of daily operations management.	A part-time position may be difficult to staff.
Water Director would be experienced in overseeing and funding municipal construction projects.	Finding a qualified person in this area may be challenging.
Our level of customer service would improve.	Could be a lengthy recruitment and training process.

3. Service Contract with the Town to Administer the Water Co.

The DFD would negotiate a service contract with the Town of Dorset to administer the daily operations, maintenance and future construction of the water system. Water fees would be raised to cover the cost of this administration.

PROS	CONS
All the benefits of giving the water system to the town without the political and legal challenges.	
All the benefits of a Water Director without the recruitment challenges.	
Village of Dorset maintains local control.	

CONCLUSION

Option 3 appears to be the best possible approach to the providing the prudential committee with help in managing the water company.

November 12, 2016

To: Dorset Fire District #1

Re: Report on Status of Dorset Water

This report covers the period from October 7 to November 12, 2016.

Water Test: The monthly coliform test was conducted on 10/27/16 and we passed.

The results for the Lead and Copper Test were all within the normal limits.

Chlorinator: is functioning well.

Reservoir Building: A field mouse was seen in the building while checking the water level on 10/16. Put a "Have a Heart" trap in the chlorination building. Caught 2 field mice the next day. To date there has been no further activity, even though the trap is baited.

Spring Houses: Are tight. Have cemented the floor and cracks in the foundation to spring #7 on 10/29.

Reservoir Overflow System: Is functioning well.

Reservoir Bypass System: I reopened the bypass system on 11/5/2016. It will be running until spring production falls to a level that the bypass is taking water from the reservoir.

Reservoir Levels: We started on Oct 7 with the reservoir down about 3 feet. Spring production into the reservoir was about 75 GPM. By 10/12 the level had dropped to 60 inches. Spring production to the reservoir had dropped to 65 to 70 GPM. It was decided to shut down the reservoir from midnight to 6 AM to see if that would aid in raising the reservoir level. This was done from 10/13 to 10/16. At that time the spring production was aided by 3 to 5 GPM by capturing spring water running from a fissure in ledge just below Spring #7. The State imposed a boil notice the Fire District because of the shutting down and the capturing of the additional water. Because of rainfall totaling 4.8 inches in October there was a slow rise in spring production starting on 10/27 by ½ GPM, 10/29 it jumped to an additional 4 GPM, On 10/31 production was up by an additional 7 GPM to 93.5 GPM. The level of the reservoir at the start of this recovery was down by 50 inches, by 10/29 it was down by 40 inches, by 10/31 it was down by 28 to 30 inches. On November 1, the reservoir was filled and production into the reservoir was 110 GPM. To date it has remained full shutting off when full and turning back on when it drops four to six inches. When it starts recharging the flow into the reservoir is about 145-150 GPM. The bypass is a steady 20 to 25 GPM.

Leak Detection: There are three suspected areas around the green. This confirmed by Match Point who was here on 10/17 to 19. He did not get definitive locations on these points as we were working on leaks at 216 Church and a corporation stop blew out and we had to shut down the town as a 6 inch valve failed. He lost most of 10/18 because of this failure.

He also did investigative work on the leaking noise on the 800 ft service line on the west side of Dorset West Rd. His correlation was again vague the distance of 800 feet is too long to be very exact. I had a 54 inch metal probe made by Dydo Co for me to pound into the ground to listen to. There is an area north of Nims Rd just beyond an active culvert carrying water. This is an area I will be working on in the next 2 to 3 days.

Ben and I met with Steve Byrant and his GM and Maintenance Supervisor on Nov 9 at 1 PM. Steve thinks I am treating him more harshly than others. Also if there are leaks he would like to take care of them before the high season of 2017. After Ben objected he said would take care of big leaks sooner. Smaller leaks he still wanted to fix prior to the high season of 2017. Also he cautioned us by saying he would not be rushed. Ben told him the board would not accept that attitude. We ended this discussion with me meeting with his GM and locating other lines on Tuesday at 9 AM.

standing on each other unconnected. I called him he claimed they were a new style. I told him he hasn't heard the end of this. I will be pursuing this.

Asset Management Grant

I didn't attend the class on Oct 26, as I was fully committed here. I cancelled it before hand. The Capacity division e-mailed me the material, I will be attending the last class on November 21st.

Mapping of the Dorset System

Curb Stop Mapping – I have mapped a total of 41 curb stops.

I have also marked out the Transmission lines from the reservoir to the first valve about 600' from Dorset West Rd.

Spring Production: is approximately 185-195GPM. Spring 1 and 2 which are not on the system, but are the highest ones in elevation are dry. For the year we are 5 ½ inches short of rain since 1/1/2016.

Respectively submitted

Jim McGinnis
Water Operator