

Royalton Fire District 1 Prudential Committee Meeting Minutes

Wednesday, April 24, 2024, 6:00 PM

55 North Street RFD1 Office

Present: Don Lovejoy, Theron Manning, Judy Hayward, and Paul Brock; Ryan Britch arrived at 6:30 pm with Jerry Barcelow and David Kimball from the SR Rescue Squad Advisory Group

Theron Manning called the meeting to order at 6:13 pm

We reviewed the agenda; Don Lovejoy made a motion to accept the agenda as is. Judy Hayward made a second to the motion. **The motion passed unanimously.**

Public Comments: None

We reviewed the minutes of April 10, 2024; Don Lovejoy made a motion to accept the minutes and Judy Hayward made a second to the motion. **The motion passed unanimously.**

Old Business

Rescue Lease with Town – There is no update on the lease at this time.

Chair's Report

Theron Manning reported that we are nearing the end of the Water Treatment Plant Project. Work on the punch list is in progress. Kingsbury is getting the certificates needed for the American Iron and Steel Compliance. There are some change orders that are acceptable. One will result in an \$8,314 increase. We are withholding \$140,000 for the punch list. Change Order 18 for rehab of the two filter units included extra time to repair and resulted in eight additional contract days.

South Royalton Rescue Squad Report

Jerry Barcelow and Dave Kimball from the Rescue Squad Advisory Board asked for a motion to authorize pursuing a contract with architect Jay White. The Advisory Board did a comparison with Jay White and NBF architects whose bid was significantly higher. Jay White confirmed that his

bid is still good. He has the advantage of having designed the Town Office and is familiar with the site.

Ryan Britch made a motion to authorize the Advisory Board to approach Jay White for a contract. Don Lovejoy made a second to the motion. **The motion passed unanimously.**

Theron says get details on each phase of the project: concept, preliminary development and construction. Theon suggested that Jay white should prepare a full construction budget. He recommends that the Advisory Group pursue interim financing for cash flow. USDA will allow the SRRS to apply for both accrued and actual expenses for reimbursement. A yearly cash flow projection is required. They hope to be able to award the contract to the architect in May and initiate work in June. They are hoping to send out the RFP for construction in January 2025 and break ground in the spring.

Water Superintendent Report

Paul reported that he will take the examination for licensure in early May.

Judy paid the annual generator fee for Brookfield; it is no longer needed since we have a new generator covered under warranty by the project. She will seek a refund.

Judy asked Paul about getting the annual Consumer Confidence Report so she can mail it with the spring bills. Paul noted that a few meters have been replaced and more meters have been ordered to have on hand. Only a few meters remain to be read for the spring billing. There was a clerical error about a coliform report in August 2023 and we will inform the public per requirements. The correct test was performed- it was recorded incorrectly.

Administrative Assistant's Report

Judy Hayward believes the single audit was completed as of this morning and she is waiting for the draft FY 23 Audit report.

Judy Hayward made a motion that the RFD1 cover the full cost of the new Childcare Tax. It is .44 percent of payroll. The State had allowed employers to pay .33 percent and to request that employees pay .11 percent. It does not seem worth the paperwork for such a small amount- approximately, \$200 per year. The Selectboard voted to cover the full cost and the South

Royalton Rescue Squad Advisory board did the same. Ryan Britch made a second to the motion. **The motion passed unanimously.**

Work Orders

The water work order is \$4,163.97.

The water construction work order is \$ 179,757.94 to pay Kingsbury for PR-20.

The fire work order is \$8,824.62.

The rescue work order is \$7,304.93.

Don made a motion to pay the bills and Ryan made a second to the motion. **The motion passed unanimously.**

New Business

Paul made a brief fire department report. He noted that there have been fifty calls for Fire this year. It is a busy year.

He has scheduled an accident simulation with the High School

He wants to consider purchasing a tanker truck in the next couple of years since they will have the rescue bay space. A 2,000-gallon tanker will cost \$400,000 +/- . FEMA grants are available.

Judy will prepare a financial report for Fire.

Ryan Britch reported on the South Royalton Rescue Squad meeting. They have filled the position for an EMT. Becky Owen would like to reduce her hours. Revenue is down a little.

Executive Session

We went into Executive Session for a contractual matter at 7:31 pm. We concluded the executive session at 7:55 pm.

Theron Manning made a motion to adjourn at 7:55 pm. Judy made a second to the motion. **The motion passed unanimously.** We adjourned at 7:56 pm.

Respectfully submitted, Judy L. Hayward, Administrative Assistant.