

Royalton Fire District 1 Prudential Committee Meeting Minutes

Wednesday, July 19, 2023 7:00 PM

55 North Street RFD1 Office

Present: Ryan Britch, Corrine Ingraham, John Dettwiler, Theron Manning, and Judy Hayward

Theron called the meeting to order at 7:10 pm

We reviewed the agenda, and it is fine as is.

There were no public comments.

The Minutes of June 28, 2023, were reviewed. Ryan Britch made a motion to approve the minutes with a second to the motion by John Dettwiler. **The motion passed unanimously.**

Rescue Squad Report— Corrine Ingraham reported for the Rescue Advisory Board. The rough estimates for income and expense are \$ 592,275 and \$500,004.62, respectively. They have issued an RFP for estimates for their billing contract. Some donations have been received for the new rescue center. They are in the soft phase of the campaign. They are working with the congressional delegation. Subscription letters just went out. Students from Norwich and Dartmouth are working this summer. They could use more staff. They had approached last year's number of calls in late May. They are making home visits for Gifford. Town lease is set for the building.

Old Business – Theron reported that he had a good meeting with Simon Operating Systems on Tuesday, July 18 who was represented by Lane Simons, one of the owners, and Nathan Fredericks. Theron expects to receive a proposal for services. He anticipates that they will start by shadowing Wayne Manning for a half-day, or one full day and that the proposal would include the scope of services if Wayne took any time away from his duties. This is all their current level of staffing will permit. Theron thinks we should consider hiring someone part-time for maintenance tasks, meter reading, and general customer service. We could certainly consider hiring someone who might want to pursue the apprenticeship process. Ryan asked if we should try to hire a full-time licensed person at this time. Theron thinks the contract is a better way to proceed, given that we need to develop a contract relationship with a firm like Simon Operating Systems because we will not be able to afford two, full-time licensed professionals. He thinks it is best to ease into this change incrementally. Judy will review the draft job description that she and Theron had worked on previously; she will circulate that to the Prudential Committee members for their review and comment.

Chairman's Remarks- Theron Manning

Water Treatment Plant Project

The Water Treatment Plant project went on summer shutdown as of Friday, July 14. Theron does not expect the project to resume until January. It is possible that they will resume work at

the end of July if the generator arrives. The work on the filtration plant would be the primary focus of the work in early 2024 but we may not see completion now until the Spring of 2024.

Recap of recent Storm events

The boil water notice was issued on July 12 due to heavy sediment in the reservoir at Lake John as a result of heavy rain from July 9-11. The State did not want the Fire District to pump water from the river given the contamination from flooding throughout the State. The South Royalton Fire Department assisted with pumping out Lake John and Lake Caspar to keep them from overflowing. Pluck Hill has some severe erosion from the large volume of rain that fell in such a short period. Victoria Paquin issued the boil water notice via press release and Vermont Alerts as well as posting it online. She and Judy Hayward tried to reach as many landlords as possible by email as well. Theron Manning, John Dettwiler and Don Lovejoy delivered flyers door-to-door over a 24-hour period to reach residents and businesses in the district.

Judy Hayward had put the call-forwarding from the office telephone to her cell phone as of July 9 in anticipation of being away from the office until Thursday, July 13. She was able to field calls remotely. She was monitoring the RFD emails and relayed information to Theron, Wayne, and the Fire Chief, Paul Brock, who was acting in his role as incident commander for the community. Theron worked with Wayne Manning at the Water Treatment Plant. Theron and Wayne stayed in communication with the State Drinking Water and Ground Water Division from the earliest moments of the emergency. This communication continues as Wayne monitors water quality, conducts testing, and manages the equipment. They were also in communication with the Dam Safety Division as we were monitoring the dams at Lake John and Lake Caspar. A water pump broke and the State directed Theron to get a backup pump from the Town of Hartford while they waited for a new one to arrive. The Town of Hartford deserves our thanks for providing this pump and some additional fittings that were hard to find.

Judy reported that the State Dam Safety team inspected Lake John and Lake Caspar on Monday July 17 and reported no changes in old deficiencies and no new deficiencies. This is good news, and they do not believe they will have to return for an inspection again this year.

Theron reported that there has been some modest improvement in the water quality, but the results are still not in the range that the State requires for flushing the mains, let alone lifting the boil water notice. If testing goes well on Thursday and Friday, Theron said the mains could be flushed on Saturday. Fire Chief Paul Brock will assist Theron and Wayne and John Dettwiler and Ryan Britch have offered to help as well if we get the go-ahead to flush the mains.

FEMA sent five pallets of bottled water that was delivered to the Town Office and Victoria Paquin notified landlords and asked Rescue to take water to those who might have difficulty getting it on their own.

Water Superintendent Report – The report was passed over as Wayne was at the plant working. Judy is working on the annual water consumption report for FY 23, just ended. She will have it for the next meeting.

Administrative Assistant Report - Judy reported that she and John Dettwiler had a good meeting with the EPA about the Congressional Directed Funding via zoom on July 5, 2023. They suggested that we select a discreet project or two and use the funding for that instead of just a general grant for the whole project. The generator and water filtration projects should generate enough expense for the grant and 20 percent nonfederal match.

Judy said that Victoria Paquin had directed her toward a funding source with an acronym of BRIC. Judy is also reviewing some materials about CDBG funds.

Judy is working on the end of year financials and audit date is set for the week of November 27, 2023. Judy is still gathering information for liens on the properties of delinquent water users.

Judy noted that when we revised the bank signatures in March, she neglected to include Victoria Paquin on the motion. She needs an additional motion to update the bank accounts completely. She moved that Victoria Paquin continue to be a signer on all accounts. Ryan seconded the motion **and the motion passed unanimously.**

Work Orders – We reviewed the work orders:

Fire Department-\$1,827.43

Water Department-\$3,463.15

Water Construction- \$173,536.98

Rescue Squad- \$4,395.99

John Dettwiler made a motion to pay the bills and Ryan Britch made a second to the motion.

The motion passed unanimously.

NO NEED TO MEET ON JULY 26 UNLESS A NEED ARISES. JUDY WILL REACH OUT ABOUT CHECKS IF NEED BE. THE NEXT MEETING IS AUGUST 9 AT 7 PM.

Ryan Britch made a motion to adjourn, and John Dettwiler made a second to the motion. **The motion passed unanimously.** The meeting adjourned at 8:45 pm.

Respectfully submitted,

Judy L. Hayward

Administrative Assistant/Bookkeeper

Adjourn