

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

January 28, 2020

Present: Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien,
Clerk Cheryl Cachat

Public: Al Nadeau, Richard Olsted, Dan Downer

Mike Kubicki called the meeting to order at 6:30 pm.

General Business:

- Minutes
 - o Mike Kubicki made a motion to accept the minutes from November 26, 2019 and December 5, 2019 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence
 - o None
- Budget FY21
 - o Discuss in Administration Report
- Personnel
 - o Mike stated that the Commissioners request that the 3 department heads all prepare a job description for themselves. This will enable annual reviews and will clarify expectations for what the Commissioner see as job duties versus what the personnel see as their job duties. These documents will also be put into place as a part of an annual review. The department heads should also be prepared to create a description for all staff working for them. The documents should be ready for the February 25, 2020

Ambulance Report:

- Printed Report read (attached), Chad was unable to attend

Fire Department:

- 103 calls to date,
- End year with 2 structure fires
 - o December - 687 Main
 - o January - 1106 South
 - o Both were quick stops with minimal damage to residence
- Waiting for an updated quote after a station visit from Valley Communications for telephone system.
- 4 members from department are interested in attending Mass. Firefighter Academy
- Bay slab committee met on Monday; notes attached
 - o The Committee is requesting that Kurtz delay start of project to mid-April
 - Concern with having vehicles outside during colder/rainy weather
 - Unable to find suitable inside location in town for all vehicles
 - o Vehicles to be dispersed around town center with two vehicles to remain housed at station

- Gear and equipment to remain at station behind barrier wall to be built by Kurtz in middle of station
 - Lockers and gear will be moved by department personnel
- Dan Downer
 - Reviewed contract to be completed by Cheryl
 - Payment schedule to be outlined
 - Reviewed attachments to contract
 - Preliminary working schedule:
 - Contract signed
 - Shop drawings submittal
 - Project permitting
 - Truck/equipment relocation
 - Old floor removal
 - Floor drain, oil separator
 - Install rebar/ piers
 - Inspection
 - Pour new concrete
 - Curing of floor 27 days, able to access after 7 days, trucks can be housed on apron in front of bays
 - Punch list items
 - Final approval
 - Mike asked if there are any concerns regarding the location of the trucks
 - Chief and Dan agreed that this was a subject that had been in planning
 - Dick Olsted asked about personnel response to various locations
 - Still being planned, will fine tune as time comes closer
 - Dick Olsted asked about disruption to neighborhood and traffic
 - Front of station to be blocked off, should contain equipment
 - Guidelines will be set up during the construction meeting prior to start of project
 - Kick off meeting would be 7-15 days prior to start of project
- Cheryl voiced the concern that the month of April is a high volume collection time.
- Cheryl voiced that the Annual Meeting will need to be relocated due to the construction

Water Department:

- Printed report from Water Superintendent attached to official minutes

Treasurer's Report:

- The Chief & Water Superintendent both gave me their general fund budget for FY21 and those numbers were entered into the budget documents given to the Commissioners
 - Following the budget timeline, the meeting for the end of January & beginning of February will be combined in February
 - At that time the Commissioners will meet with each department head and review general fund and proposed capital project
 - Anticipate having the final insurance percentage at that time
- Shut letters were delivered and are due by this Friday, high volume of payments this week

Cam Cachat asked the Chief to consider adding the gear washer and dryer to his capital budget for next year. This is due to concerns and conversations regarding the cancer threats. Chief was glad he mentioned this as he

has planned for this to be included. Although other OSHA requirements are difficult to accomplish, after accommodations are made this will check an item off the list .

Next meeting will be February 25, 2020 at 6:30pm.

Mike Kubicki made a motion to adjourn at 7:11 pm, seconded by Cam Cachat, passed unanimously

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk