

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

July 27, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan,
Water Superintendent Benlien, Ambulance Director Woodard, Asst. Clerk Melanie Roucoulet
Prudential Committee: Al Nadeau

Public:

Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
 - o Jim Driscoll made a motion to accept the minutes from March 30, 2021, May 11, 2021, June 29, 2021 and June 29, 2021 Executive Session as printed, Mike Kubicki seconded, approved unanimously.

Ambulance Report:

- Nicole reported that everything is moving along as it should be, Finishing closing up final business for transfer.
- Mike Kubicki inquired about staffing, Nicole stated that 3 new FF/EMT have been hired and hopefully another two will be hired soon.
- Nicole is working on training 2 of the new hires.

Fire Department:

- Chief reported that Ladder truck had a fire and was in the shop being fixed.
- Chief reports that he has received a great application for another FF/EMT.
- Once full staff is hired we will have someone here covering 7 days a week.

Water Department:

- Bob returned to work today and went and introduced himself to the new Town Manager and Town Planner, hoping to work well together
- Bob worked on reviewing budget info to get brought up to speed on where things stand for the water department.

Treasurer's Report:

- Working on year end financials for the Auditor that will be coming next month.
- Shut off notices were distributed last week, payments have been coming in quickly this week.
- Jim Driscoll made a motion to appoint Cheryl Cachat Treasurer effective July 1, 2021
 - o Seconded by Mike Kubicki, Cam Cachat abstains, motion passed.
- Jim Driscoll made a motion to appoint Cheryl Cachat Clerk effective July 1, 2021
 - o Seconded by Mike Kubicki, Cam Cachat abstains, motion passed.
- Jim Driscoll asked everyone to review the step chart that will be updated in the handbook.

- Mike Kubicki mentioned performance evaluations that are in the handbook and asked if they are being done?
 - Discussion of reviews with Fire Chief & Water Superintendent
 - Effective tool for personnel and supervisors
 - Performance evaluations are to be held annually in January before the new budget is completed.
 - Jim Driscoll made a motion the new step chart to be entered in the Handbook.
 - Seconded by Mike Kubicki, approved unanimously.
- Jim Driscoll discussed the carry forward of unused vacation time, specifically Cheryl Cachat due to training of the new treasurer.
 - Jim Driscoll made a motion to allow Cheryl Cachat to carry forward any unused vacation time.
 - Mike Kubicki seconded, Cam Cachat abstains, motion passed

The next meeting will be August 31, 2021 at 6:30pm

Jim Driscoll made a motion to adjourn the regular meeting at 6:45 seconded by Mike Kubicki, passed unanimously.

Respectfully submitted,

Melanie Roucoulet
Assistant Treasurer/Assistant Clerk