

DALTON
FIRE
DISTRICT

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20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

July 30, 2024

Present: James Driscoll, Camillus Cachat, Michael Kubicki, Melanie Roucoulet, Bob Benlien, Daniel Filiault, Tom Murray, Chief Tobin

Public:, Chris Cachat, Mike Cachat, Morgan McDonough, Dan Slater, Charlotte Crane, Steve Perry, Cody Doyle, Tom Hutchenson, Brittany Polito, Tyler Miller, Tom Irwin, Don Davis

James Driscoll called the meeting to order at 6:32pm.

General Business:

- James Driscoll made a motion to accept the minutes of the June 25, 2024, and July 2, 2024 minutes as printed.
- James Driscoll Made a motion to accept the bid from New England Woodland Management as presented.
- Tom Irwin states that The Town has formed a committee to examine a new Police Station and they are open to perform it with us if we would like options.

Fire/Ambulance:

- Jeff Noble from Hill Engineers in working on different plan designs for the office space, radio room, bathrooms, living quarters, ect for the fire department functional areas in the station house. Anticipated drawings in September form review.
- Job descriptions for the Chief, Lieutenants, and Firefighters, Tobin plans on having descriptions for Deputy Chief and Assistant Chief on the agenda for next month.
- Employee handbook updates pertaining to “Employment at Will” and Vacation requests.
- Mike Kubicki made a motion to accept the updates to the employee handbook as printed, Cam seconded, passed unanimously.
- Changes to Policies 109 Non-Denominational Chaplain and 110-Tabacco.
- Mike Kubicki made a motion to accept the new policies 109 and 110 as written, cam Cachat seconded, passed unanimously.
- Berkshire Regional Planning Commission – Coordinating start dates as assessors will need access to the Fire Department, Water Department and personnel office.
- Chief Tobin has been working with Chief Elroy Ricardo of North Collier Fire department regarding a Ladder Truck that they are willing to donate to Chief Tobin, the only cost will be for the delivery of the truck, approximately \$5000.00
 - James Driscoll stated that he will look into it and get back to Tobin at a later date regarding this.
 - Several members of the town questioned Driscoll on why the wait, Driscoll reponded that he would not just make a motion to approve this until the commissioners had more of a chance to look into

this proposal. Driscoll was then told by Tobin that he needed an answer right away or the district would not be able to receive the Ladder Truck. Driscoll again stated that the commissioners would not just agree to a donated vehicle without doing their due diligence and looking into the truck further,

- A fire Tone went off at 7:38 pm and more than half of the meetings attendees left for the call including Chief Tobin who was not done with his report.

Water Department:

- All the meters have been replaced in the pit at Wahconah Mill, backfilled, seeded and mulched.
- Glenn Cardireli from Neponset Controls calibrated the flow and pressure meters at the Housatonic St and Donn Elser pump stations.
- The summer help and Nathan painted the gates at the damns and Reservoir Rd.
- All the stations have been weed wacked and mowed multiple times.
- We received a new loader. We used it to clean up at the filter plant and to grade Reservoir Rd. Works Great!
- Bob received the dam inspection reports from David Lenart.
- The perimeter of the filter plant fence has been weeded inside and out.
- The Don Elser pump station, The Housatonic pump station, Wahconah well site and Washington Mt Rd have all been power washed.
- The pavement was patched at the old O'Connell's gas station and on High St.
- On Thursday June 29th while patching the pavement on High St Nathan got his hand caught in the chain from the tailgate which broke his finger and caused a severe laceration across his third knuckle. He was transported by ambulance to Berkshire Medical Center and was later released. He returned to work light duty on Tuesday July 2nd.
- The CCR was mailed out, due to the launch of the new website delay and the mailroom that we used to use going out of business, the mailers were delivered past the due date. Bob spoke to the DEP and they stated we will not be in violation.
- The Biodiversity Research institute will be continuing their Loon Translocation Project again this year at the Windsor Reservoir, they have forwarded a copy of their liability insurance.
- All backflow tests have been copied and dropped off to Melanie for billing.
- The Chlorine System at the Filter Plant has been refreshed.
- 51 dig safes were marked out in July.

Administration Report:

- James Driscoll made a motion to appoint Melanie Roucoulet as District Treasurer, Cam Cachat seconded, passed unanimously.
- James Driscoll made a motion to appoint Melanie Roucoulet as District Clerk, Cam Cahat seconded, passed unanimously.
- Mike Kubicki signed the agreement with Vadar to start moving forward with the new accounting software. Melanie and Mike have a zoom with Vadar to find out what information they need to proceed with creating the new chart of accounts.
- Jeff from Scanlon was in 2 weeks ago and together we finished the financials for FY23, he will be coming back in within the next month so that we can start the process of balancing FY24.
- Around 300 shut-off notices were created and hand delivered from the water department staff.
- Mike Kubicki created a new purchase order policy, then made a motion to accept the new procedures, cam seconded, passed unanimously.
- Mike Kubicki made a motion that any editing to the new website must be approved through the board other than agendas, minutes and emergency posts, Cam seconded, passed unanimously.

- James Driscoll informed the board and meeting attendants that the District is in a deficit of (\$183,000.00) due to overtime issues.
- Questions were brought up regarding the Commissions having a Forensic Audit.

James Driscoll made a motion to adjourn the meeting around 7:48pm seconded by Cam Cachat, passed unanimously.

Respectfully submitted,

Melanie Roucoulet

Melanie Roucoulet
Treasurer/Clerk

