

DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

August 26, 2025

Present: James Driscoll, Camillus Cachat, Michael Kubicki, Melanie Roucoulet, Water Superintendent Bob Benlien, Dan Filiault, Charlotte Crane, Interim Chief Chris Cachat, Cody Doyle, Owen Hoffman, Jordan Anderson

Public: Rob – Dalton TV

James Driscoll called the meeting to order at 7:00 pm.

General Business:

- James Driscoll made a motion to accept the minutes from July 29, 2025, meetings as printed, Cam Cachat seconded, approved unanimously.

Other Business:

- Driscoll states that Eversource has contacted him regarding doing work on their easement off New Windsor Rd. in the next few weeks. Benlien and Driscoll walked up in the area, and they see no issues with the work being done.
 - James Driscoll made a motion that the district allows Eversource to cut the area as designated to bring in the crane, Cam Cachat seconded, passed unanimously.

Ambulance/Fire:

- The month of August is already at 110 incidents, most of them EMS related.
- Charlotte Crane discusses the undertaken a few projects on station and apparatus updates, Washer and Dryer have been installed, our 3 garage doors have been replaced with lights showing when the doors are fully open. There was an issue with the ambulance A/C in the beginning of the month, where Hinsdale was kind enough to loan us their ambulance while ours was out for repair. The 6X6 that had some issues that have been repaired. Installation of tablets with cellular ability have been installed in all apparatus.
- Crane would like the commissioners to review and adopt Policies 115, 116 and 117 that were handed out at a previous meeting
 - Michael Kubicki made a motion to accept policy number 115, 116 and 117, Cam seconded, passed unanimously. Kubicki would like all policies to be dated moving forward.
- Crane mentions a few updates in the past month, several good training have happened this month, we have also had some EMT/Medics apply for Per Diem positions which is needed, also we are planning on starting up a Jr. Firefighter program. Crane will have more details coming soon.
- Morgan McDonough has been appointed from Interim Ambulance Director to permanent

Ambulance Director.

- Morgan McDonough will be hosting a public CPR class this Saturday morning.
- Chief Cachat mentions that Charlotte Crane has been in charge of all of these projects being done and wants to recognize all her hard work.

Water Department:

- There was a follow-up with DEP regarding the cybersecurity that was started last year, they were very happy with all the work being done so far.
- The siding of the stock house has been replaced and painted. Bob submitted the roofing bid so we should start receiving bids any day now
- A ton of Dig Safes have been done.
- Benlien states there was a water service break on Gulf Rd, customers had no water. It turned out to be an issue for the homeowner.
- The Lead service line inventory is completed; the analysis shows that there is NO lead in town which is good.

Treasurer's Report:

- Accounts receivable balance is a bit under \$14,000 which is quite a bit higher than normal.
- After a discussion with Laurie with Kinsharf, she suggested outsourcing payroll. Not many Treasurers do payroll anymore due to the liability and the time, it is much cheaper to have a payroll company process it. I received quotes from both Universal Payroll and Harpers. In my opinion Harpers was about \$500 more a year but they deal with many municipalities, will upload all information into my new accounting software, also have a great Human Resource portal. All the Commissioners agreed.
 - Cam Cachat made a motion to go with Harpers for our new payroll company, Kubicki seconded, passed unanimously.
- FY25, all reports were mailed to Laurie for her to start balancing the year so we can start free cash.
- I have had a few issues with Co-Op bank and will be moving our funds to Adams Bank.
- Petition for commissioners to go from 3 to 5 is in process of being written with the State's help.

James Driscoll made a motion to adjourn the meeting at 7:55pm seconded by Cam Cachat, passed unanimously.

The next meeting will be September 30, 2025 at 6:30pm

Respectfully submitted,
Melanie Roucoulet
Treasurer/Clerk

