

**South Royalton Rescue Advisory Board  
Minutes of the October 24, 2017 Meeting  
Royalton Town Offices**

APPROVED: 11/08/17

**Attendance:**

Members: Jerry Barcelow, Brenda Field, Carol Flint, Mary Gavin, Dave Kimball, and Gidget Lyman.

Absent: Thomas Hoyt, Corinne Ingraham, and Nathan Potter

Visitors: Administrator David Palmer

**Call to Order:**

Jerry Barcelow called the meeting to order at 5:30 p.m. Jerry distributed a suggested agenda.

Motion: Carol Flint made a motion to approve the agenda. David Kimball seconded the motion. The Motion passed unanimously.

**Public Comments**

No public comments.

**Approval of the Minutes**

Carol Flint distributed a draft of the minutes from the October 11 regular meeting and the special meeting to discuss the proposed FY19 budget on October 18.

Motion: David Kimball made a motion to approve the October 11 minutes. Gidget Lyman seconded the motion. The minutes were unanimously approved. Carol will send a copy of the minutes to Seth and Heidi Vogt for filing in the Prudential Committee files.

Motion: David Kimball made a motion to approve the October 18 minutes. Gidget Lyman seconded the motion. The minutes were unanimously approved.

Carol will send a copy of the minutes to Seth Stoddard and Heidi Vogt for filing in the Prudential Committee files.

**Brief update: Reports on any items in the October 11 minutes that were delegated**

1) SOGs Update (David/Brenda/Carol) – The Committee reported that they are focusing on completing the Employee Handbook first. They plan to distribute a final draft to the committee and will ask for comments before the next meeting. Once the handbook is approved, they will tackle the SOGs. Please note, these documents will be ones that will be changed regularly after they have been adopted by the AB.

2) VLCT Model Rules (Jerry) – Jerry asked if there were any final changes to the rules he modified for the AB meetings.

MOTION: Mary Gavin made the motion to adopt the VLCT Model Rules of Procedure for Municipal Boards, Committees, and Commissions with modifications made at the last meeting. David Kimball seconded the motion. The motion was unanimously approved.

### **Bookkeeper Update (Angela)**

1) Review the YTD P&L through September 30: Angela reviewed the report she sent prior to the meeting and reported that all town appropriations have been received to date. Angela highlighted a few other details and answered questions.

2) Progress on moving the Money Market and getting a new credit card: Angela reported percentages of local banks and credit cards and recommended that the AB go with North Country Federal Credit Union at .3-.35%. Discussion followed. It was recommended that she look at CD options and report back at the next meeting. About \$25,000 would be transferred to the new fund.

Angela reviewed her research on obtaining a new credit card account. Discussion followed. It was suggested that the AB obtain a card through a bank where we already have accounts.

3) AFLAC: Angela noted that SRRS has four employees that have signed up for AFLAC. Employees can opt in for certain packages and premiums are paid every month through payroll deduction. Premiums are collected and sent to AFLAC paid by the 15<sup>th</sup> of every month. Angela had found some discrepancies where payroll did not collect enough or it may have collected too much.

MOTON: Mary Gavin made a motion to pay the staff we owe, and set up payments for those who owe SRRS, not to exceed 90 days, through payroll deduction. David Kimball seconded the motion. Passed by all.

Angela will run reports regularly from now on to keep the account at zero. She will also research if SRRS needs to have a policy in place to support the AFLAC program.

4) Balance Sheet: Angela described the balance sheet as it stands today. She noted that there are many items that are not described on the balance sheet. She would like to organize the balance sheet to define all SRRS assets to give a better accounting of SRRS. Through her research, she realized that SRRS was consolidated with water and fire and the documents were not very helpful. David will give Angela a list of equipment he thinks should be added.

5) Other: Angela noted that the bank statements have been reconciled to date.

### **Long term planning – Jerry (15mins – 6:45)**

Jerry began a discussion to organize a list of long-term projects and deadlines. He reminded us about David Palmer's departure after his contract expires on November 30, 2018. It was decided that the financials had to be organized before any forecasting can be done. Then, the Employee Handbook (completed by 12/31/17), SOGs (completed by 12/31/17), and AB bylaws (which will include a purchasing policy) will provide a good structure for transitioning to run under the Selectboard. Concurrently, Dave Kimball will oversee and organize a committee for the New Location/Building Project, and the Truck Committee will continue to focus on getting a new vehicle in place.

### **WRVA Ambulance Update:**

MOTION: David Kimball made a motion to purchase the vehicle for \$500, and appointed David Palmer to find a cost effective way to transfer it to South Royalton, and store it until SRRS needs it. In the meantime, he requests David Palmer to prepare a plan for its use. Brenda seconded the motion. The motion passed with five approvals and one opposed.

David Palmer will talk with Thomas Hoyt before the purchase to discuss a cost effective way and storage at Journey Church or at the town offices. Jerry will run some income analysis to see if there are other ways to gain income from the purchase.

**Meeting Adjourned:**

There being no further business to come before the board, Brenda Field made a motion to end the October 25 meeting. Jerry Barcelow seconded the motion. It was approved unanimously. The meeting ended at 6:54 p.m.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative