

# MINUTES

## Royalton Fire District #1 Prudential Committee

*Date | time* 12/27/2017 7:05 PM | *Meeting called to order by* Keith Grimes

### In Attendance

Prudential Committee: Keith Grimes-Acting Chair, Don Lovejoy, David Whitney, Kyle Jones

Officers & Guests: Paul Brock, Fire Chief/Chief Engineer  
Jerry Barcelow-Advisory South Royalton Representative (briefly),  
David Kimball-Advisory Tunbridge Representative

### Approval of Agenda

Kyle motioned to accept the agenda as amended (moving the Fire heading to the top of the list), Don seconded, passing 4-0.

### Fire Department

Paul Brock advised new utility truck is nearly done. There have been a few accidents and one minor trailer fire, but otherwise quiet.

### Water Department

Wayne was unavailable, however he emailed an update. A new meter was installed on the Cooper residence; however, an internal leak is suspected since 4,700 gallons have been used in the month since installing said meter.

The budget was reviewed and discussed regarding a requested rate for next fiscal year. Planning for future expenses NEEDS to happen. \*\*Jerry and David entered and [we] skipped to Rescue for a time\*\*

After returning discussion to Water, the Board discussed rate options at length. David W. motioned to submit \$1.94 per 100 gallons as the suggested rate for fiscal year 2018 to the voters at the annual meeting. Don seconded, and the motion carried 4-0.

### Rescue Department

The Advisory Board reviewed/requested the following items:

- \* Reviewed accounting balances fix to be reviewed/completed by Heidi/Angela.
- \* Reviewed Standard Operating Guidelines regarding hierarchy of the Advisory and Prudential Board
- \* Asked for Heidi and Angela to have a plan in place once Heidi leaves to be sure bills/important items do not "fall through cracks".

- \* Reviewed financial year to date reports.
- \* Don will get an office key for Angela's use.
- \* Requested Angela be given access to view bank account balances online and to be able to transfer money between the checking and money market accounts as directed by either the Boards.
- \* Requested Angela and the Advisory be allowed to open a charge card account that will be used exclusively by the Rescue Administrator, Rescue Bookkeeper, and/or the Chair of the Advisory.
- \* Requested Angela and the Advisory be allowed to move the present money market to a different financial institution that pays a better interest rate and /or allows [us] to get a better deal for a new charge card.

All items reviewed were approved for the requested actions.

\*\*The meeting returned to the Water department\*\*

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### RFD Business

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Vendor check payments were reviewed and discussed, specifically an overdue GMP invoice for the Rescue house.

Candidates for the bookkeeper position were discussed (no applications have yet to come in). Don suggested and offered to post in more areas around Town.

The need/want for a Business Manager for the RFD was discussed briefly since the option is not in the budgets.

Keith is still working contacting Larry Trottier regarding merging with the Town. Correspondence and suggestions on how to proceed from the VLCT was discussed briefly – a large to do list.

David W. and Keith both confirmed they will not be renewing their membership to the Board.

Don motioned to give Heidi \$50 as a Christmas bonus, Kyle seconded passing the motion 4-0.

Kyle motioned to adjourn, Don seconded adjourning the meeting at 8:10pm 4-0.

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### Next Meeting(s)

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01/08/2017	Royalton Fire District #1 Annual Meeting, Royalton Town Office, 7pm.
01/10/2017	Advisory Board Meeting, Royalton Town Office 5:30pm
01/24/2017	Advisory Board Meeting, Royalton Town Office 5:30pm Prudential Committee Meeting, North Street office, 7pm