

**SRRS Advisory Board  
Meeting Minutes  
Draft  
Sept 25, 2019 - 5:30 PM**

Board Members In Attendance: Corinne Ingraham, David Kimball, Mary Gavin, Brenda Field, Carol Flint, Dustin Potter  
Absent: Thomas Hoyt, Jerry Barcelow  
Public in Attendance: Steve Belmont SRRS Administrator, Becky Owens SRRS Deputy Administrator, Victoria Paquin Bookkeeper

Call to Order: The meeting was called to order by Corinne at 5:30 PM

Vote the Agenda- On a motion by Mary and seconded by Brenda the agenda was approved by all with an edit to indicate administrators report will be presented by Steve

Public Comments- There were no public comments this evening

Vote the minutes of Sept 25, 2019 - On a motion by Brenda and seconded by David the minutes were approved by all as amended

#### Administrators Report

1. There were no issues while Steve was on vacation
2. Overtime during the last two pay periods was 6 hours and 2.5 hours respectively
3. Steve presented a policy for filing complaints to the board. He requests that the board review and approve the policy. Discussion ensued regarding what necessitated the policy and what issues Steve is looking to correct. The board requested that they be given time to consider the policy and requested that in the meantime Steve be diligent about documenting any complaints that he receives.
4. The food drive will start again next month
5. Going to repost the per diem position on indeed
6. So far this calendar year we have responded to 364 calls
7. The squad will be on the green with the truck for the town's trunk or treat event
8. Thanks to Becky for sending the newsletters to the board. Carol requests that Becky add a section that give some details on the Advisory Board so that the squad can have more awareness of their activities.

#### Financial Reports

1. Month of September and YTD financials are looking great. We're now ahead of budget for the year having almost caught up on the payroll overage due to the extra pay period. Revenues are up and expenses are in line with the budget with the exception of expected overage due to additional spending of duck race and coin drop funds on unbudgeted items

2. Collection Agency- Anne has submitted some accounts to the collection agency.
3. FY 21 Budget due date- The FY '21 Budget is almost complete. The finance committee will meet on October 30th to finalize the budget for presentation to the advisory board. Still working on a few items on staff wages.

#### Report from the Building Committee

A meeting has been arranged with the fire marshal to discuss the building plans and receive general advice on fire regulations. A suggestion was made to begin thinking about forming a grant committee. We are also going to consider a generator for the new building.

#### Selectboard meeting on November 12th

Victoria distributed a proposed timeline for transition under the umbrella of the selectboard. The advisory board determined that they would ask Jerry to act as the point person between the selectboard and the advisory board for matters relating to the transition.

#### Royalton member AB vacancy

We are short on member of the advisory board from Royalton. Various options to fill the position were discussed. It was determined that a potential candidate would be asked if interested.

#### Future meeting dates

On a motion by Mary and seconded by Brenda all approved that the November and December meetings shall be held on the third Wednesday of the month at 5:30 pm at the Town offices.

The board thanks Corinne for facilitating the meeting in Jerry's absence

Adjourn :

On a motion by Mary and seconded by Carol all approved adjourning at 6:30pm.

Next meeting: Nov. 20th at 5:30pm

Respectfully Submitted by Victoria Paquin