

MINUTES

Royalton Fire District #1 Prudential Committee

Date | time 8/23/2017 7:06 PM | *Meeting called to order by* Seth Stoddard

In Attendance

Prudential Committee: Seth Stoddard-Chair, Keith Grimes-Vice Chair, David Whitney, Don Lovejoy, Kyle Jones.

Officers & Guests: Wayne Manning, Water Operator;

Jerry Barcelow-South Royalton Representative, SRRS Advisory Board

David Kimball-Tunbridge Representative, SRRS Advisory Board

Heidi Vogt, RFD#1 Bookkeeper/Administrative Assistant

Approval of Agenda & Minutes

Keith motioned to accept agenda, Kyle seconded, the agenda passed 5-0.

Water Department

Wayne reported the following: The Lake John PER, though not completed yet, will be redesigned after a meeting with the State and Engineers recently. Wayne voiced his concerns with the current plan since it involves digging up the current dam and makes no mention of the current viaduct or an emergency spillway. The previous engineer we dealt with, Chad Whitehead, is no long with the company. Wayne demanded answers from the engineers. He received some via email, which was forwarded to all Prudential Committee (PC) members, but no answers regarding the spillway/viaduct have come. Wayne also mentioned that Lake Casper should be included in the emergency spillway aspect plans.

Wayne checked the cost of updating the chlorine monitors. He was hoping for less, at \$23,000.

Needs to be an item put into the budget.

Ongoing water and customer projects were discussed. Application requirements for upgrades to properties that are on our system were discussed.

Rescue Department

Jerry and David K. reported on behalf of the SRRS Advisory Board (AB): Bylaw changes from the last meeting were discussed with reproduction and affirmation of the document necessary. The AB's hiring abilities was briefly reviewed. Jerry suggested contacting Robert Manby for suggestions on the document. Both boards agreed. A new bookkeeper, Angela, was hired. She will be starting tomorrow. The AB & PC need to agree on recordkeeping placement, "boss" levels, and internal controls. David K. and Jerry suggested: Angela would be equal to Heidi vs reporting to. She

would present her payment and financial reports to the AB, they would then review the reports and submit them with their explanation to the PC. Minutes for the AB are not currently on Angela's job description however can be in the future. Seth would like to see Heidi and Angela work together to create similar systems to aid in ease of auditing. Jerry requested permission to schedule a meeting with Manby with he and probably Seth. The Boards ok'd. Jerry also suggested that the only files kept at the Rescue house are for the current fiscal year financials only. Employee records will remain here on North Street, as well as previous fiscal years. Boards agreed that Heidi and Angela will work through the process one step at a time and ask for recommendations and or help with any "speed bumps" that come along.

Jerry presented a bookkeeping change for the balance sheet. A transaction placement that was never fixed by the previous auditors, but causes no harm other than aesthetics. Kyle motioned to reimburse the mentioned Money Market account \$4,791.58 from the checking account, Don seconded, and the motion passed 5-0. After further discussion of the origin of the transaction with Heidi Kyle withdrew his motion as it was no longer pertinent.

Jerry also requested clarification for a budget line item "364a – Rescue Ambulance Equipment Fund". He believes the intent of the line item was for a new ambulance. He requested clarification from the PC. Seth feels like it was for large equipment and capitol purchases. Jerry will check with David Palmer first and discuss again at the next meeting. The AB feels strongly that the PC should make the final official call on this item. All were in agreement.

RFD Business

Seth asked the Board if they were ok with Heidi obtaining proposals from area auditors. All agreed.

Next Meeting(s)

09/13/2017 Prudential Committee Meeting, Fire District Office 7pm

Keith motioned to adjourn, Kyle seconded, the meeting adjourned at 8:46pm.