

## **Royalton Fire District #1 Prudential Committee Meeting Thursday, November 12, 2020 7 pm via Zoom**

Present: Theron Manning, John Dettwiler, Don Lovejoy , Judy Hayward, and Wayne Manning

Meeting was called to order at 7 pm by Theron Manning.

**Agenda Revisions** – No; Agenda is approved with a motion made by John Dettwiler and a second by Don Lovejoy. **Motion carried unanimously.**

Public Comments- No

**Minutes of the October 28, 2020** meeting were reviewed Don Lovejoy made a motion to approve and John Dettwiler made a second to the motion. **Motion carried unanimously.**

### **Water Superintendent's Report**

Wayne has been reviewing a few meter readings. Theron raised the prospect of a budget set aside for meter upgrades. Wayne felt the meter fees should be put into a reserve. It will probably be \$40,000 plus to do this. Theron and Wayne will work on a replacement plan. Many are 40 years old. We have approximately 200 meters.

### **Administrative Assistant's Report**

Judy reported that Vermont Law School had donated \$10,000 to the Fire Department. She also reported that a bequest of \$4,000 for the fire department is forthcoming from the Harland Perley, Jr. Trust. She has signed some paperwork for the attorney representing the trust. She discussed both gifts with Fire Chief Paul Brock, and Paul advised that both should be deposited into savings.

Judy noted that she and Victoria Paquin had been discussing a plan for covering each other's work if one of them contracts Covid 19. Theron advised that it was a good idea to have a plan, but that Judy should only attend meetings by Zoom and not in person for the foreseeable future should she be called to fill in for Victoria.

Judy has completed approximately 50 percent of the Fall billing.

Judy reviewed the By-laws, and the annual meeting should be scheduled for Monday, January 11, 2021. This means she must warn the meeting no later than December 11, 2020. Victoria had advised her to warn the meeting between 30 and 40 days in advance. We should work on the agenda so that we can finalize it before the end of November.

### **Budget Discussion**

Judy had sent committee members a draft of the FY 2022 Fire Department Budget and a copy of the Final Water Department Budget for FY 2021 to use as a working draft for the FY 2022 Water Budget. She noted that when she checked the attachments that two copies of each downloaded. This has caused some confusion about the documents.

Chief Brock prepared a budget that is \$2,000 less than FY 2021's budget. The committee reviewed it and the sense of the meeting was to approve it. Paul was commended for preparing a budget with a reduction in total costs.

Judy discussed using last year's water budget as the starting point for discussing FY 2022's budget. We agreed to keep cost increases to less than 3 percent, and Judy will review the past three year's billable gallons to arrive at a recommended revenue projection. We all agree that it is hard to predict what may happen after July 1, 2021. Theron stressed that we should challenge ourselves for cost containment and we all agreed. Judy recommends that we not hire a delinquent bill collector at this time. Customers are catching up on past due balances. We will leave the line item in the budget. We will plan to earmark meter fees for deposit into the savings account. Judy will get a revised draft for the water department to the committee sometime during the week of November 23. We agreed we can discuss by phone and email since our next meeting is not until Wednesday, December 2.

### **Work Plans**

Victoria had prepared the Rescue Squad work plan. There are checks totaling \$3,267.45 and Judy has only one check for the fire department. Paul wishes to apply for a matching grant for Wildland Fire Gear offered by the State of Vermont. The request is for \$807.83. Judy indicated that Paul had funds within his budget for this type of acquisition and with the recent gifts, she believes our match for the grant is covered. Motion to approve the work orders was made by Don Lovejoy and the second to the motion was made by John Dettwiler. **The motion carried unanimously.** Judy noted that she has ordered checks for the water department and is awaiting their arrival to pay bills later this month.

The meeting adjourned at 8:05 pm upon a motion made by John Dettwiler with a second from Judy Hayward. **Motion carried unanimously.**

Respectfully submitted,

Judy L. Hayward, Administrative Assistant