

## **Minutes December 16, 2020 7 pm via Zoom**

Royalton Fire District Number 1 Prudential Committee

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

Guest: Samantha Ruggles, RHR Smith

### **No Agenda Changes**

### **No Public Comments**

**Minutes:** The Minutes of December 2 were reviewed. John made a motion to approve them with a second from Don ; **the motion carried unanimously.**

### **Discussion with our auditor, Samantha Ruggles from RHR Smith**

Samantha Ruggles reviewed that the 2019 audit went well and there were very few concerns. She stressed that the administrative assistant should be sure to get approvals from Wayne and Paul before paying invoices. Judy noted that since she is new to the job this year, she is asking a lot of questions about how to expense invoices. She recommended that we review the 5 percent interest rate for the USDA loan. She thought we might be able to refinance that and save some funds. The FY 2020 audit will begin on January 5. We thanked Samantha for attending and she left the meeting.

**The Rescue Squad Report** was passed over.

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

Wayne indicated that water consumption has dropped about 10,000 gallons per day. He noted that the ice rink will be flooded on the Town Common and that the District absorbs that cost. Theron and Wayne outlined the possible costs for closing Lake John and building an enclosed water storage facility. It would be expensive upfront but would save maintenance costs over time and remove the potential flood hazard should the dam at Lake John breach. The estimated cost is in the range of \$850,000 to \$1.2 Million.

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

Judy is working on audit preparations and trying to wrap up the last steps for the Step 3 application. She needs to send the March 2020 Bond Vote materials to Paul Giuliani for review and certification and has a few financial items to send to Ashley Lucht at the Vermont Bond Bank. Among them is the draft FY 2021 budget. She noted that payments are coming in well and consistently for the Fall Billing. She believes she only has three bills left to send. She is gathering changed addresses, owners and needs a photo of the meter at the former Crossroads Restaurant.

### **Budget Discussion**

Judy presented draft 2 of the budget. She believes the budget is quite thorough and solid through the operating expenses line items. She needs to seek clarification from Victoria about the items that are added and subtracted after the operating expense line item. We will wrap up the budget discussion on January 6.

### **Annual Meeting Discussion**

Don is examining the minutes to check terms of service. Theron is going to examine the by-laws to determine who can serve as officers. Judy will also check the minutes. She warned the Annual Meeting in the Herald of Randolph, on the office door, Post office Bulletin board and on the Town Website.

### **Work Order Review and Approval**

Work Orders for Rescue, Fire and Water were reviewed. Don made a motion to pay the bills with a second from John. **The motion was approved unanimously.**

**The Meeting adjourned at 8:15 pm**

Respectfully submitted,

Judy L. Hayward

Administrative Assistant

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