

Fire District #1 Prudential Committee

Open Session September 18, 2014

Call to order @ 7:00pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

- Signing of the Warrants

Approval of the minutes

- GS- Motion to approve the minutes of the 6/19/2014 regular meeting as presented
- RM- 2ND
- UA

Report, Status update from Scanlon and Associates

KT- We went through draft report in June, KT asked Tom Scanlon if there were any major changes since the draft copy and the final copy were received. Tom replied "no".

Tom Scanlon said that he came for a week in July as well as the week of 9/16/2014 to check for an update. The cash book as of June 2014 is off \$971.00, that variance fluctuated throughout the year, vendor and payroll up through July show the same variances. Tom Scanlon said that as long as we stay at those same variances which he recommends given the mess we had is a substantial improvement. Tom suggested that Monica submit a quarterly report showing that the variance is still in that range. Monica agreed that this was achievable.

KT- asked if as of year-end FY 14 do we have that report available and Tom said yes. The next report would be due the end of September.

Tom Scanlon said that the reports should be completed by at least the 15th of the following month after the quarter. Monica agreed to this timeline. Tom said that we don't want Monica to get behind again, to fall back into the hole she was in before Tom's group spent all that extra time to reconcile the office.

KT- said he wanted to make sure that the expectations and guidelines being set are fair to all involved and everyone confirmed that they are fair and reasonable expectations.

Tom Scanlon wanted Monica to provide quarterly reports going forward so if the variance changes by more than that \$971.00 that could be a sign of another issue creeping in.

KT- asked about the overlay accounts, it was suggested that we look to clean some of those up. Kevin the Assessor's office has a 5 year look back. KT suggested Monica ask Missy in the Assessor's office if we could do a 5 year look back.

Tom Scanlon said that free cash looks to be about 860k and we should have that certified in the next two weeks. Tom emphasized having cash up to date, not falling behind.

District Clerk agenda items

Monica shared concerns around the timeliness of our bills being paid. She needs a 2nd signature to pay bills. Kevin asked when the bills are due. Most bills have a one month billing cycle. He didn't understand why the bills would be late if they are paid on a monthly basis. KT said that there may be a rare occasion when a bill comes in and is due before 30 days. KT suggested that a billing schedule be put together so that we can make arrangements if needed to obtain signatures.

Ambulance Directors Report

Capt. Schenker updated the committee on his search for a new ambulance. He said he is looking at 3 trucks right now. Said the money set aside should cover the cost of the new ambulance. Was looking to trade in one of the older trucks, Medic 3 but the trade amount wasn't appealing. They were offering 12k on a trade. He said that he is exploring options at this time, which could include selling it ourselves. Two of the trucks he is looking at are 4 wheel drives. Costs of the Demos that he is looking at are between 180-190k, the production years are 2012-2015. New ambulance price depends on the truck, can be up to 225k. Capt. Schenker is leaning towards the 2012 demo until he is able to view two other demos. He hopes to have viewed the other demos by our next meeting

Capt. Schenker said that the ambulance is on pace to have over 2k runs for the year. August was 179 calls which is a record. Summer tends to be slower but not this year. Hopefully that will result in more paid runs.

- GS –motion to adjust ambulance receipts for month ending June 2014 in the amount of \$62,647.65
- RM- 2nd
- UA

- GS- motion to adjust ambulance receipts for the month ending July 2014 in the amount of \$73,295.48
- RM- 2nd
- UA

- GS- motion to adjust the ambulance receipts for the month ending August in the amount of \$56,542.36
- RM- 2nd
- UA

KT- asked that the Chief confirm our time commitment under the SAFER grant for the next meeting.

Chief's Report

Tighe & Bond agreement for the roof, this was a carryover from the previous meeting because of questions around asbestos.

Chief's recommendation is to approve the work order for Tighe & Bond to do the work in the amount of \$7600.

- GS- motion to approve the offering from Tighe & Bond to provide engineering services for the roof replacement at the fire station in the amount of \$7,600.00
- RM- 2nd
- UA

Chief presented an updated on budget spending, everything seems to be on track. No irregular spending patterns right now. There were no extraordinary events in the district to present.

Chief also presented the inspection report from LT. Houle as well as a call report for June, July, August.

Chief updated the committee on the department's interaction with other town departments. Many joint efforts with the School department on fire safety.

Chief presented his suggested changes to the district handbook for full and part time firefighters. At this point they are just suggestions that are to be taken under advisement by the Prudential Committee. Some are actual policy changes and others just basic changes in language. KT said that this was a good start and that the committee will need some time to review as well as respond with questions to suggested changes.

New Business

Kevin acknowledged the fact that the owners of the cell towers were going to be coming to do maintenance on their tower

AT&T wanted to extend their lease, Kevin was forwarding to Jeff Cyr and Mark Beauregard. A vote from the committee not needed at this time.

Confirmation of next meeting date

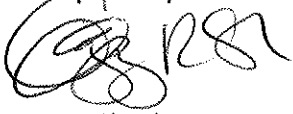
Next meeting set for October 16, 2014 @ 6:30pm

Motion to adjourn

- GS- motion to adjourn
- RM-2nd
- UA

Meeting adjourned at 8:29pm

Respectfully submitted

A handwritten signature in black ink, appearing to read 'G. Sheehan', written over the printed name.

Greg Sheehan

Prudential Committee, Clerk