

Fire District #1 Prudential Committee

Open Session May 13, 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 4/22/14 regular meeting as presented
- RM- 2ND
- UA

Reorganization of the Prudential Board

- GS- Motion to nominate Kevin Taugher as Chair
- RM-2nd
- UA

- KT- Motion to nominate Greg Sheehan as committee Clerk
- RM-2nd
- UA

New Business

Jeff Cyr from the water department sent written correspondence requesting approval of a minor modification to the water tower connected with some upgrades requested by Sprint as part of a new lease agreement

- GS- Motion to authorize Sprint to proceed with cell tower updates on the water tank
- RM- 2nd
- UA

- GS- Motion to accept a new lease agreement from Sprint at the recommendation of Water Superintendent Jeff Cyr and District Counsel Mark Beauregard.
- RM-2nd
- UA

Review of District Financial Report from Scanlon & Associates

Attached is a draft report of the auditor's findings

KT- said that he wanted to go through the draft, in particular asking Monica Walton about the specific reports on deficiencies with the financials

In reference to the first bullet on page 4 of the report, Kevin Taugher asked Monica how does she track the cashbook (one of the deficiencies in the draft). Monica responded on a monthly basis.

KT- asked how long there were issues with the reconciliation, Monica claimed about 6 months but given the time from year end to the time the PC needs budget numbers for the next fiscal year it was more likely longer than 6 months. Monica initially blamed the software system for blending multiple reports but with no real explanation for why it wasn't addressed when it first became an issue, Monica had to agree that there was/is an issue.

In reference to the 2nd bullet on page 4 of the report Kevin Taugher asked what were the issues with reconciliation between the town collector records. Monica Walton tried to explain but without being able to specifically detail the problem, simply defaulted to say that the numbers were accurate on paper but not in the system.

In reference to the 3rd bullet on page 4 of the report Monica Walton had no explanation other than to say that her assistants (Kerry) work is not always right and Monica often needs to check it. Greg Sheehan commented how Monica could check Kerry's work for accuracy when this report seems pretty clear that Monica doesn't have a strong grasp of the proper practices and procedures. Greg Sheehan suggested that the Prudential Committee extend an invitation to the Water Commissioners for our next meeting with the auditor since the draft report clearly highlights deficiencies that have a direct impact on their department.

Monica Walton continued to push the blame to the software and claimed there was very little training on the software. Greg Sheehan commented that it seemed ironic that the clerk/treasurer didn't assure proper measures were taken to have proper training completed for herself and her office, especially when it came to accounting for taxpayer dollars.

In reference to the fourth bullet on page 4 of the report Monica Walton offered the same excuse about it being the software and not the user. Greg Sheehan asked what was Scanlon charging for all their time in fixing the deficiencies, how many hours had been accrued. Monica Walton claimed they supposedly weren't charging. Greg Sheehan asked about the annual audit fee and was it really necessary for an annual audit when most communities were on a 2 year cycle. Greg Sheehan suggested that the annual 7k audit fee was actually covering the additional hours that Scanlon was spending essentially doing treasurer duties.

KT- asked if Monica was 100% up to date, Monica responded the same way she responded at the annual district meeting after amending the motion to give herself a 3% raise, YES.

KT- asked if there were written procedures in place to make sure these things don't derail the district. Monica said there were payroll procedures but nothing else.

In reference to the 1st bullet on page 5 of the report, Kevin Taugher asked how this problem manifested itself to which Monica Walton claims was a result of not knowing what to do it, she didn't ask enough questions. Kevin Taugher thinks it's important for Scanlon to suggest how Monica can track these special deposits, perhaps with some examples to refer to.

In reference to the 2nd bullet on page 5 of the report Monica Walton claims that she is currently working with Scanlon.

In reference to the section titled Segregation of Duties on page 5 of the report, Kevin Taugher asked Monica if she thinks we need a 2nd set of eyes on her work, to which she had no response.

Discussion continued, Greg Sheehan asked Monica Walton given the findings in this report does she think if there was a true representation of district tax payers at the annual meeting and not her family and a dozen firefighters from the station, does she think her work was worth a 3% increase. After a short pause she said she couldn't answer because she didn't know how others think. Greg Sheehan then asked Chief Authier, who 2nd Monica's self-amended motion to give herself a raise as well as Captain Schenker who also was in favor of the motion the same question. Chief Authier responded that there was a motion and people voted. Greg Sheehan then asked Chief Authier, who had been in the budget meetings leading up to the annual meeting and knew that Monica Walton was not meeting deadlines around free cash certification etc. whether in his heart and his capacity as the X-1, leader and chief administrator of the Fire department if this is work performance worthy of a 3% pay increase. He would not answer the question with a definitive, yes or no. Greg Sheehan commented that Chief Authier backed the motion on district floor and voted for it, but now, when presented with the facts could not answer directly yes or no. Chief instead deferred that a motion was made and a vote taken and he really didn't see the purpose in answering the question, what's done is done. Kevin Taugher commented that Chief's response of his leadership style and thought processes when dealing with staff.

Ambulance Directors Report

- GS- Motion to adjust the ambulance receipts ending April 30, 2014 in the amount of \$70,830.73
- RM-2nd
- UA

Capt. Schenker said that Jerry Foley from Medi-comps had cancelled because he didn't want to drive all the way out here just to get beat up by the Prudential Committee. Apparently he didn't want to make an attempt to service his customer.

KT- said that he would call Capt. Schenker to discuss how we may want to proceed

Chief's Monthly Update

- The generator at the station has been installed, tested and we are good to go
- We are awaiting a call back from Tighe & Bond on the roof project

Inspections Report- See attached

Chief said the inspection report is "under development

Budgets are on track, including overtime, no major concerns

Chief reported on the Lieutenants exam, he said they went to

- All right Testing
 - Municipal Resources Inc.
 - McCain Associates
-
- Chief said and exam was issued, interviews conducted and FF Houle was promoted

Greg Sheehan asked how an exam was administered without permission from the Prudential Committee as required in the District handbook that Chief Authier and Capt. Schenker co-authored. GS- asked how much the exam costs and where in the budget is that a line item, how was it paid for. Chief said initially came from the Chief's budget, then recanted the statement and then looked at Monica Walton for guidance which was not given. GS- asked where in the bylaws it mentions anything about testing for Lieutenant. Chief could not answer. GS asked the Chief Authier why he made no attempt to follow the policies and procedures handbook that he wrote and all employees sign as a condition of employment. GS also mentioned that he had brought this to the Chiefs attention months ago in a private discussion that any testing required approval of the testing firm by the Prudential Committee and suggested that Chief Authier make the PC aware of it but did nothing. Chief Authier then asked why GS didn't bring it up to which GS responded that he was not Chief Authier's keeper and that a Fire Chief with 20yrs experience should have the knowledge, experience, leadership and skillset to follow his own policy handbook. GS also reiterated that he had made Chief aware that he gave him a heads up about his own policy to which he was ignored. GS suggested that perhaps some sort of disciplinary action may be in order for failing to follow proper procedures as written by the Chief in his own Handbook. Kevin Taugher that an executive session be requested if there was going to be a discussion around disciplinary matters.

KT- asked that Chief Authier continue to work on a rough draft of a new District handbook. This was one of the top 5 goals the PC set for the Chief for FY2014.

Next meeting set for June 19, 2014 at 7pm

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

Meeting adjourned at 8:20

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'G. Sheehan', with a long horizontal flourish extending to the right.

Greg Sheehan

Prudential Committee, Clerk