



**Warehouse Point Fire District**  
**Meeting Minutes**  
**Monday August 3, 2020**  
**Station 138, 89 Bridge Street East Windsor**  
**Time: 7pm**

Call to Order: 7pm

Attendance: Louis Flynn, Rachel Safford, Charlie Nordell, Charlie Miller, Austin Holden, Kevin Clynch Absent

Added Agenda Items

-Discussion of engagement details between Natalie Welch and WHPFD: All in favor

Treasurer Report: Discussion of the 2019-2020 budget, a surplus of 670.77, this does include the use of 14,000 contingency funds which was a line item in the operating budget. The contingency fund is currently in the operating budget, we also had the shutdown of the FM office due to COVID-19. Some lines in the budget are over such as membership fees, computer equipment, sprinkler water, cleaning supplies (due to COVID-19), safety equipment, and valves. I believe we can do a better job of planning for some of these overages. FSM hours and stipends are also over. Please keep this in mind when creating the budget for next year. We do have \$22,471.93, in income that we did not budget for which include FM fees, reimbursements from insurance, the department, and others. I think we should put \$20,000.00 in a contingency fund for next year and take that line out of our operating budget. Louis: did they get paid? Jim, yes. What we have been doing for years is going by the bottom line and the recommendations from our accountant. Louis: Jim I am not accusing you of being dishonest or anything, I am saying we have been doing it wrong. Rachel wants to know why we need an expert; this is why this is wrong. Jim: we have a district attorney that has the experience, we have not used him yet. Louis: at the last meeting we made a motion to transfer line by line per our annual meeting. We do this with a vote, we need to get this thing organized. The way we are doing business is not right, we need to have someone help us with the way we operate, pay bills, run the budget. Jim: this is all due to a lack of attention by the commission. You all do that informally month to month by approving expenses, adding hours. You need an accurate look at the budget, I tell you every month what the bottom line is, what the spending percentage is. I wouldn't change the numbers; you need to keep it in mind for the next budget year. I know what you are doing Lou, I look at this budget every month, I inform you every month. Charlie Nordell: I thought we agreed to look over all the checks? I think the town keeps two books, so they move the line to line money. The special act says the treasurer will pay the bills as they are directed to.

Discussion of payments. It doesn't work when the accountant talks to a part-time secretary, never communicate with me. No offense Jill, you are just a part-time secretary, that is a fact. I am not blaming Jim Barton. Jim: I would just say I know where you are going with this but we have underused our accountant and attorney. Chief: now that we are a chapter 105, we can have a charter, this would all be addressed in a charter. Motion to approve the treasurer report as presented by Jim Barton, Treasurer, Charlie Nordell, Charlie Miller second. All in favor

#### Clerks Report:

Motion to approve of meeting minutes -July 6, 2020, Charlie Nordell, Charlie Miller second. All in favor

Motion to approve of special meeting minutes July 23, 2020, Charlie Nordell, Rachel Safford second. All in favor

Motion to approve of special meeting minutes July 27, 2020, Charlie Nordel, Rachel Safford second. All in favor

#### Chairperson's Report

Town Communication: NA

Update and discussion on Attorney Chudwick, the dates for the public hearing, and district vote: Last week he was on vacation, I wrote him a letter, the letter is attached to the minutes. I did sign the engagement letter. The letter read aloud by Chairman Flynn. Attorney Chudwick needs a copy of the resolution making the district a chapter 105. Attorney Chudwick said we should put the money in one of two places, a fund that the state has, or you let the bank hold the money. I will email out all the responses I get from the questions that I asked in my letter to attorney Chudwick. We might need a special meeting to set. The commission reviewed the motion made by Kevin Clynch at the July 27th meeting. Discussion of setting the date. The resolution will be emailed out to the commission for review.

New Business: -Discussion of engagement details between Natalie Welch and WHPFD: Rachel, I am putting together a roll and responsibly chart for this project. Then we will know who is doing what. We would then have a low and high ceiling of what we would have to owe for her service. Louis: you need to understand who's who in this process. We have identified 75 things that we are doing wrong at this place tonight. Attorney Chudwick has a good working relationship with her, a \$100.00 an hour is nothing, most secretaries in law firms make double that. Rachel: I thought we were hiring her because of the projects, we have an attorney and accountant that we don't always listen to. Louis: do you have an understanding of what happened here tonight? Rachel: none of that is related to the discussion tonight, we are talking about the specific projects. Louis: where is your experience Rachel, if you think you can stager into this project borrow 2 million dollars. Rachel: Lou why are attacking me? Louis: I am not attacking you. Charlie: yes you are attacking her, we don't need all these people to tell us the same thing. We are already over budget. Louis: Rachel I don't trust you with this deal either, I don't trust

anyone in this room. Natalie will Coordinate with the bond lawyer, answer questions if we get a grant, tell us what happens to the money when we get it, we have no money budgets in 2020-2021 for payment on a bond or a loan, process of how to pay our bills, how are we going to make a payment, terms of the loan, how to apply discounts, advise us on how to create a budget. Why are we reluctant on getting advice on this? Rachel: if you had this information why are fighting me on this, you need to read this so the commission, the public can hear this. Charlie Miller: I think we made a mistake when we budgeted for this year, we did not budget any legal fees. Lou: Jim would like some guidance. Charlie: how often are we going to use her, we should set a limit to her services. Charlie Nordell: can Chudwick designate her roll? You can't roll her service for housekeeping into the bond, they are separate issues. They could duplicate rolls if this is not ironed out. We could be paying for things to be done twice. Louis: we can't go along without straightening out financially. They are separate issues I agree with that. Natalie is cheaper than the others. Our process with the money is off, it needs to be cleaned up. If we need a special meeting in August then we can have one. I don't want to get too crazy. Rachel will prepare a document, and that is ok.

#### Old Business:

- Replacement Fire Apparatus for the 1990 Fire Apparatus
- The proposed addition to the Bridge Street Fire Station

New ESO software: Rachel spoke with the company and modified the contract to show all the changes. Any open inspection will have to be manually entered when the launch date is set. We will have all the aspects of the program included. We need to sign for the next two years for the web-based software. Motion to enter into a 2year contract with ESO, changing the name to Warehouse Point Fire District, allowing Chief Jim Barton to sign the contract Charlie Nordell, Rachel Safford second. All in favor

Fire Marshal Report: 76, \$1150.00 in fees

Walmart had all the exit locked, a citizen came to the fire station to let us know, I went to check it out and corrected the problem.

Motion to approve the FM report as presented by Richard Austin, Charlie Nordell, Charlie Miller second. All in favor

#### Fire Chief's Report:

51 call for the month of July, training will begin this month following all the COVID-19 guidelines, I am going to do FSM evaluation for next month with a raise for the staff that gets satisfactory or higher.

They will go to 18.00 per hour, which is a 6% raise. They have been at the same rate for 4 years. Motion to approve the chief report as presented by Chief Barton, Charlie Miller, Rachel Safford second. All in favor

Correspondence NA

Public Session: Jim Barton, I think that all of you should read chapter 105, understand it, write down some questions, have Carl come and ask your questions. I have all the bylaws. We need bylaws and a charter. I am pretty disappointed to hear that all of a sudden, our financial house is out of order, all of a sudden.

Adjournment: motion to adjourn 8:49 Charlie Nordell, Austin Holden second. All in favor

**Submitted by Jill Caron**