



Warehouse Point Fire District

Meeting Minutes

Monday November 2, 2020

Station 138, 89 Bridge Street East Windsor

Time: 7pm

Call to Order:

Attendance: Rachel Safford, Austin Holden, Kevin Clynych, Charlie Nordell, Louis Flynn, Charlie Miller absent

Added Agenda Items: Motion to discuss performance bond for addition for station one, and acknowledgment of monthly written checks list Rachel Safford, Charlie Nordell second. All in favor

Treasurers Report: Categorizes are still ahead of schedule. Some categories to take notice of, cleaning supplies, medical equipment. In the packet is a form that was made to track line transfers. The working budget would stay the same, but we could track overages and changes on this form. There is money left in the dispatch line, the total amount due was paid. This would be a worksheet we could use monthly and then again at budget time. I would like to call your attention to the balance sheet. We have three accounts, main checking, new truck account, addition on station one account. The accounts were changed to government investment accounts which have no fees or minimum balances. We received a refund for monthly fees on the bank account. They have been reversed with the new account change; the refund was for \$878.00. The town sent us a check for \$62.00 for mileage reimbursement for the use of the district FM vehicle. I would encourage you as a commission to negotiate with the town regarding this. If a problem arises you should be prepared. I think you can anticipate some of the challenges they may occur with having one FM for the town and district. Louis: I think you should leave the money in the operating budget as is, but keep track of it for the rest of the year. Motion to approve the treasurer report as presented by Jim Barton, Treasurer, Rachel Safford, Kevin Clynych second. All in favor

Clerks Report:

-Approval of meeting minutes: Motion to approve the October 5, 2020 meeting Charlie Nordell, Rachel Safford second. All in favor

-Motion to approve the 2021 schedule of meetings Charlie Nordell, Rachel Safford second. All in favor

-Motion to approve the special meeting minutes of October 20, 2020, Charlie Nordell, Rachel Safford second. All in favor

Chairperson's Report

-Project update: I signed the contract with Russo, I also signed the with the building company. The bonds were signed by Jim Barton and myself. We have paid \$20,000.00 to Shipman and Goodman, \$1250.00 to Dime Bank in fees and bills. This was a big deal, Mr. Barton worked very hard putting all this together. Thank you, Jim, for helping out. The purchase order for the fire truck was signed, we picked to go with paying more upfront to get the most savings. The truck is striped, we need to purchase the equipment for the fire truck. We paid a million dollars upfront to save \$33,000.00. They have been paid via money order; we do have a performance bond through travelers. We then would have \$65,000.00 in savings for equipment. We are trying to get the best price for the equipment. I was very nervous about Santander Bank. We had a zoom meeting with the bank, they sent us a letter to prove that the money is insured. The accounts are collateralized. The question of insurance came up, I looked into if we have E/O insurance. We do have E/O insurance and will get more information on that. I did sign the contract with Austin Landscaping for snow removal. Motion to approve the chairman report as presented by Chairman Louis Flynn, Charlie Nordell, Rachel Safford second. All in favor

Station 1 Building Addition Committee

Louis: Rachel great report!

10/19/2020 was a meeting of the addition on station one committee, we discuss and agree that we should have a Clerk of the Works. The chief found in past minutes that previously the Clerk of the Works was paid 3%. We have a written job description for the position. We will meet biweekly for the project. We as a commission need to:

Establish Clerk of Works, the percentage of compensation for the job, and discuss a performance bond for the project.

Planning and Zoning: With our site plan we would have 3 zoning violations, locations, more coverage of the parcel than allowed, and rear yard. Louis: we are at a standstill till we get the zoning figured out. Charlie N: I agree with you fully, we should hire Russo to do this, I have been paying attention to the PZ meetings, seems they have you pay into a fund to get around the issue. Louis: We are a municipality, I have a suggestion, the property to the east is owned by Paul, and the other property is the church. We should talk to the neighbors, if they are on board, we would have a better chance.

I think we should retain Russo to do this. We should hire him and get our application in ASAP. This is the land we have; we don't have any more land. We are a public agency. Chief: We have already hired him for all of this, it is all in the contract we have already signed. He is already moving forward in the process. We are all set for the blue ditch, he does not think we will have a problem, we are already a non-conforming lot. Richard: I think they say to go to PZ before going to the appeals. Chief: Russo said this is the process, I think he would know the process. All of these steps are part of the normal process.

Performance Bond: Kevin: I am sure we hold payment back on the project? Chief: we pay monthly for the project at 95%, 5% gets held back till the end of the project. 5% of \$800,000.00 would be \$40,000.00. Louis: If they go bankrupt, we are in trouble. The performance bond would be \$10,657. Motion to move forward on the performance bond for the station one addition Charlie Nordell, Austin Holden second. All in favor

Clerk of the Works: Louis: I think this is mandatory, in the contract, there is the language for the person who is in charge of the project that works for the builders from Enfield. I think the Clerk of the Works needs to be around a lot, on our side. The subcommittee agrees that we need a Clerk of the Works, we all agree Jim Barton, Chief should hold this position. The committee recommends between 2-3%. The last project was 3% for the roof a few years back. Austin: There is a lot to do for this project. Charlie: How many hours do you think this will be weekly? Chief: I think around 20 hours. Louis: Would this be the total project or another number? Chief: It will be the final cost of the building. The number would be based on what we pay the contractor.

Charlie: I think we should adopt the Clerk of the Works policy. Motion to adopt the Clerk of the Works policy 21.0 Charlie Nordell, Austin Holden second. All in favor

Kevin: I am not sure what a typical compensation is for this type of project or position would be? Discussion of compensation for the Clerk of the Works. Louis: We pick an amount under 3%, he can come back to the commission if the job becomes too much and more compensation is needed. Chief Barton, if we said 2.75% and you could come back to us would you be ok with that? Chief: Yes.

Motion to appoint Chief Jim Barton for the position of Clerk of the Works for the station one addition project with compensation of 2.75% of the building costs, with the ability to revisit if the demands of the project increases Rachel Safford, Charlie Nordell second. All in favor

Motion to amend the Policy 21.0 clerk of the works to record the hours spent on the project Charlie Nordell, Austin Holden second.

Discussion: Kevin: We just made a motion to pay him a flat fee, now you want to amend the policy for hours? This does not seem like an appropriate amendment.

Rachel: I think we will all be aware if the job increases and he needs more compensation. We will naturally see the amount of work that is being done. Louis: The builder will submit a bill every month, is the percentage figured monthly? Is it fair to wait till the end? Chief: I am the one that suggested that the position of Clerk of the Works compensation be paid at the end of the job. Vote: yes 1, no 3. Motion failed

New Business:

- Check written for September are included in the packet. Motion to accept the checks written for September 2020 Kevin Clynch, Charlie Nordell second. All in favor

Old Business:

-New ESO software update:
-Charter and bylaws

Fire Marshal Report: \$7009.00 was collected. We are still having trouble with Road Way Inn and Carousel Apartments. We are also having a problem with an auto dealer on RT 5, the zoning enforcement officer is working with us on this. Louis: The fees collected are in the general fund, right? Treasurer Barton: Yes

Motion to approve the FM report as presented Rachel Safford, Charlie Nordell second. All in favor

Fire Chief's Report: 63 calls for October. Engine 6 leaks, the leak is in the water tank. This is the truck we are replacing. The cost of the estimate for the repair would be about \$8000.00. Station 1 and 2 obstruction tests are being scheduled; the cost is about \$3000.00. Station one is being painted and about 80% done. The town-wide radio committee has been formed; they are looking into upgrading the system. We are still tracking covid-19 expenses. FEMA grant will come out in Jan. I have been promoting question 4 as much as I can, there has been a lot of discussion on Facebook about the vote.

Member of the committee: Chief Barton, Jimmy Bancroft, Gerry Bancroft, Tom Clynch, School, Police IT person.

Motion to approve the Chiefs report as presented by Chief Barton, Charlie Nordell, Kevin Clynch second. All in favor

Correspondence: Dime Bank sent a letter asking for a copy of our audit for the 2019-2020 fiscal year.

Public Session: Jim Barton: I think we should respond to the letter with an estimate of when we will get the audit. Jill emailed the town to remind them about the last check for taxes for the district. The checklist is good to look at and ask questions. I think you should still put in a policy for the invoices that the chief signs for, the policy of large checks would have two signatures. I will remind you again about the FM, the car, we should not just sit back and wait for a check from the Town.

Charlie Nordell: Thank you Mr. Barton for all your work explaining question 4. The BOS is working on an MOU for the FM agreement.

Charter and by-laws: Louis: I think it is getting too late.

I would like to thank Jim Barton, Chief Barton, and Jill for all their work on the two projects. This is a big deal. We have done a really good job on all of this. It would be wonderful if we could get a grant for the air packs.

Executive Session: NA

Adjournment: Motion to adjourn the meeting at 8:41 Rachel Safford, Charlie Nordell second. All in favor

Submitted by Jill Caron