



# Warehouse Point Fire District

## Meeting Minutes

### Monday December 7, 2020

### Station 138, 89 Bridge Street East Windsor

### Time: 7pm

#### Call to Order:

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

Added Agenda Items: NA

**Treasurers Report:** Medical supply is still overspent. The district has received our second check from the town for the district fire tax, also we received a check from the FM office for a new project of \$40,000.00, this was put in the general fund. We paid 2% to the town for tax collection. We are now earning interest on our Santander checking account.

The auditor recommended going with an upgraded QuickBooks for payroll services. Rachel Safford made a motion to approve the treasurer report as presented by Jim Barton, Austin Holden second. All in favor

#### Clerks Report:

-Approval of meeting minutes: Motion to approve the meeting minutes from November 2, 2020, Rachel Safford, Kevin Clynych second. All in favor

**Chairperson's Report:** Tonight, I received the draft audit from our auditor, I will go over it and then sign the management representation letter. We also received a letter from our District Attorney Landolina, they are raising the rate from 175.00 to 200.00, we all agreed to continue using Attorney Landolina as our District Council. Kevin Clynych made a motion to authorize Louis Flynn to sign the increase in the hourly rate for the district attorney, Charlie Nordell second.

All in favor

**Station 1 Building Addition Committee:** see attached

-Clerk of the Works Update: Additional \$65,000.00 for site work is needed. The Clerk of the Works is working on lowering the cost of the overages. Kevin Clynych made a motion to approve the subcommittee report as presented by Rachel Safford, Charlie Nordell second. All in favor

Rachel, should we discuss the vote for the first bond payment? Louis: Let's table this till the January meeting.

#### New Business:

-Payroll Service starting Jan 2021: Discussion of a payroll company for the payroll, taxes, and tax payments. The tax laws are becoming more and more complicated, this recommendation came from our district auditor. We reviewed four companies, ADP, QuickBooks, Checkwriters, and Paychex. The recommendations would be to use QuickBooks payroll assisted for this fiscal year; this is an upgrade from our current QuickBooks software. There is no contract with any of the companies for payroll services.

Chief: I agree we should go with QuickBooks for now and that will allow us time to look into the other companies. During the budget workshops, we can look into what the other companies can offer us. Motion to upgrade the QuickBooks enhanced to QuickBooks assisted payroll for up to \$1000.00 for the rest of this fiscal year, Rachel Safford, Austin Holden second. All in favor

#### Old Business:

-New ESO software update: NA

-Charter and bylaws: NA

**Fire Marshal Report:** The firehouse software report is not accurate when looking at the time listed for inspections, the times are not always right, the timesheet is more accurate for the time needed to complete inspections. Rachel Safford made a motion to approve the FM report as presented by Rich Austin, Austin Holden second. All in favor

**Fire Chief's Report:** Tonight's meeting was successful; we were granted both variances from the town. Tomorrow night we are on the agenda for planning and zoning.

69 calls for November, one call was 8 hours long on the highway with a tractor-trailer rollover.

**The painting on the outside of the building was completed. We put in for a Covid-19 grant for \$30,000 for protective clothing. The vote passed for BBFD to become a special district. The overage on the building addition is due to additional requirements due to wetlands. There are some contractors in town that would like to donate their time and service for the project. This is not a problem with the contract we signed. The new truck is in the works, they are sending us a drawing for approval.**

**The FEMA grant was rejected, we did get an email with our deficiency so we can fix them for future grants.**

**Austin Holden made a motion to approve the Chiefs report as presented by Chief Barton, Rachel Safford second. All in favor**

**Louis: Congrats to Richard on the check from the project down the street.**

**Correspondence: Draft Audit, Letter from the lawyer**

**Public Session: Jim Barton: The fees that the town charges for permits and other charges are waived by the town due to us being a municipality. We should look at waiving FM fees for town buildings. Louis: Has the money that is being refunded by the town? Russo paid the fee on our behalf, so we will get that back or not have to pay Russo.**

**Executive Session: NA**

**Adjournment: Motion to adjourn the meeting 8:03, Rachel Safford, Austin Holden second. All in favor**

**Submitted by Jill Caron**