



Warehouse Point Fire District
Meeting Minutes
Monday March 1, 2021
Station 138, 89 Bridge Street East Windsor
Time: 7pm

Call to order: 7pm

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

Added Agenda Items: Procedure of payments for addition, Budget

Treasurers Report: 8 months into the fiscal year, should be around 65%, we are currently around that percentage. Some of the lines continue to be over. Total expenses are under the rolling average. Motion to approve the treasurer report as presented Charlie Nordell, Charlie Miller second. All in favor

Clerks Report:

- Approval of meeting minutes: 2/8/2021: Motion to approve the meeting minutes from 2/8/2021 as written, Rachel Safford, Charlie Miller second. All in favor Charlie Nordell Abstains
- Approval of budget workshop 2/22/2021: Motion to approve the meeting minutes from 2/22/2021 as written, Charlie Nordell, Austin Holden second. All in favor

Chairperson's Report

-Town Communication: NA

Station 1 Building Addition Committee:

-Clerk of the Works Update: Building Permit should be issued this week for the addition.

2. Encroachment permit was submitted to the State DOT, a \$30,000.00 bond was required and handled by the contractor.
3. January 26, 2021 Planning and Zoning meeting to finalize the approval then we can proceed with the Building Permit. Approved with approved conditions from town staff.
4. Planning and Zoning permit was submitted and should be received this week; a \$5,080 bond payment is required by the Town of East Windsor. This needed to be submitted with the application. This payment will be returned to the District after the construction. Kevin: Did we hire any local people on the extra stuff? Yes, Holden Construction is doing some of the work for us. Lou: Have the contractor send the bill one week prior, so we can vote on the payment of the bill. We need to see the invoice in advance. The invoice will be emailed out to the commission. Motion to establish a procedure for commission approval for bill payments from any vendor for the new addition to station one with 5-day prior notice Rachel Safford, Charlie Nordell second. All in favor

-Status of Budget: NA

-Firetruck progress report: Documents are on the way for the manufacturing company. The salesman will bring it to us for approval.

New Business:

-Discussion of the 2021-2022 Budget: Mill rate needs to be submitted to the town by May. Charlie N: Where are we on the hose company and sharing services with BB on Fire Marshal services? We might need our Chairman to call the Chairman of the BB commission.

- Review and discussion of the draft District Charter:

-Discussion of Hose Company 1: the proposal to put \$3000.00 in our operating budget for the monthly expense of Hose Company 1, also there is money in the Tony D fund for repairs. 1. Should we take back the ownership of the Hose Company? Kevin: There might even be a legal aspect, it is our property, it has value and history. There are going to be larger expenses coming up, I would like to see a little more in that line.

We can't let it go. Discussion of the building. The Department voted to deed it back to the District. The Fire Department can't pay for it anymore. We have not had any fundraisers this past year due to covid-19. Charlie, I agree with Kevin, but if there was a larger issue you could plan for it with money allocated in CIP. Jim B: Even if the building was deeded back it would be part of our operating budget.

I am not sure what the situation is with the FD income, or the Tony D fund. Lou: I think it would be smarter to put it in our name. Rachel made a motion to deed the Hose Company back the Fire District, Charlie Nordell second. All in favor

Motion to add line items under hose company one for electric, gas, and domestic water and wpca, for the upcoming fiscal year Rachel Safford, Charlie Nordell second. All in favor

Old Business:

-New software update: We have gone with the same program as BBFD, which allows us to save money. The program will replace firehouse software with Emergency Reporting.

Fire Marshal Report: We are down 2 inspectors, one took a new position, and one is out due to covid-19. Motion to approve the FM report as presented Rachel Safford, Kevin Clynch second. All in favor

-Discuss Fire Marshal Fees: NA

Fire Chief's Report: 3 Structure fires last month.

Zero cases of covid-19 in the department, 65% of the department has been vaccinated. The town-wide radio committee is getting bids on the best choice. FEMA grant was submitted for the air packs. We got the grant for the assistant to firefighter grant for \$52,000.00, the district needs to have a 5% match. We could purchase the supplies, submit the bills to FEMA to get reimbursed.

Jim: how are we going to handle the upfront cost of the supplies? We could make a line for the AFG grant commit \$50,000.00 and then get it back. The Chief will check on the process. Charlie: If it was a larger chunk of money could we use it from contingency? Jim: No, I would not think so. I would use undesignated funds in a separate line and then return the money. Motion to accept the grant for Covid-19 for PPE \$52,200.00 with the district match for 5%, Rachel Safford, Charlie Nordell second.

All in favor

Motion to approve the budget for the fiscal year 2021-2022, if we can't use the undesignated funds, we will have another meeting, Kevin Clynch, Rachel Safford second. All in favor

Charlie Nordell makes a motion to approve and set for the mill rate of 1.9, Rachel Safford second. All in favor

Correspondence: NA

Public Session: NA

Executive Session: NA

Charter: This needs to be sent to Landolina, then to our district voters. This is covid-19, we need fewer meetings. Motion to send the current draft to Landolina Rachel Safford, Charlie Nordell second. Discussion of the charter process was sent to all of the commission. Kevin, having an all-day vote is a big change. All in favor

Motion to notice and schedule the public hearing on Monday, April 5, 7 pm, district vote for fiscal budget 202-21 on Monday, April 5th, 7 pm Charlie Nordell, Rachel Safford second. All in favor

Adjournment Motion to adjourn at 8:36 Charlie Nordell, Charlie Miller second. All in favor