

Prudential Committee Minutes June 13 meeting

Present: Milton McWayne, Abbott DeRham, Mark Putnam, Roger Squire, Rob Gaiotti, Greg Kepler, Jim McGinniss, Alan Casey, Justine Cook

The meeting began at 7:25 PM. Milton McWayne stated that he did not wish to be Chairman of the Prudential Committee. Mark Putnam was nominated to take Milt's place, but he said he would not accept the nomination. Abbott DeRham said he was unable to take on the responsibilities of Chairman. Ben Weiss was nominated in absentia, but the nomination was tabled until Mr. Weiss attends the next meeting. Roger Squire agreed to chair this meeting.

The minutes of the April meeting were approved. The minutes of the May meeting were tabled, as not enough attendees of that meeting were present.

Treasurer's Report: McWayne made a motion to approve the Treasurer's report, and the motion was seconded by Putnam. During discussion, DeRham called attention to a \$42,000 line item in the fire budget, stating that it needs to be clarified, as it pertains to the joint contract with East Dorset Fire District. Motion approved unanimously.

Fire Report: McWayne moved to approve the Fire report, seconded by DeRham. Motion approved unanimously.

Water Report: McGinniss reviewed the status of the Barrows House curb stop stem, which is non-functional. McGinniss will draft a letter to Barrows House reminding the owners that this is a condition of the approval of a connection for the event barn. McGinniss also stated that he has a list of delinquent customers, but the list does not include addresses. He will contact Denise Tuttle to obtain addresses. DeRham moved to approve the Water Report, seconded by McWayne. Motion approved.

Old Business: Casey reported that he has two prices on a double-axel trailer for District 1's six-wheel ATV brush truck. McWayne moved to approve a purchase amount not exceed \$3462. Putnam seconded the motion. Motion approved.

New Business: Casey reported that the Fire District's training program has resulted in improved relations with other fire companies, raising District 1's call ranking. He also reported that there are leaks in the fire house bathrooms. He was given the names of a local plumber and authorized to have the leaks taken care of.

DeRham presented a **Purchasing Policy** document authorizing purchases under \$500 without bids; two prices on purchases \$500 - \$10,000; and formal bids on purchases of \$10,000 or more. He stated that the policy is based on VLCT procedures. Special provisions apply for recurring purchases anticipated to exceed \$20,000. Policy is attached. He made a motion to approve the policy, seconded by Putnam. Unanimous approval. Policy document was signed by Committee members and given to McGinniss to include with the water engineering grant.

DeRham introduced Greg Kepler and his consulting firm, stating that the **Professional Services Agreement** (attached) enables the Prudential Committee to select as little or as much of Mr. Kepler's

services as desired. DeRham made a motion to sign the agreement (copy attached). Motion was seconded by McWayne. Squire signed the agreement as Secretary/Treasurer.

McWayne presented a proposal developed by Ben Weiss to divide the areas of **Prudential Committee responsibility** among committee members. A motion to approve the proposed division of responsibilities was made by DeRham and seconded by Putnam. Motion carried.

Rob Gaiotti presented a **Financial & Administrative Services Agreement** between the town of Dorset and the Dorset Fire District. A copy of the agreement is attached. Under the agreement, the town office would provide all bookkeeping and other administrative services to the district, and the district would purchase New England Municipal Resource Center (NEMRC) software to support these services. The estimated cost to the district would be no more than \$14,600 in year one and no more than \$11,100 in subsequent years. DeRham move to accept the agreement. McWayne seconded. Motion carried.

The meeting adjourned at 10:47.