

Kingston Fire District  
Finance Committee Meeting  
February 10, 2011

DRAFT(2) Minutes

Call to Order: Lori Horton called the KFD Finance Committee Meeting to order at the Kingston Fire Station at 9:15 a.m. Present were Lori Horton, Vern Wyman, Bob Drapeau, and Nate Barrington. Jim Martufi from JPM Construction and Dennis Jones from URI attended the portion of the meeting that dealt with roof construction issues.

Approval of Minutes: The members present reviewed and approved the minutes of the last meeting, December 9, 2010, as drafted.

Motion to Add Items to Agenda: A motion was made, seconded and approved unanimously to add two items to the agenda:

- o Review of 2011-2013 proposed budget changes
- o Review of proposed Reserve Fund Policy

Treasurer's Report: There was no treasurer's report, due to the absence of the District treasurer.

Budget review: Nate Barrington distributed a new version of the proposed 2011-2013 budget, with changes from the prior version highlighted. The new budget moved replacement of a vehicle to a subsequent year, reconfigured the deputy marshal title and pay, added \$8K for a radio communication system, and eliminated project support. The net result is timing between the two years only; there is no effect on the tax rate or contributions from URI.

Roof Update:

Jim Martufi from JPM Construction and Dennis Jones from URI were asked to update the committee members on the status of the roof contract, which was awarded on October 21 and was originally supposed to be completed within 90 days.

Nate Barrington stated that the new roof is 95% complete. It cannot be finished until URI and CertainTeed (the warrantor) complete their inspections, and that cannot be done until the snow melts. There are also some punchlist

items to be completed and some pooling in the back that will need to be addressed.

Martufi stated that delays happened because the roofer's mother died, the first material order was incorrect and had to be returned, and cold weather set in earlier than expected. At this point the drains are done, gutters are up in back, and he cannot finish the job until the weather warms up and the snow on the roof melts. Although the contract stated that no payment would be made until all work was completed, Martufi is now requesting payment for his out-of-pocket costs (\$31,400 for material, \$6200 for dumping fees, \$700 for propane, and \$1600 for gutters). Total payment requested is \$39,900, leaving a balance of \$23,600 to be held pending final completion, which will take 4-5 days once the weather warms up sufficiently.

Dennis Jones agreed that the work is almost complete and that cold weather has been a major factor in the delays. There are only minor things to be done, and the pooling issue that Nate referred to will be easy to remedy.

**Motion made, seconded and approved** to recommend that the Wardens make a partial payment to JPM Construction of \$39,900 on the roof contract.

Review of Proposed Reserve Fund Policy: A draft Reserve Funds policy was discussed by the committee members, and several minor wording changes were recommended. There were no changes to the substance of the policy.

**Motion made, seconded and approved** to recommend that the Wardens approve the Reserve Funds policy with the noted changes.

### Contract Discussion

Vern has discussed a re-draft of the URI contract with Lou Sacoccia, who agrees in principle to new language regarding the insurance coverage. Lou is talking to the insurance carrier and will write a new contract, which Vern expected to have in about a week. He will forward that draft to the Wardens' as soon as possible. It should be ready to be signed by the Feb. 28 Wardens' meeting.

### Next Meeting

The next Finance Committee meeting is scheduled for Thursday, April 28, 2011 at 9:00 a.m.

The meeting was adjourned at 10:05 a.m.