

Chepachet Fire District

Executive Board – Monthly Meeting

October 21st, 2015

The Chepachet Fire District monthly meeting was held at the Chepachet Fire Station on Wednesday, October 21st, 2015. Chairman Earl Newman called the meeting to order at 6:30pm. Members present were Robert Lohr, Lynda Martone, William Cardin and George Leonhardt. Also present were Treasurer David Steere, District Clerk/Secretary Darlene Shields, Chief Robert Dauphinais , Deputy Chief Dennis Huestis and Tax Collector Patricia Svansson.

Chairman Newman suspended from normal business in order to entertainment a webinar from Heartland Payments.

Heartland Payments presented a wed based presentation on a credit card acceptance program to the board. Heartland Payments has a credit processing system called Bolletta that is specifically designed for municipalities. All fees involved in the processing of credits cards and ACH Check payments will be the taxpayer’s responsibility. The District will be responsible for the monthly service fee of \$30 plus initial set up cost of \$190.00 as well as a one-time cost for a credit card reader (swipe) in the amount of \$60.00.

Secretary’s Report:

All members have received copies of the minutes for September 16th, 2015 Executive Board Monthly Meeting for their review.

Motion made by Mrs. Martone to accept the minutes as presented, second by Mr. Leonhardt and passed unanimously.

Tax Collector's Report:

Mrs. Svansson noted there were 9 deposits made in September totaling \$18,232.91 which included the Tax Sale revenue in that total.

Mrs. Svansson also noted she has started to printing the 2015 Tax Bills and as printed about 1600 of the 2700.

Motion made by Mr. Leonhardt to accept the Tax Collector's Monthly Reports for September 2015, second by Mrs. Martone and passed unanimously.

Treasurer Report:

Mr. Steere presented the Monthly Report for September 2015 as so we are in good shape and are $\frac{1}{4}$ way thru the year. On the last page \$700,000 in funds \$315,000 restricted funds leaving \$385,000 in operation funds. Third Party was good for the month of September we collected \$13,330.00.

Motion made by Mrs. Martone to accept the Treasurer's Report s for

September 2015, second by Mr. Lohr and Passed unanimously.

Chief's Report:

Motion made by Mr. Leonhardt to accept the Chief's Monthly Reports August and place a copy on file, second by Mr. Lohr and passed unanimously.

Committee: Charter Committee: Tabled

Rescue Committee – Truck has been ordered and Road Rescue should have the truck by Mid-Dec to start working on it. Treasurer Dave Steere inquired as to a delivery date. Chief has not heard on a delivery date as of yet.

Personnel Committee - Tabled

Old Business:

1. Street Lights:

Mrs. Shields is waiting for PRISM's report on the survey on the street lights.

2. Communication Upgrades:

Chief Dauphinais advised that there has been progress and all the

leasing documents for the towers have been signed. He is aware of the communications company being in the town hall pulling the proper permits. He is also aware that they were at the Police Tower the previous Friday. They are also in the process of waiting on hearing about the new tower on Willie Woodhead they would like to use. That tower is schedule to be heard at the Town's Zoning Board hearing scheduled for tomorrow night.

3. Investing / Navigant:

Treasurer Mr. Steere transferred \$150,000 to the Navigant Money Market on October 1st and that will show on next's month's report.

NEW BUSINESS:

1. Loan Payment for Communications Upgrades:

Treasurer David Streere advised the board that the 1st payment on the loan for the communications upgrade was due on October 10th, 2015. He did not sign the check as he was not comfortable signing it based the fact the project has not being completed as of yet. Chief Dauphinais mentioned he gave a status update under the communications committee portion of the meeting and is comfortable that the project will be completed and he has no concerns with Marcus Communication. Chief also indicated the only money Marcus has received is \$18,000 which is for the equipment and he has

received a list of the equipment and serial numbers. Treasurer Steere is looking for the board to make a motion to authorize him to sign the check and send out the payment.

Motion made by Mr. Lohr to give Treasurer Authorization to sign the loan payment and send in the payment, second by Mr. Newman and passed 4-0-1 with Lynda Martone Abstaining.

2. Heartland Payments:

Motion made by Mr. Lohr to proceed with Heartland Payments, second by Mr. Leonhardt and passed unanimously.

3. Draft Audit for Fiscal Year 2014/2015:

Treasurer Steere presented the draft for the 2014/2015 Fiscal Year Audit. He has been able to match up the numbers to his and comes within a \$9.00 difference which could be attributed to rounding up. Mr. Steere also mentioned the report does have more accounting lingo within it but overall looks good. Account Mr. Geoff Malo will present final audit at November's Monthly meeting as well as the Agreed Upon Procedures for the state.

The next meeting will be the Monthly Meeting on November 18th, 2015

at 6:30pm

With no further business at this time, motion made by Mr. Lohr to adjourn, second by Mrs. Martone and passed unanimously. Meeting adjourned at 7:35pm.

Respectfully submitted, ~~~~~

Darlene L Shields

Darlene L. Shields

District Clerk / Chepachet Fire District