

Exeter Fire District

(April 21, 2005)

Call to Order

Chairman Peter Lacouture called the April meeting of the Exeter Fire District to order at 7:02PM. Present were Commissioners Vergano, Lacouture, Nievera, Swanson, Walker and Reed. Commissioner Wilbur was absent. Also present were the Rescue Corps' Chief and Treasurer.

Public Comment

There was no public comment.

Election of Officers

The following names were placed into nomination and elected unanimously for a one year term:

Mr. Lacouture for Chairman, nominated by Mr. Walker (second Mr. Swanson),

Mr. Wilbur for Vice Chairman, nominated by Mr. Lacouture (second Mr. Walker),

**Mr. Nievera for Clerk, nominated by Ms. Vergano (second Mr. Reed),
and**

Ms. Vergano for Treasurer, nominated by Mr. Nievera (second Mr. Walker).

Approval of Minutes

Mr. Reed moved (Ms. Vergano second) acceptance of the minutes of the March 24 regular meeting. Mr. Walker abstained citing his absence from the (03/24) meeting. The remainder of assembled commissioners voted unanimous approval.

Treasurer's Report

Ms. Vergano stated three checks totaling \$1564.00 had been written to cover our insurance. The current balance in the checking account is \$8389.20. Mr. Nievera stated he had reviewed the account and is satisfied with its accuracy.

Communications

Mr. Nievera reported receiving a letter from Senator Kevin Breene stating that both he and Representative Joe Scott have applied for grants for the district in the amount of \$2,500/ea. He also read a draft letter to Mr. Cerullo thanking him for his service as district moderator at the annual meeting. Mr. Nievera has also completed the "facilities use form" requesting the EWG High School auditorium on April 12,

2006, for our next annual meeting. It will be submitted next week.

Ms. Vergano presented an invoice for \$822.65, from the BOC, for their canvassing services at our annual meeting. Mr. Walker moved (Mr. Reed second) payment of the bill. The motion passed unanimously.

Old Business

Mr. Lacouture asked Mr. Reed to head the effort to select office furnishings from those offered to the district. Mr. Reed indicated he may have a desk and other assorted furnishings available in the near future. He will also contact Mr. Morgan (Dispatch Corp.) and Chief Kettelle to check on availability of office furniture.

Mr. Lacouture will send a letter to chief Kettelle officially requesting space, for use as a tax collector's office, in station #1.

Mr. Reed suggested a phone line to handle calls about the tax rate and other related questions that will inevitably start in the near future.

Mr. Nievera will start that process when he has access to the office space.

Mr. Nievera will contact Chief Kettelle about the door on the tax collectors office. We may want to have, in place, a Dutch door restricting access to the general public. This determination will be made after the hiring of a collector so that we can get his/her feelings on the issue.

Mr. Swanson inquired about the residency requirement for a tax collector. He feels the collector's job would be a good fit for someone

in town with small children. The general consensus of the other commissioners was that the best candidate, regardless of where they resided, would be preferred.

Ms. Vergano, Mr. Walker and Mr. Nievera will write a job description to be given to all inquiring about the collector's position. This description will be completed by 04/29. The timetable for the hiring process will be (a) ads to run on 04/28 (Standard Times) and 05/01 (Prov. Journal), (b) all respondents will immediately be sent (e-mail or USPS) a job description, (c) the due date for all resumes will be 05/18, (d) the board will meet on 05/19 to select candidates for the interview process and (e) interviews will be held on 06/02. Mr. Reed moved (Mr. Walker second) Ms. Vergano, Mr. Walker and Mr. Nievera write the ad for a tax collector to be placed in the N. K. Standard Times and the Providence Journal to appear 04/28 thru 05/01. The job description will be written by next week and circulated to all for input and comment. The motion passed unanimously.

A short discussion on private vs. public interviews took place. Being a public agency, we must conduct public interviews.

Mr. Nievera will contact Brad Preston (VFIS) concerning any special considerations, specific to bonding, we should consider during the hiring process.

Mr. Walker suggested contacting OpalData to establish an account and begin the process of working with them.

Mr. Reed offered to open an account with Dell computers for the purchase of a computer for the office. After a short discussion Mr. Reed was authorized to establish an account with Dell Computers Inc.

for the eventual purchase of a computer and assorted peripherals for use in the tax office. Mr. Nievera will e-mail the OpalData spec sheet to him.

Mr. Lacouture suggested another committee that would concern itself with capital expenditures. This committee would be concerned with long-term projects (trucks, buildings, etc.) with associated high costs. They would be responsible for planning over a 5-year (or longer) period. Mr. Swanson moved (Mr. Walker second) to form such a committee. The motion carried unanimously. Mr. Lacouture appointed Mr. Wilbur to head this committee. The committee will consist of Mr. Wilbur, Mr. Swanson and Mr. Reed.

Mr. Nievera stated he would like the meeting with ISO to be well advertised. He feels there is no shortage of mis-information concerning ISO. Ms. Vergano read from notes of a conversation she has had with ISO, explaining the necessary procedures to raise one's rate. The ISO plan from the organizations chiefs is due in June.

New Business

The general consensus was that with the third Thursday of the month unavailable for our monthly meeting, the second Thursday was best for all commissioners to meet. Mr. Nievera will contact Amy at the library to book the meeting room for the second Thursday of each month, beginning in July. The May meeting will be held at Station #1 on May 19, 2005. The board will also meet, for the purpose of

interviewing tax collector candidates, on June 2, 2005.

Adjournment

**Mr. Nievera moved (Mr. Swanson second) adjournment at 8:58PM.
The motion carried unanimously.**

Respectfully submitted,

Bill Nievera, Clerk

Exeter Fire District

Sent USPS to Oscar Swanson