

Exeter Fire District

(November 30, 2006)

Approved 02/08/07

Call to Order

Chairman Peter Lacouture called the November meeting of the Exeter Fire District to order at 7:08pm. Present were Commissioners Vergano, Lacouture, Nievera, Swanson, Wilbur and Gallagher. District treasurer Ms. Caito was also in attendance. There were two members of the public present.

Public Comment

There was no public comment.

Previous Month's Minutes

Ms. Vergano moved (Mr. Gallagher second) acceptance of the minutes of the October 24th meeting. The motion carried unanimously. Mr. Nievera will post the minutes to the Secretary of State's website at his earliest convenience.

Treasurer's Report

Ms. Caito reports a beginning balance of \$117,253.40 Credits of \$69,305.03 and debits of \$37,972.48 leave a cleared balance of \$148,585.95 as of November 08. There is currently an unreconciled difference of \$39.08 that Ms. Caito is in the process of locating.

The money market account balance as of Oct. 11 was \$126,540.03. An interest credit of \$443.38 brought the account balance to \$126,983.41 as of November 08.

Mr. Nievera has reviewed the reconciliation report and the bank statements and is satisfied with their accuracy. Mr. Nievera moved (Mr. Wilbur second) acceptance of the treasurer's report. The motion carried unanimously.

Communications

Ms. Caito reported the receipt of a check from Beacon Mutual as a rebate of insurance premiums. She also reports receipt of paperwork from the state correcting our mailing address from that of the town hall to the post office box number (#197). The form has been completed and will be reviewed by Mr. Lacouture and returned at his earliest convenience.

Mr. Nievera reports having received a thank you card from Ms. McMahon for the plant sent by the board. He has also received our copy of the grant application from the office of Senator Breene. The grant check usually follows by two to three weeks. There was also a division of taxation notice that was given to the treasurer. Mr. Nievera also presented a bill for \$29.99 for the update of the anti virus software that is used in the tax office. It was necessary to pay the fee with his credit card. The \$29.99 is to reimburse him.

There were two pieces of outgoing correspondence. One was an answer to a letter from Mr. Earl Adams in regard to the division of his

properties and the other to the Town Clerk, Ms. Chorney, requesting that the license recently granted to a local diner be revisited for non payment of fire district taxes.

Old Business

Ms. Caito gave her report on the status of tax collections to date noting that we were somewhat behind last year's pace. We are experiencing approximately the same number of delinquent accounts. Ms. Vergano suggested reporting all the past years figures as one. Mr. Nievera asked whether any payments from past years would increase that year's "collection rate". The sense of the meeting was that it would, but would never reach 100%.

Mr. Nievera reported that the anti virus s/w on the office computer had been updated earlier in the day.

Mr. Wilbur has been unable to assemble his committee for any discussions. Mr. Lacouture informed the board of a recent problem with the cancellation of insurance by VFIS that took place over the past few weeks.

Ms. Vergano reported that there had been no progress on the ISO initiative and that she could use some assistance. Mr. Lacouture asked Mr. Gallagher if he would provide assistance and take the lead of the committee and he agreed to do so.

Mr. Lacouture then presented the legislative grant check (for \$1000) to Ms. Caito. Mr. Lacouture asked Mr. Nievera to send a letter of

thanks Senator Breene. He agreed to do so at his earliest convenience.

Ms. Vergano introduced her common budget form and asked for input from the board. There followed a short discussion on how some items could be mis-characterized and placed on an improper line. Mr. Lacouture will review the form with the treasurer from Station #2. Ms. Vergano then introduced a “cash & debit position” report that indicated the cash and debit positions of the organizations at a given point in time. The last figures were obtained in Feb 2006. She requested that this information be updated to reflect more current info. had put aside over the years. Mr. Nievera saw this as being problematic with the “bottom line” mentality that is present at the meetings. Mr. Wilbur offered that there would have to be a re-categorization and a more thorough explanation of the form at the district meeting. Mr. Lacouture suggested that the information be combined with the capital expenditure planning. Ms. Vergano will send out the current form to be completed by the organizations with financial information as of 12/31/06. It is to be returned with the budgets by 2/1/07.

All department budgets will be electronically transmitted to the district clerk by February 1, 2007. The first budget meeting will be February 8 and a budget hearing is scheduled for February 22. Ms. Vergano will work with Ms. Caito to draft a budget for the district administration.

Mr. Lacouture explained the language for the 5.5% budget cap. Mr. Nievera moved (Mr. Wilbur second) the adoption of the language and

its inclusion into the necessary resolution at the district's annual meeting. The motion carried unanimously.

Mr. Lacouture will draft language to cover the establishment of a reserve fund for the district. That language will be available for the next meeting of the board of commissioners.

A final draft of the language for a minimum tax will be available for the next meeting of the board. The discussion centered on whether the amount should be fixed at \$10.00 or be an amount that could be addressed (set) at the district annual meeting without needing legislative approval.

There then followed a short discussion on tax sale issues. Mr. Nievera is to determine how many properties are involved and at what amounts. He will e-mail his results to the remainder of the board at his earliest convenience.

Ms. Caito (also, a Rescue Corps officer) presented two letters to be signed by the Chairman of the Board of Commissioners. The first was to establish that the Exeter Rescue Corps was, in fact, located within the town of Exeter and that they had no competition. That letter was signed by Mr. Lacouture. The second was somewhat problematic in that if asked for the guarantee of payment, something that the board can not guarantee. Ms. Caito will contact the bank and negotiate more favorable language.

New Business

There was no new business discussed.

Next Meeting

The next meeting of the board will be held on January 11, 2007 at the Exeter Public Library. The meeting will start at 7:00pm. Additional meetings that have been scheduled are: (a) for February 8th, (at the Exeter Public Library), to review and question the budgets submitted by the individual organizations and (b) February 22nd for a budget hearing (at Station #1 on Ten Rod Rd.).

Adjournment

Mr. Nievera moved (Mr. Gallagher second) adjournment at 9:28pm. The motion carried unanimously.

Respectfully submitted,

Bill Nievera, Clerk

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