

PRUDENTIAL COMMITTEE  
ASCUTNEY FIRE DISTRICT #2  
6:00 PM, Monday October 7th, 2019  
SPECIAL MEETING  
MARTIN MEMORIAL HALL, ASCUTNEY VERMONT

DRAFT MINUTES

Members in attendance:

Prudential Committee – Everett Bingham and Paul Tillman

Manager – Ed Morris

Others in attendance: Sven Fedorow, Darlene Kelly

1. Meeting was called to order by Everett Bingham at 6:00 P.M.
2. Changes to Agenda – None
3. Comments from citizens – None
4. Accounting and Record Keeping Practices – Darlene Kelly discussed issues that were raised at the last audit. Nathalie is the only person with access to records, and gaining access to those records would be a problem if she is ever unavailable. There was discussion whether the water district was a “municipality” and whether it needs to register with the State. Darlene stated the fee would be \$25 if it did need to register. The need was discussed to separate the collection and billing functions of the district. Darlene stated that Nathalie is paid by the Town and then is reimbursed by the Water District.

Changing current collection processes was discussed, and the need for checks and balances to split the collection process from the billing

process. Darlene also stated the need to be able to see the billing documents, and that a different person than collects the payments needs to bring the collected money to the bank. Darlene stated that it would be an improvement if copies of the invoices and bank statements were to be made available.

Paul Tillman stated that it would be desirable to begin placing information in the cloud to make it publicly available. Ed Morris stated that the Prudential Committee already has approved placing billing and financial data in the cloud. Ed Morris also mentioned that some water providers have “guns” to read meters. The District Manager to be appointed is to follow up with uploading information to the cloud with the Town’s IT service provider, CCI Managed Services.

Ed Morris stated that AFD#2 should be reimbursed within approximately a week after making a payment by the State. Ed Morris stated that it might be preferable for the Committee to authorize use of the reserve fund and project fund to cover expenses arising out of the current project pending reimbursement.

Paul Tillman made a motion to authorize use of the reserve fund and project fund to cover costs associated with the current project. Everett Bingham seconded the motion. The motion passed unanimously.

Paul Tillman made a motion to authorize Darlene to release funds to pay Willey and New England Backflow in a timely manner upon presentation of properly executed invoices. Everett Bingham seconded the motion. The motion passed unanimously.

Darlene stated that there would eventually be movement of funds from from a Construction and Progress fund to an Infrastructure fund and then begin depreciating. There was depreciation expense in the last audit. Depreciation is not normally a part of a municipal budget. Sullivan & Powers had quoted \$15,000 for an audit. Ed suggested that the Committee may want to prepare an RFP to establish the cost of a future

audit. Paul Tillman thought it might be worth putting out an RFP now to establish what the cost might be so that it could be budgeted for.

5. Customer Notification Process

Discussion was made of invoices that went out and were returned for being labeled Ascutney instead of Windsor and maintaining up to date addresses. The Board considered that any issues with the address lists might be fixed once the data related to invoicing was placed on the cloud.

6. Revolving Loan Project – Process

7. Appoint a District Manager

Paul Tillman made a motion to appoint Sven Fedorow as Interim District Manager. Ed Morris suggested remaining on as the signer for the current project.

8. Meeting adjourned at 6:46 PM.

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Everett Bingham (Chair)

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Bill Southard (Vice Chair)

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Paul Tillman