

REGULAR MEETING OF THE PRUDENTIAL COMMITTEE
ASCUTNEY FIRE DISTRICT #2
6:00 PM, Wednesday, March 9th, 2020
MARTIN MEMORIAL HALL, ASCUTNEY VERMONT

DRAFT MINUTES

Members in attendance:

Prudential Committee:

Everett Bingham

William Southard

Paul Tillman

Brandon Gulnick – Town Manager

Nathalie Whitney – District Clerk

Darlene Kelly – Town Finance Director

Marion Ballam – District Treasurer

Steve Smith

1. Meeting was called to order by **Everett Bingham** at 6:00 P.M.
2. Changes to the agenda – No changes
3. Comments from citizens – Paul Tillman asked about the letter for Joey Jarvis and the status. Everett asked to get information together about structure of billing for next meeting.
4. Warrant –
Paul Tillman made a motion to accept the warrant #18113 totaling \$791.09
Seconded by William Southard, Motion Passed 3-0
5. October-December Minutes – **Everett Bingham** tabled these minutes until next meeting.
6. Review of bylaws – **Everett Bingham** tabled this item until the next meeting. Asked for a new copy of the bylaws for the next meeting.
7. There was some discussion about conflict of interest for the town manager being the water district manager based on the Health Officer role. Brandon had recommended maybe hiring someone for this role in a part time capacity.

It was discussed that the AFD#2 is its own municipality per the definition from the State of Vermont. From this discussion the conflict of interest was resolved and determined to not exist at this time. Brandon Gulnick will continue to be the water District Manager at this time. Brandon asked to have a the following defined for this role:

- a. Description of work for the District Manager
 - b. Workflow definition
 - c. Weekly hours needed to perform the tasks needed.
 - d. Look at the Town Manager job description to see if this is part of the description. Should it be added if not there now.
8. Billing System – Darlene talked about the way the billing system should work and how to handle the accounting aspects. There is still no clear access to the books and Nathalie’s computer, still working on the QuickBooks migration. Questions about the rate structure and how the billing is calculated for new hook ups.
 9. Issues with Meters – About 20 new meters not working after the upgrades done by Willies Construction, they cannot be read. Nathalie will bill the previous cycle as normal and start with new meter readings for the next cycle of billing.
 10. Delinquent water invoices – Question asked about what the enforcement police was and how to handle delinquent accounts. We will look what the policy is at the next meeting with the bylaws in hand. Brandon will investigate a form letter that Ed had used in the past and we will look at our bylaws to determine collection process. Nathalie will get Brandon a detailed list of delinquent accounts.
 11. Revolving Loan Project – Tabled until next meeting.
 12. Budget for FY21 – Tabled until next meeting.
 13. Any other information that can legally be discussed – No other information to be discussed at this time.
 14. Meeting adjourned at 7:15 P.M.

Paul Tillman made a motion to adjourn at 7:15 P.M.

Seconded by William Southard, Motion Passed 3-0

Respectably submitted by,
Paul Tillman

Everett Bingham (Chair)

Bill Southard (Vice Chair)

Paul Tillman