CROMWELL FIRE DISTRICT
MEETING OF THE BOARD OF COMMISSIONERS
Tuesday, September 19, 2017, 7:00 PM
Coles Road Firehouse, 105 Coles Road
Cromwell, CT 06416

—AGENDA—

I. Call to Order and Attendance - Pledge of Allegiance

II. Approval of Agenda

III. Public Comment
   A. Meet the Candidates

IV. Approval of the Board of Commissioners' Meeting Minutes of August 15, 2017

V. Reading of Communications & Written Appeals to the Board

VI. Reports of the Staff
   A. Executive Director
   B. Financial Report
   C. Fire Department Chief
   D. Water Operations

VII. Reports of the Standing Committees
   A. District Operations
   B. Executive
   C. Fire Operations – Meeting July 18, 2017
   D. Pension
   E. Personnel – Meeting September 6, 2017
   F. Water Operations – Meeting August 8, 2017

VIII. Board Appointments

IX. Consideration of Old Business
   A. Report of the Town Council Liaison
   B. Reports of the Special Committees
      1. Public Safety Tower Committee – Meeting September 8, 2017
      2. Safety/Building Committee
      3. Bylaws Committee

X. New Business
   A. Commissioners' Comments
   B. Budgetary Adjustments
   C. Approval of Contracts/Contractors

XI. Public Comment
XII. Adjournment

***ALL AGENDA ITEMS FOR THIS MEETING ARE SUBMITTED AND PUBLISHED IN DRAFT FORM UNTIL VOTED AND APPROVED BY THE BOARD OF COMMISSIONERS AT THIS MEETING.**

Cromwell Fire District

Financial Statements

August 31, 2017

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PREM1ER
ACCOUNTING GROUP

Cromwell Fire District

Table of Contents

Executive Overview 1-4

General Fund

- **Budget Report - Summary** 5
- **Budget Report - Detail** 6-9
- **Analysis of Tax Collections** 10
- **EMS Billing Report** 11
- **Projected Fund Balance** 12

Water Division Enterprise Fund

- **Budget Report - Summary** 13
- **Budget Report - Detail** 14-15
- **Analysis of Water Pumped by Month** 16

Cash Position

- **Treasurers Report** 17
- **Analysis of Cash Balances** 18

Fire Department Funds 19

Equipment Reserve Fund 20

Water Capital Fund 21

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Cromwell Fire District
Executive Overview
August 31, 2017

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- **General Fund**
  - Revenues exceed expenditures by $880,403 for the period ended August 31, 2017 as follows:

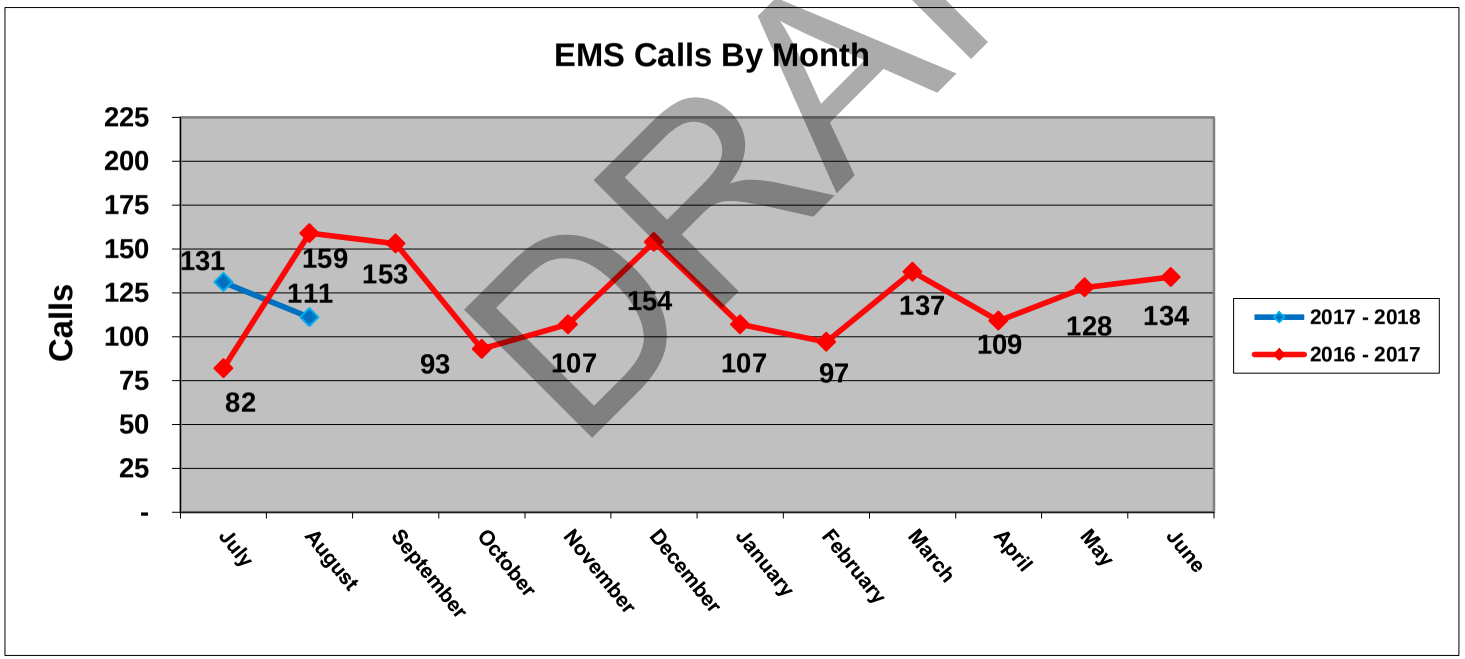
■ Revenues	$ 1,480,502
■ Expenditures	$ 600,099
	$ 880,403

  - Tax collections for the current levy and total tax collections are summarized below:

As of August 31, 2017			
	Budget $	**Actual $**	**% Collected**
Current Levy	2,755,000	1,369,254	49.70%
PY Taxes	14,000	3,672	26.23%
Interest	9,000	954	10.60%
Total	2,778,000	1,373,880	49.46%

Cromwell Fire District
Executive Overview
August 31, 2017

- **EMS Billing**
  - EMS volume during the month of August 2017 was 111 calls and gross charges of $99,627. This compares to 159 calls and gross charges of $144,474 during August 2016.
  - Billings net of Medicare/Medicaid adjustments for the month of August 2017 were $51,317 compared to $101,155 for August 2016.
  - EMS calls by month (Fiscal 2018 versus 2017) are illustrated below:



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Cromwell Fire District
Executive Overview
August 31, 2017

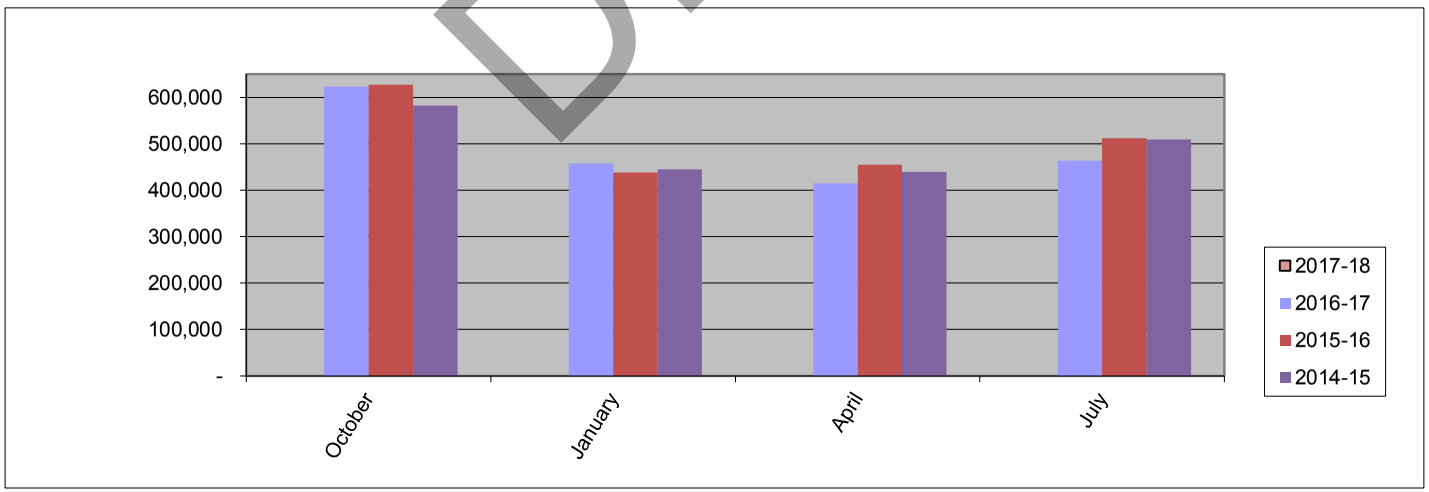
- **Water Division Enterprise Fund**

  - Revenues exceed expenditures by $249,651 for the period ended August 31, 2017 as follows:

    - Revenues $ 497,945
    - Expenditures $ 248,294
    - $ 249,651

  - A comparison of utility billing revenue to the previous three years is shown below:

	Quarterly Billings			
	2017-18	2016-17	2015-16	2014-15
October		623,648	627,168	582,346
January		457,526	438,341	444,758
April		414,674	455,238	439,466
July		463,720	512,324	509,673
Total	-	1,959,568	2,033,071	1,976,243



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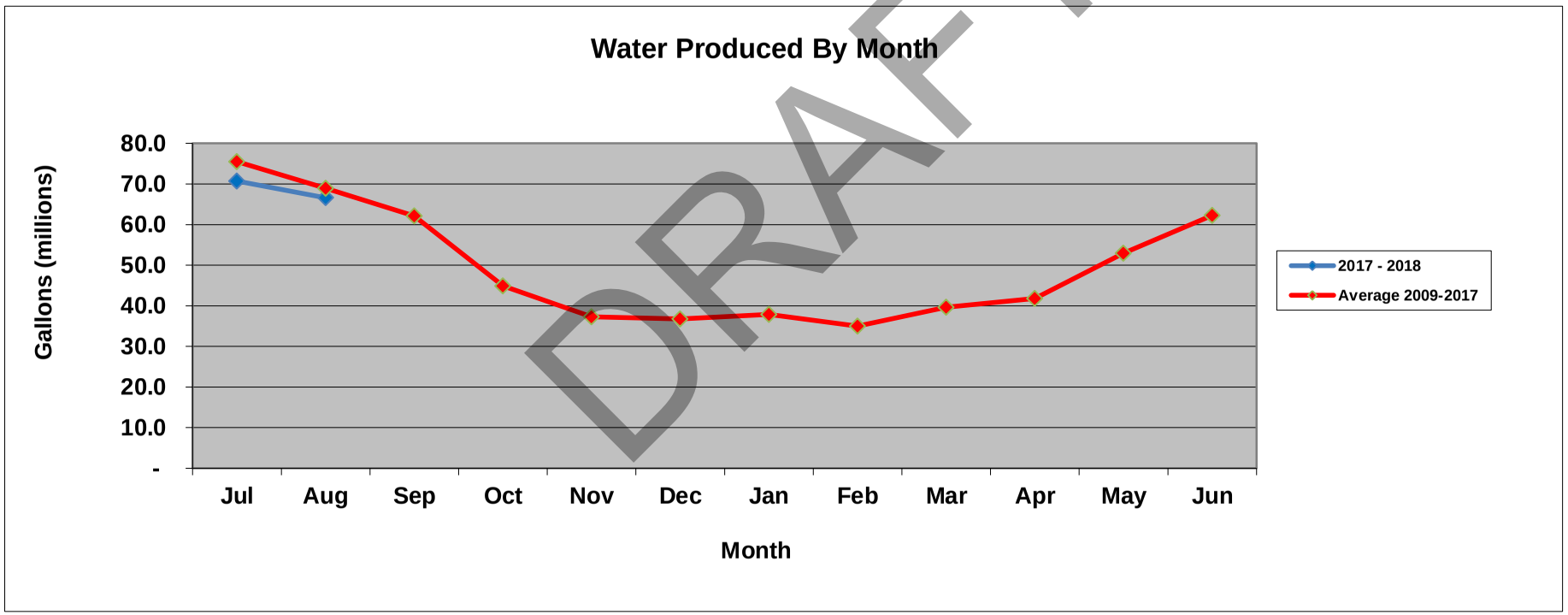
Cromwell Fire District
Executive Overview
August 31, 2017

- **Water Production**
  - 66,551,000 gallons were produced during the month of August 2017 versus 75,386,000 gallons produced in August 2016 (a decrease of 8,835,000 gallons).
  - An analysis of water pumped by month comparing the current year to the average for the previous nine years is shown below:



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Cromwell Fire District
General Fund - Budget Report - SUMMARY
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	REVENUE								
	TOTAL REVENUE	**3,506,715**	**3,691,398**	**-**	**3,691,398**	**1,480,502**	**-**	**2,210,895**	**60%**
	EXPENSES								
	TAX COLLECTOR	58,126	86,545	-	86,545	45,162	-	41,383	48%
	COMMISSION EXPENSES	15,714	16,000	-	16,000	1,073	-	14,927	93%
	COMPUTER OPERATIONS	95,297	90,922	-	90,922	22,098	-	68,824	76%
	ADMINISTRATIVE ACCOUNT	346,467	348,951	-	348,951	64,499	-	284,452	82%
	OFFICE OF THE CHIEF	152,110	190,850	-	190,850	30,936	-	159,914	84%
	EMS/FIRE OPERATIONS	919,094	924,650	-	924,650	139,718	28,907	756,025	82%
	SIGNALS & ALARMS	1,333	7,000	-	7,000	219	-	6,781	97%
	FIRE MARSHAL	183,775	180,276	-	180,276	27,249	-	153,027	85%
	COMMUNICATIONS CENTER	367,399	380,000	-	380,000	46,789	-	333,211	88%
	BUILDINGS & GROUNDS	211,740	167,950	-	167,950	31,882	8,146	127,922	76%
	VOLUNTEER TRAINING	18,834	14,600	-	14,600	1,245	3,945	9,411	64%
	INSURANCE AND BENEFITS	674,547	765,684	-	765,684	172,099	-	593,585	78%
	DEBT SERVICE	278,795	269,580	-	269,580	-	-	269,580	100%
	APPARATUS & EQUIPMENT	182,895	159,890	-	159,890	17,129	19,517	123,244	77%
	MISCELLANEOUS	-	-	-	-	-	-	-	0%
	OPERATING TRANSFERS OUT	-	88,500	-	88,500	-	-	88,500	100%
	TOTAL EXPENSES	**3,506,126**	**3,691,398**	**-**	**3,691,398**	**600,099**	**60,514**	**3,030,784**	**82%**
	BALANCE	**588**	**-**	**-**	**-**	**880,403**	**(60,514)**	**(819,888)**	**0%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01	**General Fund**								
01 4100	Property Taxes-Current Year	2,719,644	2,755,000		2,755,000	1,369,254		1,385,746	50%
01 4110	Property Tax-Prior Year	18,836	14,000		14,000	3,672		10,328	74%
01 4120	Interest on Property Taxes	8,110	9,000		9,000	954		8,046	89%
01 4130	Liens on Property Taxes	-	(1,200)		(1,200)	-		(1,200)	100%
01 4350	EMS Billing	623,893	680,000		680,000	101,055		578,945	85%
01 4200	State Grants	1,832	1,500		1,500	-		1,500	100%
01 4250	Other Grants	2,500	-		-	-		-	0%
01 4251	State Training Reimbursements	-	-		-	-		-	0%
01 4252	FD Training Classes	1,596	500		500	-		500	100%
01 4300	Interest Income	4,310	2,000		2,000	974		1,026	51%
01 4450	Revenue Fire Marshal's Office	2,355	1,000		1,000	52		949	95%
01 4900	Miscellaneous Revenue	22,415	9,000		9,000	500		8,500	94%
01 4930	Employee Insurance Contribution	21,224	21,000		21,000	4,041		16,959	81%
01 4995	Operating Transfers In	80,000	199,598		199,598	-		199,598	100%
	TOTAL GENERAL FUND	**3,506,715**	**3,691,398**	**-**	**3,691,398**	**1,480,502**	**-**	**2,210,895**	**60%**
01100	**Tax Collector**								
01100 5805	Operating Expenses	58,126	86,545		86,545	45,162		41,383	48%
	TOTAL TAX COLLECTOR	**58,126**	**86,545**	**-**	**86,545**	**45,162**	**-**	**41,383**	**48%**
01101	**Commission Expense**								
01101 5805	Operating Expenses	15,714	16,000		16,000	1,073		14,927	93%
	TOTAL COMMISSION EXPENSES	**15,714**	**16,000**	**-**	**16,000**	**1,073**	**-**	**14,927**	**93%**
01103	**Computer Operations**								
01103 5105	Payroll (Less Water Division Share)	42,721	44,506		44,506	7,681		36,824	83%
01103 5680	Non-Capital Equipment	3,599	4,500		4,500	-		4,500	100%
01103 5805	Operating Expenses	48,977	41,916		41,916	14,417		27,499	66%
	TOTAL COMPUTER OPERATIONS	**95,297**	**90,922**	**-**	**90,922**	**22,098**	**-**	**68,824**	**76%**
01104	**Administrative Account**								
01104 5105	Admin PR (Less Water Div Share)	133,437	140,451		140,451	24,025		116,426	83%
01104 5318	Administrative Fee-Water Department	-	-		-	-		-	0%
01104 5320	Professional Fees	120,240	113,500		113,500	25,447		88,053	78%
01104 5370	EMS Billing Services	58,798	60,000		60,000	9,848		50,152	84%
01104 5620	West Street Utilities	11,880	14,000		14,000	2,138		11,862	85%
01104 5805	Operating Expenses	6,970	6,000		6,000	446		5,554	93%
01104 5811	Payroll Services	15,143	15,000		15,000	2,594		12,406	83%
	TOTAL ADMINISTRATIVE ACCOUNT	**346,467**	**348,951**	**-**	**348,951**	**64,499**	**-**	**284,452**	**82%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01110	**Office of the Fire Chief**								
01110 5105	Payroll	133,778	163,500		163,500	26,956		136,544	84%
01110 5319	Professional Fees	-	10,000		10,000	1,500		8,500	85%
01110 5355	Recruitment & Morale	2,653	6,700		6,700	496		6,204	93%
01110 5805	Operating Expenses	15,678	10,650		10,650	1,984		8,666	81%
	TOTAL OFFICE OF THE CHIEF	**152,110**	**190,850**	**-**	**190,850**	**30,936**	**-**	**159,914**	**84%**
01116	**EMS/Fire Operations**								
01116 5105	Payroll	457,648	450,000		450,000	74,444		375,556	83%
01116 5106	Shift Coverage	144,300	140,000		140,000	24,375		115,625	83%
01116 5110	Volunteer Point System	107,500	114,000		114,000	15,790		98,210	86%
01116 5112	Payroll-Special Services	9,478	8,400		8,400	8,442		(42)	0%
01116 5371	Paramedic Fees	41,335	37,000		37,000	13,446		23,554	64%
01116 5372	Other Expenditures-Volunteer Stipend	50,500	60,000		60,000	-		60,000	100%
01116 5373	Contribution-Volunteer Pension Fund	60,438	50,000		50,000	-		50,000	100%
01116 5380	Medicals & Physicals	1,970	7,500		7,500	-	3,000	4,500	60%
01116 5381	Volunteer Medical/Physicals	7,446	14,000		14,000	163	6,925	6,912	49%
01116 5611	Consumable Supplies-EMS	15,381	16,150		16,150	1,276	10,153	4,721	29%
01116 5612	Consumable Supplies-Fire	6,151	8,000		8,000	1,329	923	5,748	72%
01116 5614	Oxygen	2,937	6,000		6,000	280	1,413	4,306	72%
01116 5670	Uniforms	10,839	6,500		6,500	78	2,470	3,952	61%
01116 5680	Non Capital Equipment	3,171	7,100		7,100	96	4,022	2,982	42%
	TOTAL EMS/Fire OPERATIONS	**919,094**	**924,650**	**-**	**924,650**	**139,718**	**28,907**	**756,025**	**82%**
01120	**Signals & Alarms**								
01120 5680	Non-Capital Equipment	-	5,000		5,000	-		5,000	100%
01120 5805	Operating Expenses	1,333	2,000		2,000	219		1,781	89%
	TOTAL SIGNALS & ALARMS	**1,333**	**7,000**	**-**	**7,000**	**219**	**-**	**6,781**	**97%**
01121	**Fire Marshal**								
01121 5105	Payroll	162,186	158,137		158,137	26,163		131,974	83%
01121 5460	Public Education & Fire Prevention	300	450		450	-		450	100%
01121 5680	Non Capital Equipment	-	-		-	-		-	0%
01121 5805	Operating Expenses	21,289	21,689		21,689	1,086		20,603	95%
	TOTAL FIRE MARSHAL	**183,775**	**180,276**	**-**	**180,276**	**27,249**	**-**	**153,027**	**85%**
01122	**Communications Center**								
01122 5105	Payroll	338,715	322,000		322,000	44,248		277,752	86%
01122 5350	Training	1,706	3,500		3,500	60		3,440	98%
01122 5670	Uniforms	2,387	3,000		3,000	-		3,000	100%
01122 5680	Non-Capital Equipment	1,698	7,500		7,500	-		7,500	100%

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01122 5805	Operating Expenses	22,894	44,000		44,000	2,482		41,518	94%
	TOTAL COMMUNICATIONS CENTER	**367,399**	**380,000**	**-**	**380,000**	**46,789**	**-**	**333,211**	**88%**
01140	**Buildings & Grounds**								
01140 5105	Payroll	60,162	48,750		48,750	8,028		40,722	84%
01140 5430	Repairs & Maintenance	50,623	26,500		26,500	7,676	7,571	11,252	42%
01140 5451	Repairs & Maintenance - Court Street	10,044	7,400		7,400	139	575	6,686	90%
01140 5452	Repairs & Maintenance - West Street	6,082	9,800		9,800	1,057		8,743	89%
01140 5453	Repairs & Maintenance - Coles Road	11,615	4,800		4,800	120		4,680	98%
01140 5621	Utilities-Court St	37,058	32,000		32,000	6,632		25,368	79%
01140 5622	Utilities-West St	11,315	12,000		12,000	2,308		9,692	81%
01140 5623	Utilities-Coles Rd	23,673	25,000		25,000	6,024		18,976	76%
01140 5625	Utilities-Other	-	-		-	-		-	0%
01140 5670	Uniforms	209	1,000		1,000	-		1,000	100%
01140 5805	Operating Expenses	958	700		700	(101)		801	114%
	TOTAL BUILDINGS & GROUNDS	**211,740**	**167,950**	**-**	**167,950**	**31,882**	**8,146**	**127,922**	**76%**
01160	**Training**								
01160 5350	Training	15,222	12,500		12,500	1,145	3,945	7,411	59%
01160 5351	Career Training	3,612	2,100		2,100	100		2,000	95%
	TOTAL VOLUNTEER TRAINING	**18,834**	**14,600**	**-**	**14,600**	**1,245**	**3,945**	**9,411**	**64%**
01220	**Insurance and Benefits**								
01220 5200	Payroll Tax Expense	128,519	130,589		130,589	20,154		110,435	85%
01220 5210	Unemployment Compensation	2,031	7,000		7,000	3,794		3,206	46%
01220 5230	Worker's Compensation Insurance	75,668	67,000		67,000	-		67,000	100%
01220 5240	Dental Insurance	13,753	13,800		13,800	1,244		12,556	91%
01220 5260	Medical Insurance	268,749	370,000		370,000	72,996		297,004	80%
01220 5270	Life Insurance	5,255	5,000		5,000	660		4,340	87%
01220 5290	Pension-Employer	51,559	42,295		42,295	-		42,295	100%
01220 5291	Pension-MERS	75,036	75,000		75,000	23,672		51,328	68%
01220 5520	Property/Liability Insurance	53,977	55,000		55,000	49,579		5,421	10%
	TOTAL INSURANCE AND BENEFITS	**674,547**	**765,684**	**-**	**765,684**	**172,099**	**-**	**593,585**	**78%**
01260	**Debt Service**								
01260 5926	Court Street Amortization	-	-		-	-		-	0%
01260 5910	Debt Service-Interest	50,938	41,723		41,723	-		41,723	100%
01260 5920	Debt Service-Principal	227,857	227,857		227,857	-		227,857	100%
01265 5925	Capital Lease Payment	-	-		-	-		-	0%
	TOTAL DEBT SERVICE	**278,795**	**269,580**	**-**	**269,580**	**-**	**-**	**269,580**	**100%**

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Cromwell Fire District
General Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
01300	**Apparatus & Equipment**								
01300 5105	Payroll	73,846	55,500		55,500	9,552		45,948	83%
01300 5420	Repairs & Maintenance-Equipment	13,550	22,540		22,540	1,377	1,000	20,163	89%
01300 5425	Repairs & Maintenance-Radios	-	5,000		5,000	-		5,000	100%
01300 5430	Repairs & Maintenance-Vehicles	57,280	37,800		37,800	1,508	18,517	17,775	47%
01300 5611	Consumable Supplies	19,029	8,000		8,000	4,092		3,908	49%
01300 5613	Fuel/Oil	12,199	20,000		20,000	19		19,981	100%
01300 5670	Uniforms	877	750		750	268		482	64%
01300 5680	Non-Capital Equipment	5,458	8,500		8,500	416		8,084	95%
01300 5805	Operating Expenses	656	1,800		1,800	(101)		1,901	106%
	TOTAL APPARATUS & EQUIPMENT	**182,895**	**159,890**	**-**	**159,890**	**17,129**	**19,517**	**123,244**	**77%**
01380	**Miscellaneous**								
01380 5800	Other Expenditures	-	-		-	-		-	0%
	TOTAL MISCELLANEOUS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
	Capital								
01402 5990	**Operating Transfers Out**	**-**	**88,500**		**88,500**	**-**		**88,500**	**100%**
	TOTAL REVENUES	**3,506,715**	**3,691,398**	**-**	**3,691,398**	**1,480,502**	**-**	**2,210,895**	**60%**
	TOTAL EXPENSES	**3,506,126**	**3,691,398**	**-**	**3,691,398**	**600,099**	**60,514**	**3,030,784**	**82%**
	Balance	**588**	**-**	**-**	**-**	**880,403**	**(60,514)**	**(819,888)**	**0%**

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Cromwell Fire District
Analysis of Tax Collections
As of August 31, 2017

	Budget	Actual	% Collected
Current Levy	$ 2,755,000	$ 1,369,254	49.70%
Prior Year Taxes	14,000	3,672	26.23%
Interest	9,000	954	10.60%
Total	$ 2,778,000	$ 1,373,880	49.46%

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Cromwell Fire District
EMS Billing Report
As of August 31, 2017

		2017-2018											
Month		Beginning Balance	Charges	Deposits	Medicare/Medicaid Non-Allowable	Insurance Non-Allowable	Adjustments	Bad Debt Sent to Collection	Write Offs	Returned Check	Refund Overpay	Unbillable Comm.Service	Ending Balance
July	131	194,503.55	129,704.01	(56,427.99)	(54,588.11)	(814.72)	(1,748.18)	798.27	266.47	-	2,465.58	-	214,158.88
August	111	214,158.88	99,626.91	(48,337.34)	(48,309.95)	(363.71)	-	-	115.00	-	-	-	216,889.79
September		216,889.79											216,889.79
October		216,889.79											216,889.79
November		216,889.79											216,889.79
December		216,889.79											216,889.79
January		216,889.79											216,889.79
February		216,889.79											216,889.79
March		216,889.79											216,889.79
April		216,889.79											216,889.79
May		216,889.79											216,889.79
June		216,889.79											216,889.79
Total	242	194,503.55	229,330.92	(104,765.33)	(102,898.06)	(1,178.43)	(1,748.18)	798.27	381.47	-	2,465.58	-	216,889.79
				46%	45%	1%	1%	0%	0%	0%	-1%	0%	

Deposits 2017-2018	(104,765.33)
Deposits Per Ledger	101,055.41
Difference	(3,709.92)

Charges Net of Medicare/Medicaid Adjustments	126,432.86

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Cromwell Fire District
General Fund - Projected Fund Balance
As of August 31, 2017

Unreserved Fund Balance, July 1, 2017				$ 665,126
Designated for 2017-2018 Budget				-
Additional Appropriations During the Year				-
				665,126
Projected Results of Current Year Operations				
	Budget	Actual	Adjustment	
Revenues	$ 3,691,398	$ 3,691,398	$ -	
Expenditures	3,691,398	3,691,398	-	
Results of Budgetary Operations	$ -	$ -		-
Unreserved Fund Balance June 30, 2018				665,126
Undesignated Fund Balance June 30, 2018				665,126
Updated Balance 6/30/2018 (projected)				$ 665,126
				18.02%

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - SUMMARY
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
REVENUE									
	TOTAL REVENUE	**2,408,303**	**2,135,850**	**-**	**2,135,850**	**497,945**	**-**	**1,637,905**	**77%**
EXPENSES									
	PAYROLL	477,270	531,750	-	531,750	90,200	-	441,550	83%
	POWER AND PUMPING	218,222	227,500	-	227,500	37,974	2,300	187,226	82%
	TREATMENT	71,438	87,000	-	87,000	8,523	67,477	11,000	13%
	TRANSMISSION & DISTRIBUTION	50,193	75,000	-	75,000	4,853	18,690	51,457	69%
	OTHER OPERATING EXPENSES	158,761	54,350	-	54,350	4,759	1,428	48,163	89%
	GENERAL ADMINISTRATION	452,541	478,889	-	478,889	90,359	1,465	387,065	81%
	DEBT SERVICE - INTEREST	109,927	102,777	-	102,777	11,625	-	91,152	89%
	TRANSFER EQUIPMENT RESERVE FUND	-	-	-	-	-	-	-	0%
	TRANSFER WATER CAPITAL FUND	46,275	19,891	-	19,891	-	-	19,891	100%
	TOTAL EXPENSES	**1,584,627**	**1,577,157**	**-**	**1,577,157**	**248,294**	**91,359**	**1,237,504**	**78%**
	BALANCE	**823,677**	**558,693**	**-**	**558,693**	**249,651**	**(91,359)**	**400,401**	**72%**

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
05	**Water Fund**								
05 4140	Interest Income On Assessment	6,168	750		750	600		150	20%
05 4150	Interest on Receivables	33,386	24,000		24,000	(199)		24,199	101%
05 4200	State Grants	25,000	-		-	-		-	0%
05 4300	Interest Income	4,310	2,000		2,000	974		1,026	51%
05 4400	Metered Sales To General Public	1,952,717	1,900,000		1,900,000	465,511		1,434,489	75%
05 4402	Sales to Other Districts	78,555	40,000		40,000	15,707		24,293	61%
05 4405	Seasonal & Hydrant Sales	148,480	120,000		120,000	12,454		107,546	90%
05 4410	Miscellaneous Service Revenues	18,754	20,000		20,000	-		20,000	100%
05 4411	Connection Charges/Inspections	25,024	15,000		15,000	1,250		13,750	92%
05 4900	Miscellaneous Non-operating Revenue	104,957	3,000		3,000	762		2,238	75%
05 4930	Employee Insurance Contribution	4,953	5,100		5,100	885		4,215	83%
05 4990	Administrative Costs-Other Funds	6,000	6,000		6,000	-		6,000	100%
	TOTAL REVENUE	**2,408,303**	**2,135,850**	**-**	**2,135,850**	**497,945**	**-**	**1,637,905**	**77%**
05901	**Payroll**								
05901 5105	**TOTAL PAYROLL**	**477,270**	**531,750**		**531,750**	**90,200**	**-**	**441,550**	**83%**
05902	**Power and Pumping**								
05902 5434	Maint. of Structures & Improvements	156	4,000		4,000	1,843		2,157	54%
05902 5435	Maint. of Pumping Equipment	20,623	22,000		22,000	-	2,300	19,700	90%
05902 5620	Power	196,503	200,000		200,000	36,131		163,869	82%
05902 5800	Other Expenditures	940	1,500		1,500	-		1,500	100%
	TOTAL POWER AND PUMPING	**218,222**	**227,500**	**-**	**227,500**	**37,974**	**2,300**	**187,226**	**82%**
05903	**Treatment**								
05903 5630	Chlorine	9,863	12,000		12,000	2,019	9,981	-	0%
05903 5631	Aqua-Mag	19,936	23,000		23,000	4,360	18,640	-	0%
05903 5632	Fluoride	15,929	17,000		17,000	-	17,000	-	0%
05903 5805	Operating Expenses	25,709	35,000		35,000	2,145	21,856	11,000	31%
	TOTAL TREATMENT	**71,438**	**87,000**	**-**	**87,000**	**8,523**	**67,477**	**11,000**	**13%**
05904	**Transmission & Distribution**								
05904 5319	Outside Services	12,920	10,000		10,000	-		10,000	100%
05904 5436	Maint. of Reservoir	5,743	5,000		5,000	-		5,000	100%
05904 5437	Maint. of Trans & Distr Main	12,781	20,000		20,000	869	5,319	13,813	69%
05904 5438	Maint. of Services	12,371	25,000		25,000	1,214	9,162	14,624	58%
05904 5439	Maint. of Meters	2,344	5,000		5,000	1,507	373	3,120	62%
05904 5440	Maint. of Hydrants	4,034	10,000		10,000	1,264	3,836	4,900	49%
05904 5490	Inventory Adjustment	-	-		-	-		-	0%
05904 5805	Operating Expenses	-	-		-	-		-	0%

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Cromwell Fire District
Water Division Enterprise Fund - Budget Report - DETAIL
2017 - 2018
As of August 31, 2017

Completed Budget Months = 2 (17%)
Available Budget Months = 10 (83%)

Account Number	Description	2016 - 2017	2017 - 2018 Budget	Budget Adjustments	Revised Budget	YTD Actual	Encumbrances	Available Budget	% Remaining
	TOTAL TRANSMISSION & DISTRIBUTION	**50,193**	**75,000**	**-**	**75,000**	**4,853**	**18,690**	**51,457**	**69%**
05908	**Other Operating Expenses**								
05908 5621	Utilities	7,706	8,100		8,100	1,484		6,616	82%
05908 5802	Uniforms	4,408	4,250		4,250	455		3,795	89%
05908 5880	Truck & Garage Expense	146,647	42,000		42,000	2,820	1,428	37,753	90%
	TOTAL OTHER OPERATING EXPENSES	**158,761**	**54,350**	**-**	**54,350**	**4,759**	**1,428**	**48,163**	**89%**
05907	**General Administration**								
05907 5200	Payroll Tax Expense	35,343	40,679		40,679	6,723		33,956	83%
05907 5210	Unemployment Compensation	-	1,000		1,000	-		1,000	100%
05907 5230	Worker's Compensation Insurance	18,917	17,000		17,000	-		17,000	100%
05907 5240	Dental Insurance	5,209	6,600		6,600	464		6,136	93%
05907 5260	Medical Insurance	127,161	180,000		180,000	41,754		138,246	77%
05907 5270	Life Insurance	1,870	2,000		2,000	248		1,752	88%
05907 5290	Pension-Employer	28,893	32,695		32,695	-		32,695	100%
05907 5319	Outside Services	2,264	5,000		5,000	-		5,000	100%
05907 5320	Professional Fees	110,393	70,500		70,500	12,250		58,250	83%
05907 5430	Administrative Office Expense	-	-		-	-		-	0%
05907 5520	Property/Liability Insurance	27,587	26,000		26,000	-		26,000	100%
05907 5610	Office Operations Expense	7,195	7,000		7,000	1,256		5,744	82%
05907 5615	Tele-communications	9,475	9,000		9,000	204		8,796	98%
05907 5621	West Street Utilities	10,483	12,000		12,000	2,138		9,862	82%
05907 5805	Computer Operations	52,308	56,715		56,715	22,726		33,989	60%
05907 5811	Payroll Services	565	700		700	96		604	86%
05907 7141	Postage	3,184	2,000		2,000	800		1,200	60%
05907 7142	Utility Billing Services	11,694	10,000		10,000	1,700	1,465	6,835	68%
	TOTAL GENERAL ADMINISTRATION	**452,541**	**478,889**	**-**	**478,889**	**90,359**	**1,465**	**387,065**	**81%**
05907 5910	**DEBT SERVICE - INTEREST**	**109,927**	**102,777**		**102,777**	**11,625**	**-**	**91,152**	**89%**
05908	**Capital**								
05908 5990	Transfer Equipment Reserve Fund				-	-		-	0%
05908 5990	Transfer Water Capital Fund	46,275	19,891		19,891	-		19,891	100%
	TOTAL CAPITAL	**46,275**	**19,891**	**-**	**19,891**	**-**	**-**	**19,891**	**100%**
	TOTAL REVENUES	**2,408,303**	**2,135,850**	**-**	**2,135,850**	**497,945**	**-**	**1,637,905**	**77%**
	TOTAL EXPENSES	**1,584,627**	**1,577,157**	**-**	**1,577,157**	**248,294**	**91,359**	**1,237,504**	**78%**
	Balance	**823,677**	**558,693**	**-**	**558,693**	**249,651**	**(91,359)**	**400,401**	**72%**

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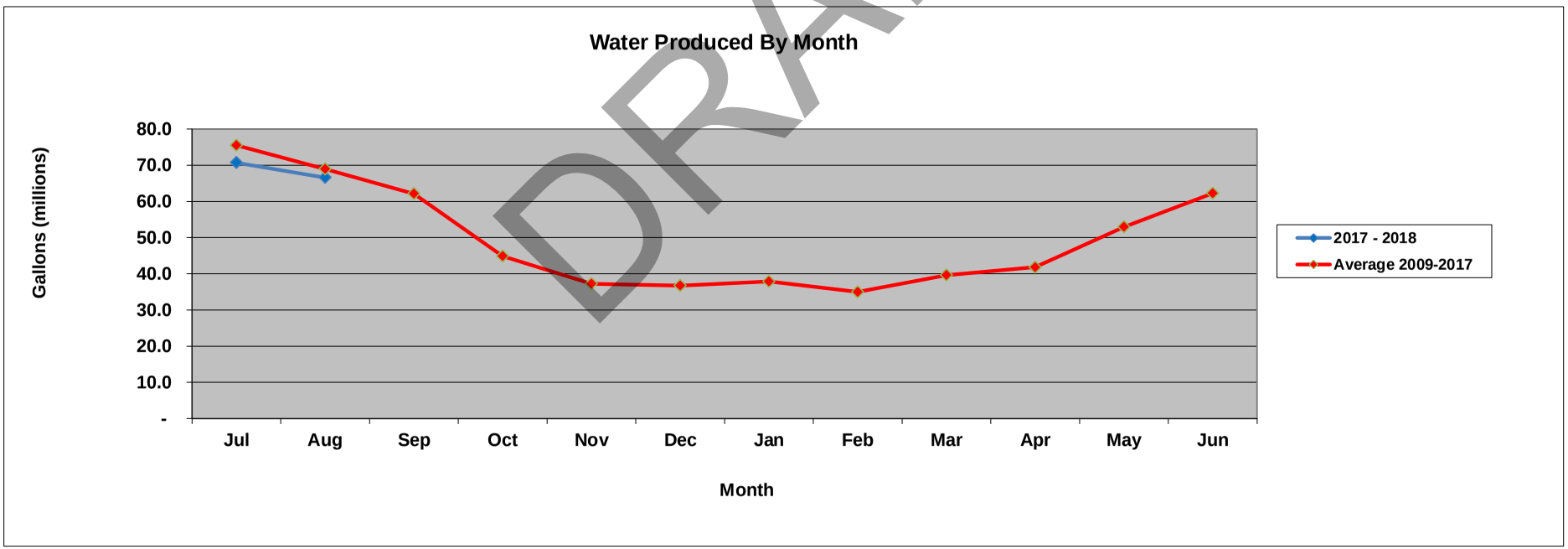
Cromwell Fire District
Analysis of Water Pumped by Month
As of August 31, 2017

Month	Fiscal Year 2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2009-2017 Average	2018/Avg Monthly	%
Jul	66.5	59.6	85.1	77.5	74.7	69.0	75.2	81.9	89.8	70.7	75.5	(4.8)	-6.3%
Aug	56.1	63.3	78.8	58.3	64.2	66.0	76.7	81.7	75.4	66.6	68.9	(2.3)	-3.4%
Sep	45.2	66.2	73.0	50.3	56.6	57.3	67.4	72.5	70.6		62.1	-	0.0%
Oct	40.0	49.3	42.4	40.9	43.1	49.1	44.4	47.3	47.3		44.9	-	0.0%
Nov	34.6	42.0	36.5	37.1	35.4	38.6	36.4	35.0	39.8		37.3	-	0.0%
Dec	34.7	37.7	35.8	36.8	37.2	36.4	35.8	36.1	40.2		36.7	-	0.0%
Jan	35.6	38.9	35.9	37.6	38.6	38.1	37.5	37.8	40.8		37.9	-	0.0%
Feb	31.6	35.2	33.9	36.5	36.1	33.9	35.7	35.6	36.4		35.0	-	0.0%
Mar	39.5	39.9	38.3	39.6	40.0	38.9	40.6	39.6	40.4		39.6	-	0.0%
Apr	39.6	42.1	39.1	48.9	44.4	39.8	39.4	41.6	41.4		41.8	-	0.0%
May	45.2	54.1	48.5	51.6	57.6	46.8	68.2	54.5	49.9		52.9	-	0.0%
Jun	46.9	63.5	58.1	61.2	54.4	69.0	63.8	82.0	61.3		62.2	-	0.0%
Total	515.5	591.7	605.4	576.3	582.3	582.9	621.1	645.6	633.3	137.3	594.9	(7.1)	



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Cromwell Fire District
Treasurer's Report
As of August 31, 2017

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Interest
STIF					
Bonds Proceeds	9,209.94	8.21	-	9,218.15	16.25
Liberty Bank					
Savings	95,097.55	-	-	95,097.55	-
Citizens Bank					
Checking	325,270.48	1,656,615.72	1,917,230.46	64,655.74	-
Fixed Balance Account	292,195.85	-	23,673.31	268,522.54	-
Money Market	601,541.88	1,500,334.16	200,000.00	1,901,876.04	579.07
Fire Department Trust	49,878.66	14.83	-	49,893.49	30.17
Hardship Benefit Fund	63,886.79	18.99	-	63,905.78	37.98
Harris Scholarship & Memorial Fund	29,918.83	8.89	-	29,927.72	17.78
Farmington Savings Bank					
Checking	178,950.77	425,017.21	12,450.43	591,517.55	-
Savings	1,412,842.60	719.97	-	1,413,562.57	1,352.83
Total Ending Balance	**3,058,793.35**	**3,582,737.98**	**2,153,354.20**	**4,488,177.13**	**2,034.08**

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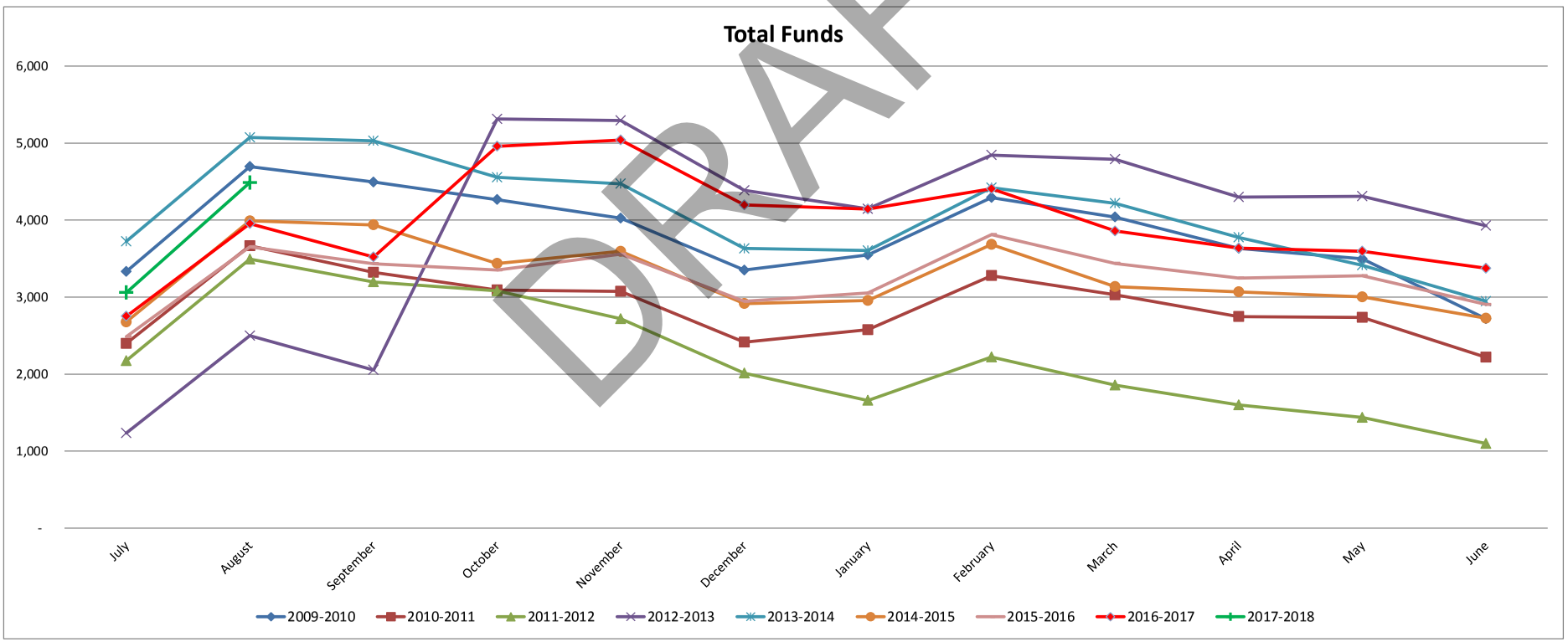
Cromwell Fire District
Analysis of Cash Balances
As of August 31, 2017

Month	Year								
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
July	3,333	2,397	2,174	1,234	3,723	2,678	2,486	2,751	3,059
August	4,696	3,667	3,493	2,499	5,074	3,990	3,654	3,955	4,488
September	4,494	3,321	3,198	2,054	5,030	3,939	3,433	3,522	
October	4,267	3,092	3,080	5,315	4,555	3,438	3,353	4,960	
November	4,025	3,075	2,720	5,294	4,473	3,594	3,557	5,041	
December	3,351	2,416	2,013	4,386	3,632	2,916	2,945	4,197	
January	3,548	2,577	1,658	4,147	3,605	2,956	3,053	4,145	
February	4,294	3,279	2,223	4,845	4,422	3,684	3,811	4,407	
March	4,040	3,030	1,856	4,791	4,218	3,137	3,438	3,858	
April	3,633	2,748	1,600	4,301	3,776	3,068	3,246	3,636	
May	3,498	2,737	1,436	4,311	3,414	3,003	3,278	3,596	
June	2,720	2,219	1,099	3,928	2,945	2,725	2,904	3,374	



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Cromwell Fire District
Fire Department Funds
August 31, 2017

	#22	#25	#26	#27		
		Sick Benefits	Memorial			
	Fire Department Trust Fund	Hardship Benefit Fund	Harris Scholarship & Memorial Fund	Neto Student Benefit Fund	Total	Grand Total
Cash	$ 49,993	$ 63,906	$ 29,928	$ -	$ 29,928	$ 143,827
Due from District	-	-	-	5,911	5,911	5,911
Total Assets	$ 49,993	$ 63,906	$ 29,928	$ 5,911	$ 35,838	$ 149,738
Accounts Payable	$ -	$ -	$ -	$ -	$ -	$ -
Due to District	-	-	-	-	-	-
Fund Balance	49,993	63,906	29,928	5,911	35,838	149,738
Total Liabilities & Fund Balance	$ 49,993	$ 63,906	$ 29,928	$ 5,911	$ 35,838	$ 149,738
Revenue						
Interest Income	$ 30	$ 38	$ 18	$ -	$ 18	$ 86
Annual Drive	-	-	-	-	$ -	-
Annual Banquet	-	-	-	-	$ -	-
Donations	-	-	-	-	$ -	-
Uniforms	-	-	-	-	$ -	-
Other Income/Transfers In	-	-	-	-	$ -	-
Total Revenue	$ 30	$ 38	$ 18	$ -	$ 18	$ 86
Expenditures						
Annual Banquet	$ -	$ -	$ -	$ -	$ -	$ -
Annual Drive	-	-	-	-	-	-
Scholarships	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Administrative Expense	-	-	-	-	-	-
Dinner Meetings	-	-	-	-	-	-
Fires/Work Details	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Parades	-	-	-	-	-	-
Training	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Maintenance & Repairs	-	-	-	-	-	-
Fire Prevention	-	-	-	-	-	-
Explorers	-	-	-	-	-	-
Other Expenditures/Transfers Out	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	$ 30	$ 38	$ 18	$ -	$ 18	$ 86
Fund Balance Beginning	49,963	63,868	29,910	5,911	35,820	149,652
Fund Balance Ending	$ 49,993	$ 63,906	$ 29,928	$ 5,911	$ 35,838	$ 149,738

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Cromwell Fire District
Equipment Reserve Fund
Budget Report
August 31, 2017

Description	Fund	Project	Object	Budget Prior Years	Budget 2017-18	Updated Budget	Expended Prior Yrs	Expended 2017-2018	Expended Total	Encumbered	Total Committed	Balance
Closed Projects & Uncommitted Fund Balance				**3,424,946**	**-**	**3,424,946**	**3,405,549**	**-**	**3,405,549**	**-**	**3,405,549**	**19,397**
Scott Air Packs / SCBA Upgrade (6 SCBA)	31	750	5740	178,506	30,000	208,506	172,383		172,383	1,770	174,153	34,353
Vehicles & Apparatus - Major Repairs	31	751	5710	159,487	15,000	174,487	144,954	3,487	148,441	8,496	156,937	17,550
Lift-Gate replacement (Utility 1)	31	751	5710	-	3,400	3,400	-		-		-	3,400
Turn Out Gear Replacement	31	784	5740	320,649	30,000	350,649	295,473		295,473	17,827	313,300	37,349
Communication Center Technology Upgrades	31	953	5740	15,954		15,954	11,954		11,954		11,954	4,000
Emergency Fire Dispatch Software	31	953	5740	-	48,000	48,000	-		-		-	48,000
Facilities Maintenance Program	31	830	5700	63,954		63,954	61,954	1,525	63,479		63,479	475
Coles Road Masonry Repairs	31	830	5700	-	5,000	5,000	-		-		-	5,000
Blitz Nozzle	31	716	5740	3,800		3,800	-		-		-	3,800
AED-Replacement x 4 at $2200	31	760	5740	8,800		8,800	6,748		6,748		6,748	2,052
Hot water holding tank (Coles Rd)	31	922	5740	4,500		4,500	4,075		4,075		4,075	425
Fire hose replacement	31	716	5740	8,000	4,000	12,000	5,601	4,438	10,039		10,039	1,961
Zetron Windows 7 program (XP-upgrade) no option	31	953	5740	65,000		65,000	61,308		61,308		61,308	3,692
CAD upgrade	31	701	7450	8,410		8,410	5,698		5,698		5,698	2,713
Court Street - Relocate Lobby HVAC Vent	31	943	5740	6,000		6,000	5,470		5,470		5,470	530
Radio Upgrades & Replacements	31	807	5740	16,000	50,000	66,000	11,022		11,022		11,022	54,978
Coles Road Roof Replacement	31	941	5430	37,126		37,126	-		-		-	37,126
Active Projects				**896,186**	**185,400**	**1,081,586**	**786,639**	**9,450**	**796,089**	**28,094**	**824,182**	**257,403**
Total				**4,321,132**	**185,400**	**4,506,532**	**4,192,188**	**9,450**	**4,201,638**	**28,094**	**4,229,732**	**276,800**

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Cromwell Fire District
Water Capital Fund
Budget Report
August 31, 2017

Description	Fund	Project	Object	Budget Prior Years	Budget 2017-2018	Total Budget	Expended Prior Years	Expended 2017-2018	Total Expenditures	Encumbered	Balance
Closed Projects & Uncommitted Fund Balance				**3,845,496**	**-**	**3,845,496**	**3,749,994**	**-**	**3,749,994**	**-**	**95,502**
Chem Feed Transfer Switch	35	835	5700	40,000	20,000	60,000	-		-		60,000
Meters	35	904	5720	95,726	40,000	135,726	95,210	4,403	99,613	35,597	516
Hydrants	35	929	5722	90,657		90,657	49,111		49,111		41,547
Water System Remote Data Collection System	35	912	5730	10,000		10,000	-		-		10,000
Replacement of Well Pump Motor	35	740	5435	20,000	21,000	41,000	-		-		41,000
VFD's for Wells 3 & 4	35	740	5435	-	108,000	108,000	-		-		108,000
2017 Ford F-250 4x4	35	789	5710	-	28,200	28,200	-		-	28,108	92
Whelen light bar	35	925	5710	-	3,000	3,000	-		-		3,000
Husqvarna walksaw	35	935	5740	-	7,500	7,500	-		-		7,500
Fisher 8'6" plow	35	954	5740	-	6,300	6,300	-		-		6,300
New stairs & landing @ Water Garage	35	959	5775	15,000		15,000	-		-		15,000
Distribution Study	35	721	7290	36,500	40,000	76,500	-		-		76,500
Water Main Replacement Project (Bonds)	35	603	7290	1,500,000		1,500,000	1,211,043	23,673	1,234,716		265,284
Active Projects				**1,807,883**	**274,000**	**2,081,883**	**1,355,364**	**28,076**	**1,383,440**	**63,705**	**634,739**
Total Water Capital Projects				**5,653,379**	**274,000**	**5,927,379**	**5,105,357**	**28,076**	**5,133,433**	**63,705**	**730,241**

DRAFT

Cromwell Fire District

1 West Street
Cromwell, CT 06416
Telephone 860-635-4420

FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS
Fire and Water Divisions
Tuesday, August 15, 2017
7:00 PM
Coles Road Firehouse
105 Coles Road
Cromwell, CT

The Commissioners of the Cromwell Fire District held their monthly Board of Commissioners' Meeting on Tuesday, August 15, 2017, at 7:00 PM, at the Coles Road Firehouse, 105 Coles Road, Cromwell, CT to discuss and act upon Fire and Water Division business.

Commissioners Craig Murphy (President), Johnathon Hamlin, Charles Epstein, Julius Neto, David Colligan, Roger Rukowicz, Jason Hinners and Robert Donohue. Also attending were Operations Director S. William Jarzavek, Fire Chief Michael Terenzio, Assistant Fire Chief Douglas Zordan, Executive Director Michael Dagostino and Michael Alibrio from Premier Accounting. Commissioner Lee Brow had an excused absence.

The meeting was called to order at 7:00 PM, by President Murphy. The Pledge of Allegiance was led by President Murphy.

APPROVAL OF AGENDA

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the agenda as submitted.

PUBLIC COMMENT

There were no public comments to report.

APPROVAL OF THE BOARD OF COMMISSIONERS' MEETING MINUTES OF JULY 18, 2017

A motion was made by Commissioner Hamlin, seconded by Commissioner Rukowicz and unanimously approved to accept the Board of Commissioners' Meeting minutes of July 18, 2017, as submitted.

READING OF COMMUNICATIONS & WRITTEN APPEALS TO THE BOARD

There were no communications or appeals to report.

REPORTS OF THE STAFF

A. Executive Director. The Executive Director's Report for July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr.

Dagostino reported that there are a lot of open positions, and they are going through the process for all of them. There was a late applicant for the Dispatcher vacancy who is a former Dispatcher with the District. There are three finalists. The Fire Chief and Mr. Dagostino will have either a second interview or a phone interview with them and provide a recommendation. Regarding the Firefighter vacancy, the District has purchased a test, and resumes will be collected until the end of the month. The response has been good. There are approximately 12 – 15 applicants so far. They anticipate double that amount by the end of the month. They have purchased 30 exams. They will administer the exam, and will invite outside professionals to perform an oral board. The written exam will be 50% of the exam grade, and the oral board will be the other 50%. A candidate will be chosen out of the top 5 candidates. To defray the cost of the exam, it is not unusual that a fire service will charge to sit for the exam. Cromwell is charging $25 to sit for the exam.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Executive Director's Report for July as submitted.

B. Financial Report. The Financial Report for July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Albrio reported that it is the first month of the new fiscal year. He had updated the report to reflect the new budget. There is not a lot of activity, but the office has been busy with purchase orders. President Murphy had some questions regarding the summary page of the Water Division. He questioned the amount of encumbrances. Mr. Dagostino reported that they are blanket purchase orders. Most of them are chemicals. President Murphy also had a question about the Treasurer's Report, specifically the Fire Department Trust Fund. The Harris Scholarship and Memorial Fund. He thought the balance was high. Commissioner Colligan stated that within the Fire Department they had agreed to put a certain amount of money in the fund every year to keep it funded. It is believed to have no activity in that account recently.

A motion was made by Commissioner Neto, seconded by Commissioner Hinners and unanimously approved to accept the Financial Report for July as submitted.

C. Fire Department Chief. The Chief's Report for July had been previously submitted and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Donohue noted that the car wash date has changed to September 9. The Chief added that he is working with the Fire Marshal's Office to develop some SOP's.

A motion was made by Commissioner Colligan, seconded by Commissioner Hamlin and unanimously approved to accept the Chief's Report for July as submitted.

D. Water Operations. The Operations Report for July had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Mr. Jarzavek added that DeRita will be starting final pavement on Raymond place beginning on Thursday. The Town has just advertised a bid as part of a grant they received to reconstruct Willowbrook Road by Rte. 372. Part of that project will be offsetting a water main that is located by the culvert that goes across the road. The bids will be open in September with the start date of the project being in October. This will be at no cost to the District.

A motion was made by Commissioner Neto, seconded by Commissioner Hamlin and unanimously approved to accept the Operations Report for July as submitted.

REPORTS OF THE STANDING COMMITTEES

A. District Operations. President Murphy reported that there was a meeting. He would like to have more regular meetings to set some guidance down to the other committees. They met with Mr. Dagostino and briefly discussed some of the vacancies within the District. There are

no minutes because there was no quorum of Commissioners. The meeting was considered a workshop.

B. Executive Committee. There was no meeting.

C. Fire Operations Committee. A meeting was held July 18, 2017. Minutes had been previously distributed and reviewed. A copy is attached to the minutes on file in the Fire District Office. Commissioner Hamlin added that radio issues are ongoing. Commissioner Colligan, Mr. Dagostino and the Fire Chief have been working on that project diligently with new issues coming up daily. Things are going in the right direction.

A motion was made by Commissioner Neto, seconded by Commissioner Epstein and unanimously approved to accept the Fire Operations Committee meeting minutes of July 18, 2017, as submitted.

D. Pension Committee. There was no meeting.

E. Personnel Committee. There was no meeting.

F. Water Operations Committee. A meeting was held on August 8, 2017. Minutes were not available for this meeting. Commissioner Rukowicz reported that the Committee has been working on electronic SOP's for the Water Division. They are ahead of themselves for that project. A target date was set for October 15, 2017, to have it completed. The Distribution Study will be put out to bid. Once the bidding process is over (30 Days), the project can be started. There is ample money in the budget to finance the study. The next meeting has been tentatively scheduled for Wednesday, November 8, 2017. It was originally scheduled for Tuesday, November 7, 2017, but that is Election Day.

BOARD APPOINTMENTS

There were no appointments to report.

CONSIDERATION OF OLD BUSINESS

A. Report of the Town Council Liaison. There was no report.

B. Reports of the Special Committees

1. Public Safety Tower Committee. There was no meeting.

2. Safety/Building Committee. Commissioner Hinners reported there has been no meeting, but their major issue has been addressed. The apron at West Street has been repaired by Commissioner Donohue.

3. Bylaws Committee. There was no meeting.

NEW BUSINESS

A. Commissioners' Comments. Commissioner Epstein congratulated the Fire Chief on his first anniversary with the Fire District. Commissioner Neto inquired about the upcoming election of Commissioners. Mr. Dagostino reported that the election has been advertised in the Rare Reminder and the Middletown Press. It is also on the District's website. He has not received any letters of intent thus far. Letters need to be submitted by September 1. There was a discussion about a, "Meet the Candidate" forum. There was a question whether or not it would be the Board of Commissioners' responsibility to organize a forum. It was agreed to have a forum during the next Board of Commissioners' Meeting scheduled for September 19,

2017. The forum will be listed under Item III. Public Comment. There will be an opportunity for each individual running to give an opening statement and answer questions. This will be advertised in the local newspaper, on the website, and the electronic boards in the front of the Firehouses at West Street and Court Street.

B. Budgetary Adjustments. There were no adjustments to report.

C. Approval of Contracts/Contractors. There were no contracts or contractors to approve.

PUBLIC COMMENT

Executive Director Dagostino reported he will be on vacation from September 11, 2017, returning on September 19, 2017. Commissioner Neto commented on the Sanitation Survey distributed to all the Commissioners. He was impressed with the results of the survey.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Neto, seconded by Commissioner Hinners and unanimously approved to adjourn the meeting at 7:35 PM.

ATTEST: _____

Charles R. Epstein, Secretary

Nancy Deegan
Recording Secretary
8-23-17