



**Village of Chester Commission
Regular Monthly Meeting
January 11, 2017**

Present; Dave Foley, Chair; Tom Mulrooney, Commissioner; Nancy Hatch, Commissioner; Bill Zinck Jr., Vice-Chair; Michael Heisler, Commissioner; Forrest McWade, Clerk Treasurer; Dave Richardson, Chester Fire Chief; Maxine Veinot, Recording Secretary

Regrets: Nil

Absence: Nil

Public Gallery: 3 people were in attendance

1.0 Call to Order

Chair Foley called the January 11, 2017, monthly meeting of the Village of Chester to order at 7:00 pm.

2.0 Approval of Minutes

- a) There was discussion on the minutes as presented. Several changes were noted to be made:
- 6 (a) Fire Chief Report - first paragraph, 'pass' will be changed to "passed"
 - 6 (a) Fire Chief Report – the last line stating 'When installed they do not hit.' - will be removed.
 - It was noted in the minutes that emails were sent, however, they were not received. Clerk Treasurer McWade will email the Power Point presentation of the DOTIR meeting at Chester Legion, and the year to date report.

MOTION: Commissioner Mulrooney moved the approval of the December 14, 2016 minutes approved as amended. Commissioner Zinck Jr., seconded. Motion Carried.

Motion

**** Chair Foley welcomed the new Clerk Treasurer, Forrest McWade to the Village of Chester and to his first meeting.**

3.0 Approval of Agenda

- a) Addition d) MODC/TIR report of Jan 10/17 meeting – Nancy Hatch will be added to 6.0 Reports
Addition 4.0 (a) – Year to date report – Nancy Hatch
- MOTION: Commissioner Zinck Jr., moved, Commissioner Hatch seconded, the approval of the agenda as amended. Motion Carried.**

Motion

4.0 Business Arising from Previous Minutes

5.0 Correspondence

- a) The Clerk received the motion that MODC council passed on December 16/16, on the water analysis
The Clerk met with Tammy Wilson and the RFP went out to their preferred engineering firms and is due to close at the end of the January.
- b) The Clerk received information on the Volunteer nomination and Mr. McWade forwarded this onto the Commissioner's via email.

6.0 Reports

a) **Fire Chief's Report**

Chief Richardson reported there were 10 callouts since the last meeting with a big structure fire on New Years night.

Chief Richardson welcomed Forrest McWade as the new Clerk Treasurer. Chief Richardson feels that there is a lack of communication from issues brought up in his monthly report. The tanker is an issue as the Fire Department hasn't received any direction on the tanker - will be replaced or repaired. The truck went to TK's for a pre-inspection and the only way the Chief knew about it was he received a call regarding the starting of the truck. Another issue is the cages on the engines for the Fireboat. The Fire Department never heard back on this issue.

In the Chief's December, 2016 report, he stated that the officers wanted to set up a meeting with the Commission to discuss a few different topics and never heard back. Chief stated this was frustrating and moving forward with the new clerk, he hopes that communications will hopefully improve. The monthly socials have brought back the moral in the department and now we need to work towards the trust between the department and commission.

The CVFD will be hosting the Provincial Curling championship at the curling club from February 2- 5, 2016.

The department is working on finishing off the budget items in the 2016/17 budget.

The Lunenburg East Fire Advisory will meet on January 19/17 at the CBVFD station at 7:00 pm. CVFD is the only department that isn't represented by its commission. It would be nice to see a representative from the VOC to attend and find out what is going on in the fire service.

Jan 16 & 17, 2017, a mobile bunker gear cleaning company (Clean Hero's) will be at the hall to clean the bunker gear.

Chief Richardson hopes 2017 will be a productive year with new faces at the VOC and new officers at the CVFD.

Commissioner Hatch asked how many people should attend the Lunenburg East Fire Advisory meeting at CBVFD? Chief Richardson stated that most have one or two representative(s) from their commissions.

Chief Richardson stated that MODC disbanded the Fire Advisory Committee and it has been replaced by the Lunenburg East Fire Advisory.

Commissioner Mulrooney asked if it is the same thing, but under a new name? Chief Richardson stated that it is minus all the input of MODC via Bruce Blackwood and more involvement from the Fire Departments.

Bill Zinck and Nancy Hatch volunteered to attend the Jan 19/16 meeting.

6.0 Reports (continued)

b) Financial Report

The Clerk had emailed the three operating accounts statements, reconciliation and operating account list of ledgers. These reports were from November and completed by the former Clerk Treasurer. Mr. McWade would like to talk with Scotiabank to get a more up-to-date banking system so that we will only be one month behind. It is hoped that this will be changed for next month's meeting.

Mr. McWade stated that on the November Fireboat account there was a debit of \$2000.00, which was an error and will be adjusted on the December's reconciliation.

With regards to the year-to-date, Clerk Treasurer McWade stated to wait till December's statements and reconciliation, then the report will be on three quarters through the year and then it will be done monthly.

c) Clerk's Report

The Clerk Treasurer started January 3, 2027 and has had time to meet with the Commissioners, Chief Richardson and has met with the Fire Department at the first of their meeting Jan 9/17. The Clerk met with Tammy Wilson of MODC and also with Rob Manuel and some other people throughout the Village.

The next few months will be busy with wrapping up this fiscal year and getting ready with the new budget schedule and times.

A letter was sent to Scott Carroll regarding the propellers right before Christmas and Mr. McWade has a phone call into Mr. Carroll and an email as well, and is awaiting a reply on moving forward.

The audit on #521 & #511 was held and a report is expected to be received next week from Pumped and Wired.

The pre-inspection of #551 was completed and we will have an official quote/numbers in the next few days and then will move ahead to get the inspection done for the end of the month.

The Clerk will request a copy of the RFP for the water analysis and continual updates and status of same.

Terry Redden had corresponded with the previous Clerk and so Forrest McWade replied by emailing back and introducing himself and to get a timeline on answers to their questions.

Chair Foley questioned the reports on the Fire calls and that he would like to have it attached to the Fire Chief's report.

Discussion was held on this and Chief Richardson stated that the Deputy Fire Chief's call out report is more accurate than Scotia Business Centre's report. The Deputy's report will be attached to the Fire Chief's report.

d) MODC/TIR meeting January 10/17

Commissioner Hatch reported on a meeting which was requested by MODC for TIR's comments on plowing and sanding Village streets.

In attendance were Tammy Wilson, CAO; Warden Webber; Matthew Davidson, Dir of Engineering & Public Works; Councillor Danielle Barkhouse; Stephen MacIsaac, DOTIR; Glen Strang, Area Manager,

6.0 Reports (continued)

d) MODC/TIR meeting January 10/17

Lunenburg/Queens; Denise Peterson-Rafuse, MLA; Geraldine Pauley, MLA's Office Manager and Commissioner Hatch.

Commissioner Hatch gave a report of the meeting:

MODC stated their disappointment in the removal of snow and application of sand sufficient to make the roads safe.

Neither MODC or TIR is prepared to assume the risk of contaminating wells because of salt or brine applications to the roads.

The application of salt or pre-treating with brine is much less costly and more effective than sand application.

Commissioner Hatch reported on the timeframes of snow removal and that if you have an issue, Public Works should be called.

7.0 New Business

a) Budget Schedule

Clerk Treasurer McWade wanted to get a schedule set for budget process.

The Village's mandate is part of the package to Commissioner's so it is in the forefront on their minds as the budget is worked on.

It will be on the agendas over the next few months and he will try to have a proposed budget in March. Additionally, it would be good to have capital and long term budgeting as well. Looking into future projects that maintain and support high quality services in a cost-effective manner.

The Clerk met with both the Chief and Deputy Chief of the Fire Department so their timelines will work with the Villages timelines. As well, they will be looking at long-term planning so we can incorporate both and then be on the same path.

Clerk Treasurer McWade would like a review of this year's budget and begin 2017-18 preliminary work at COW meetings and then meet with Fire Department's budget and roll it into the Villages budget.

Clerk Treasurer McWade sees having a proposed budget before fiscal year-end and in line with our submissions with MODC who collect our taxes.

Commissioners should have a look at the budget and make notes or bring items of concern to Mr. McWade's attention and then preliminary budget will be on the meetings moving forward.

Commissioner Hatch asked if audited financial statements would be at the AGM. Clerk Treasurer was not sure as there is a switchover with a new auditor but it is hoped to be on track.

8.0 Any Other Business

a) Nil

9.0 Adjournment

MOTION: Commissioner Zinck Jr., moved the meeting adjourned at 7:50 pm,

Motion

Dave Foley
Commission Chair

Maxine Veinot
Recording Secretary