

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday October 27, 2016
Minutes**

Meeting was called to order at 4:30 p.m.

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

ADMINISTRATIVE BUSINESS

Mr. Bamsey made a motion to approve items A through B, motion seconded by Mr. Digregorio; motion passed 3-0-0.

Ratify A/P Manifest and sign checks dated 10/26/16

b. Ratify Payroll and sign checks for period ending 10/23/16

c. Approval and signing of Superintendent's and Chief's timecards for period ending 10/23/16

d. Approval of Meeting Minutes dated 10/20/16

e. Ratify and sign vacation pay for Kenney

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 10/23/2016

Mr. Digregorio made a motion to approve the Meeting Minutes dated 10/20/16 as amended, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Mr. Bamsey made a motion to Ratify Payroll and Sign checks for Kenney Boutilier vacation time, motion seconded by Mr. Digregorio; motion passed 3-0-0.

BOC INFORMATION

File was reviewed

BOOKKEEPERS BUSINESS

Ms. Snow presented abatement for Dianna Lynch, a brief discussion ensued.

Mr. Digregorio made a motion to approve abatement for Dianna Lynch in the amount of \$58.80, Mr. Bamsey seconded the motion; motion passed 3-0-0.

FIRE CHIEF'S BUSINESS

Chief Solomon presented the Board with a request for a settlement on two ambulance bills totaling \$2124.00 he would like the District to accept the offer of \$1200.00 as a settlement on behalf of The Estate of D Petsinger.

Mr. Bamsey made a motion to accept the settlement of \$1,200.00 as recommended by the Chief Solomon on behalf of the Estate of D. Petsinger for ambulance billing, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Chief Solomon then updated the Board on a conversation with Earl regarding non-precinct fire. Earl requested Chief Solomon e-mail him with what they (the Board) want in writing. Chief

responded as requested. Chief Solomon stated the split between fire and ambulance to go into the formula to calculate the total non-precinct fire payments needs to be decided on. Mr. Bamsey said he thought we negotiated that already. Chief Solomon responded the Board has not approved it yet he then reviewed what we proposed; a flat 61% cut and they counter offered 59% of the operating budget plus 100% of any fire warrant articles provided we create a separate ambulance capital reserve account. Discussion ensued around the formula for the new Contract for the non-precinct fire.

Mr. Bamsey asked Chief Solomon what he recommends for the split between Fire and Ambulance. Chief Solomon responded what Earl proposed 59% of the operating budget plus 100% of all special and individual warrant articles that are fire related and create a separate ambulance capital reserve account.

Chief Solomon went on to say where he sees a potential for continued problems is let's say we put in a warrant article to upgrade the boilers at the Fire Station, Chief would say that is a fire article because even if we didn't have ambulances or not it cost the same amount of money to replace those boilers. The Town will want a split 20/80 because the ambulances are parked in the building. Mr. Digregorio asked Chief Solomon what is the percentage of square footage the ambulances take up. Chief Solomon said pretty small he could measure it out. Discussion ensued. It was agreed that Chief Solomon would take measurements of the square footage of the building including sleeping quarters. He will update the Board next week on the numbers when he is done putting it in writing he will also let Mr. Sires know we are looking at it.

SUPERINTENDANT'S BUSINESS

Ms. Snow reported that she got the tax rates from DRA. Our tax rate for the Town of Albany was set at \$3.87 we will be getting \$1,245.00. We will be getting \$816,784.00 from the Town of Conway at a tax rate of \$4.13 combined tax rate is \$19.31 The combined tax rate for Conway Village is \$23 and change.

Ms. Snow presented figures for Kenney's retirement. Mr. Bamsey reviewed what Kenney would have for time as of January 1, 2017 he will have 160 vacation hours, 8 personal hours and 360 sick hours.. Mr. Digregorio asked what the Town does. Chief Solomon responded they pay out 50% of the sick time and he believes 100% of vacation time. Mr. Bamsey agreed 100% of his vacation time should be paid.

Mr. Quint handed out a draft of the 2017 water and sewer budget. Ms. Bean started with the general budget; Ms. Snow commented if payroll for the Receptionist and Bookkeeper should be paid out of the general fund, currently they are paid by 50% water and 50% sewer she stated we work for the District not water and sewer department. Ms. Bean said the general fund is all tax fund not rents and revenue. It would have a direct impact on the tax rate verses everyone using water and sewer. Discussion ensued. General fund is down because of sidewalks and not having the trackless.

Mr. Bamsey questioned where Mr. Hounsell fit in Ms. Snow said \$5,000 was moved from the trackless to misc. Discussion ensued around creating a line item for his services. Ms. Snow said she could break out legal and professional services. Mr. Bamsey asked if Mr. Hounsell's cost was \$15,000 a year. Ms. Bean said \$5,000 was for the contract we signed with him for the remainder for 2016, we need to request for the 2017 budget \$15,000.00. Mr. Digregorio reviewed the

contract it stated \$100.00 an hour and was good till July 30, 2017; the total price for 2016 and 2017 contract would not exceed \$15,000. Discussion ensued around Mr. Hounsell' s contract.

The sewer budget was reviewed next. Ms. Bean asked if there are any questions. Mr. Bamsey asked if enough money was requested for heat on the water budget. Looking at 2016 \$7000.00 was budgeted and only \$2200.00 was spent because it was a mild winter. Ms. Snow said we had a credit because we pre buy the heat. Mr. Quint said that is waters half and we have a new furnace that is more efficient. Discussion ensued. The number is not 50/50 because we have buildings that are only water and some that are only sewer. The administration building is the only building that is split 50/50 for heat. The heat was increased to \$4,000.00 on the water side and \$2,500.00 on the sewer side. These budgets are just drafts. Ms. Snow said the increase in the property liability is because last year we only paid for half a year and this year we are paying for a full year. Mr. Bamsey questioned Mr. Quint about the \$30,000 for sewer chemicals, Mr. Quint responded that the chemicals in the sewer is a learning curve we have not gone through a winter. David Mercier thinks we can cut back on the chemicals in the winter but because we don't know we had to budget for it. Mr. Bamsey also questioned if the fork lift system was put in yet, Mr. Quint responded no it hasn't it is under the contract of Defelice and David Mercier has sent a letter asking when we can expect it to be done.

Meeting adjourned without objection 6:41 p.m.
Respectfully Submitted
Stacy Bolduc, Receptionist

OLD AND PENDING

Policies and Procedures
Ambulance Write-off Policy
Review of Non- Public Meeting Minutes 2009-2011 (6)
Discussion of Rates and Reimbursement
Evaluations
Non- Precinct Fire Contract
Ambulance Contract
Steve Anderson Program
Kenney Retiring

FUTURE DATES

November 3, 2016 4:30 p.m.