

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday November 14, 2019
Minutes**

Meeting was called to order at 4:47 p.m.

Commissioners present: Steve Bamsey, Tom Buco, Michael Digregorio

Others present: Amy Snow- Municipal Bookkeeper, Superintendent Steve Anderson, Chief Solomon

Absent:

Public:

SUPERINTENDANT'S BUSINESS

The water budget was passed out to review. Mr. Anderson explained that he would not be testing fire suppression backflow devices next year; he will be letting sprinkler companies do the test. He went on to explain he cannot fix them or test them properly. He will still be testing the commercial backflow devices. Discussion ensued around getting the testing information from whoever will be doing the test and the process of testing the sprinkler backflow device properly (shutting the downstream valve) and that surrounding towns contract out the test for their fire suppression backflow test. The revenue that will be lost is around \$3,000. Mrs. Snow and Mr. Anderson will be reviewing water rate sheets from different towns and districts to look for ways to make up the loss in revenue for next year.

The user fee is down due to people fixing their leaks and being more conscious of using water. A brief discussion ensued around cola (cost of living adjustment) and penalty fees.

Mr. Anderson met with David Mercier yesterday to review the details of the Main Street Project. David stated the project is on track to go out to bid in January 2020.

We have the truck back from the auto body shop.

FIRE CHIEFS BUSINESS

Chief Solomon presented commissioners with the Hales Location Emergency Ambulance Service Agreement (see attached) to take effect on January 1, 2020, to review. After a brief discussion around the details of the contract, the following motion was made:

Mr. Digregorio made a motion to enter into an agreement with Carroll County to cover emergency medical services for Hales Location, motion seconded by Mr. Buco;

Discussion: The payment dates will be July 1st and December 1st.

The motion passed 3-0-0.

The contract was signed by all three commissioners.

Chief Solomon presented his budget next. The budget shows the proposed increase in salaries that commissioners requested to make CVFD more competitive with other fire departments (see attached). Chief Solomon explained that he added more levels to the existing pay scale. He explained the different levels of paramedics. Chief Solomon is not sure that CVFD can afford the proposed increase in the pay scale due to the budget is strapped and the need for a new ambulance. However, there are ways to earn better pay. Employees can take classes to help them to advance to a higher level of EMT or firefighter.

The electricity line went up due to a rate increase for electricity.

Check future meeting minutes for any amendments or changes to these minutes.

Chief has not been able to come up with a salary number for his position for the budget because there is no fire departments that are easy to compare to because Conway Village is unique and other variables like covering ambulance shifts that are rare for a Chief, and he's not sure what the commissioner's expectations are. Discussion ensued.

Chief Solomon announced he hired Tyler Richardson to fill the full-time position. He will start December 1st pending Chief Solomon has everything back that he needs.

BOOKKEEPERS BUSINESS

Mrs. Snow handed out a draft for an addendum to the fiscal policy for Accounts Payable requested by the auditor.

Mr. Digregorio made a motion to adopt the new Account Payable Policy as presented to the board, motion seconded by Mr. Buco;

Discussion: There was a brief discussion around page two, the second bullet. Mrs. Snow clarified Water/Sewer project payments paid from loans or grants booked under other than operating expenses- authorization to pay/disburse loan payment to be signed by BOC Chair.

Motion passed 3-0-0.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week ending 11/10/19
- b. Ratify A/P Manifest and sign checks dated 11/13/19
- c. Approval and signing of Supervisors' timesheets for week ending 11/10/19
- d. Approval of Meeting Minutes dated 11/7/19

Mr. Buco made a motion to approve items A and B, motion seconded by; Mr. Digregorio

Discussion:

New Hampshire Aluminum- \$26,070.20 is the final payment for the siding project at the Fire Station.

Maltz Sales Company- \$174.27 head pumps for the chemical pumps at the well yard.

Lowes- \$171.86/ \$97.44 was for batteries for the air packs, \$27.49 was for trash bags and wasp spray, \$46.93 was for work that was done to prepare the second floor at the fire station for the new stair master that is coming.

Motion passed 3-0-0.

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for week ending 11/10/19, seconded by Mr. Buco;

Motion passed 3-0-0.

Mr. Buco made a motion to approve the meeting minutes of 11/7/19 with the following amendment, seconded by Mr. Digregorio; on page 2 the second bullet under the sewer budget was discussed next, modify the sentence that reads "up to \$15.19 a gallon to read up to \$15.19 per 1000 gallons.

Motion passed 3-0-0.

The next commissioners' meeting will be on November 21st at 4:45 p.m.

There will be no meeting on November 28th due to Thanksgiving.

There being no other business to come before the board, the meeting adjourned without objection at 6:22 p.m.

Respectfully Submitted,

Check future meeting minutes for any amendments or changes to these minutes.

Stacy Bolduc Receptionist

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