

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday November 7, 2019
Minutes**

Meeting was called to order at 4:45 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

Mr. Anderson updated commissioners regarding the last committee meeting and that North Conway Water Precinct does not have an opinion from their engineer yet regarding the proposed amendment to the Inter-municipal agreement. There is no date set for the next committee meeting. Mr. Anderson has spoken with David Mercier to review his comments regarding the spreadsheet. Chief Solomon asked what our engineer had to say regarding how much of the dewatering project CVFD is responsible for. Mr. Bamsey responded that was not his purview; his purview was to look at the proposed rate system and projections and determine if the proposed fixed-rate makes sense and if it would be equitable. His analysis is that if CVFD goes with the fixed-rate, it will save us money. Mrs. Snow responded that is true but shared a concern that he was not looking at CVFD's entire budget (warrant articles and revenue). Mr. Bamsey recapped that CVFD would save money on capital projects. Discussion ensued with the aid of the projector around the water/sewer budget, and different scenarios were discussed regarding the current IMA vs. the proposed IMA with a fixed- rate. Everything discussed was a projection, not exact numbers.

Comments/Concerns from the Board:

- Septage revenue is going up and could be a good offset for the payment to NCWP. The revenue is paid out quarterly.
 - Currently, there is enough money set aside for the \$75,000 payment owed to NCWP this year between the \$50,000 that is set aside and the \$40,000 in revenue.
- The rate factor of .94 and flow numbers was reviewed.
 - David Mercier stated the numbers in the worksheet are not correct, and they do not compare apples to apples.
- The spreadsheets need to be linked to get more accurate numbers.
- David Mercier informed Mr. Anderson that the number that North Conway projected for a fixed rate is to low it should have been higher.
- Chief Solomon recapped that this project started as a disagreement between CVFD and NCWP over the project that they completed and what percentage CVFD is responsible for. What percentage is CVFD responsible for? The answer from Mrs. Snow and Mr. Anderson was 100%. This exercise was to prevent CVFD from paying for future capital projects unless they put it on their rates.
 - Mr. Digregorio would like it defined in the proposed new IMA where NCWP's rate comes from and what makes up a capital improvement project. Mr. Bamsey stated the committee defined capital projects as all the systems and components in the wastewater treatment facility after their grit removal station. And the only pipe CVFD would be responsible for is where our forcemain ends at Mineral Springs and the pipe from there into NCWP's wastewater treatment. And this definition is only if they put capital projects on rates, not taxes. Discussion ensued around stages of the argument between how the current IMA defines repair and refurbishment and proposing NCWP define what makes up their rate today and the proposed language in the amended IMA.

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

- Mr. Anderson will update the spreadsheet with the correct numbers and will email it to Mr. Bamsey.

The sewer budget was discussed next. The following scenarios were discussed:

- Assuming CVFD will pay \$315,000 at the flat rate based on \$3.40 per gallon with \$0.00 revenue from NCWP and assuming \$50,000 on taxes would leave CVFD short \$9,000 for the NCWP payment.
- The sewer rate would have to go up to \$15.19 a gallon.
- Scenario two includes \$90,000 revenue and \$50,000 on taxes is a net gain of \$25,000.

Discussion ensued around the status quo vs. not putting anything on taxes and possibly paying the bill owed North Conway this year vs. next year. The sewer budget will be on the agenda next week to discuss it again.

Mr. Anderson met with Profile to discuss hooking into the sewer. Members present were Selectman for Albany Rick Highland and Dale Petell. Mr. Anderson explained to them that CVFD has the capacity, and we would like the business. However, we cannot financially pay for them to hook into the system. Points discussed in the meeting:

- What is involved in expanding the boundaries
- The hook in would be at their expense.
- Dale and Rick will have a meeting with their neighbors to see if anyone else is interested in hooking in.
- The need for a pump station

FIRE CHIEFS BUSINESS

The siding project at the fire station is done. The electrician should be there tomorrow to put the lights back up. The tree in the park has been removed. Chief Solomon has drawn up a draft contract for Hales and sent it via e-mail to Ken Robichaud. He has interviews tomorrow for the full-time open position.

BOOKKEEPERS BUSINESS

The Health Trust agreement was signed, stating they would be our carrier next year. Mrs. Snow handed out the updated commissioners' budget that combined the professional line and legal line. The tax rate for 2019 is \$1.92, and CVFD will be receiving \$1,200.00 for Beep Beep and Almost There. A draft of Accounts Payable policy was passed out for commissioners to review. The auditor requested a policy that shows that the Superintendent and Fire Chief signs off on expenditures. When Commissioners approve the policy, it will become an addendum to the General District Rules and Regs Fiscal Policies.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week the ending 11/3/19
- b. Ratify A/P Manifest and sign checks dated 11/6/19
- c. Approval and signing of Supervisors' timesheets for week the ending 11/3/19
- d. Approval of Meeting Minutes dated 10/31/19

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

Discussion: None

Motion passed 3-0-0.

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending 11/3/19, seconded by Mr. Buco; Discussion: Motion passed 3-0-0.

Mr. Digregorio made a motion to approve the meeting minutes of 10/31/19, seconded by Mr. Buco; Motion passed 2-0-1. Mr. Digregorio abstained.

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

The next commissioners' meeting is 11/14/19 at 4:45 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 6:10 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist

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