

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday December 5, 2019
Minutes**

The meeting was called to order at 4:46 p.m.

Commissioners present: Steve Bamsey, Tom Buco, Michael Digregorio

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

Absent:

Public:

FIRE CHIEFS BUSINESS

Unanticipated revenue from the Ruth Bolduc Trust Fund was the first thing on the agenda. The following motion was made to accept the funds:

Mr. Digregorio made a motion to accept \$3,156.39 per RSA 31:95-B III (b) from the Ruth Bolduc Trust Estate that will go into Fire Department fund balance, motion seconded by Mr. Buco; Motion passed 3-0-0.

Fire/Rescue Budget

The fire/rescue budget was reviewed next. The expense side of the 2020 budget is an increase of \$32,408.00. Chief Solomon explained health insurance accounts for \$25,500.00 of the increase. Revenue went up \$49,830.00. Discussion ensued around the following:

- The ambulance is scheduled to be replaced in 2021, due to the increased cost in purchasing one; more money will have to be budgeted.
- Repaving the fire station is estimated still to be \$40,000. The highway department would tear up the front apron, and the paving company would do the paving. It was agreed to put \$20,000 in building maintenance for the next two years to budget for it.
- Cost to replace Command SUV (Outfitted) \$80,000. \$62,000 from the fire/ rescue Equipment Capital Reserve Fund and \$18,000 from taxation.
- Ambulance Capital Reserve \$75,000

Mr. Anderson entered the meeting at 5:05 p.m.

Discussion ensued around anticipated future training, and there are no lights on the outside of fire station yet. Commissioners expressed their concern that it is a safety issue. If Chief Solomon cannot get Aaron to finish the job he may have to consider hiring someone else to get the lights installed.

BOOKKEEPERS BUSINESS

Mrs. Snow presented a letter requesting money from the STAR account to replace a methane sensor monitor that failed at the Saco Pump Station.

Mr. Digregorio made a motion to request \$616.57 to be released from the CVFD Force Main Asset Replacement Fund #7036, motion seconded by Mr. Buco; Motion passed 3-0-0.

SUPERINTENDANT'S BUSINESS

Mr. Anderson presented two budgets to review. One budget was with the new proposed IMA, and the other budget was with the current IMA. There was an engaging discussion around the status of the new IMA, and all

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that still needs to happen between the engineers still needing to review the proposed changes, and the committee still needs to meet to finalize the proposed changes. Mr. Anderson will contact Jason to try and set up another committee meeting in January on a Monday, if possible. The sewer rates were discussed next (see attached). Mrs. Snow explained that currently, we do not charge administrative for transferring of ownership and is proposing that the charge be instated for both water and sewer customers. A brief discussion ensued around the process of a closing. Other proposed charges are for a Backhoe and Operator during business hours and after hours and tampering with CVFD property/equipment. The violation of having a sump pump hooked into the sewer was discussed next, and fining people who violate the policy and how if charging per day for the violation was debated. Anywhere from \$50.00 to 250.00 a day was discussed. Mr. Bamsey suggested \$100.00 a day. An engaging discussion ensued around sump-pump scenarios. It was agreed to update the proposed sewer rate sheet under fines and penalties to read: 100.00 a day and remove "after grace period, to correct." The Sump Pump Policy will have to be updated to reflect the fine, grace period, and follow-up to make sure the sump pump is not still hooked up.

Other rates discussed at length:

- Connection fees
- Backhoe and operator cost. Mr. Buco was concerned about liability if the backhoe is being used on private property. Mr. Anderson stated we stop at the curb stop.

The following details of the Sewer budget were discussed next.

- Salary increases were discussed.
- The North Conway Water Precinct bill for \$397,000 is built into the budget for 2020.
- Taking \$50,000 off taxes would raise the sewer rate to \$16.12 (includes 2% for bad debt).
- The tax impact on \$50,000 is .21 cents.
- The pros and cons of the proposed IMA vs. the current IMA were discussed. There is more of a net gain with the flat rate.
- This year's payment to NCWP for the capital improvement project would be around \$67,000. Mrs. Snow stated there is enough money in cash for the sewer to pay the payment and still do what needs to be done next year. Mr. Bamsey supports paying the payment this year, so we don't have to do a double payment next year. If the decision is made to go with the proposed IMA, the flat rate could be negotiated to cover any overpayment, and paying the payment *does not* mean the issue has been resolved if CVFD is responsible for paying the full cost of the capital improvement project in North Conway.
- What to do with the sag money was discussed. Mrs. Snow proposed to commissioners to see if the District will vote to raise and appropriate the sum of \$187,555 to be added to the Sewer Debt Expendable Trust Fund. This amount to be off-set by \$187,555 from the NH SAG money that is an increase in, and back-pay of grant for the Force Main Project that the District was entitled to and was successful in convincing the State to pay minus the \$15,000 from article # to be still determined for the Sewer debt service.

Keeping up with vehicle maintenance and repair was discussed. Mr. Anderson clarified the increase in the salary line was due to COLA and an additional pay increase for individuals who need to be brought up on the pay scale.

There is one bid on the dump truck currently.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest dated 11/24/2019
- b. Ratify Payroll Manifest and sign checks for Week ending 12/01/2019
- c. Ratify Monthly Manifest and sign checks for Month ending 11/30/19
- d. Ratify A/P Manifest and sign checks dated 12/4/19

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

- e. Approval and signing of Supervisors' timesheets for week ending 11/24/19 and 12/1/19
- f. Approval of Meeting Minutes dated 11/21/19

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

Discussion:

There was no A/P the week of Thanksgiving.

John Hurteau- \$175.00 for cleaning the furnace

NH Water Works- Prepaid class for next year.

Sullivan- \$616.57 gas sensor to be reimbursed from the STAR fund.

Water Specialties- \$978.19 water parts inventory.

Pope Security Systems- \$1003.00 for electrical work and 8 LED lights in the park.

StoneHearth Open Learning- \$4, 0000 for three AEMT classes for three people.

Diesel Works- \$532.95 was for generator maintenance. Five generators total.

Eversource- \$8254.78

NH Retirement- \$20,583.72

Motion passed 3-0-0.

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for week ending 11/24/19 and 12/1/19, seconded by Mr. Buco; Discussion: Motion passed 3-0-0.

Mr. Digregorio made a motion to approve the meeting minutes of 11/21/19, seconded by Mr. Buco; Motion passed 3-0-0.

There being no other business to come before the board, the meeting adjourned without objection at 6:27 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist