

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday November 21, 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:

SUPERINTENDANT'S BUSINESS

Mr. Anderson handed out an updated water budget for commissioners to review. Mr. Anderson explained the net gain is \$6,303.00, with no change in the water rates. Mrs. Snow pointed out the net gain is tied to water usage so, if the usage goes down, so does the net gain. The projections are theoretical. The salary increase of 1.6% raise is tied to Cola (cost of living allocation). Overall salaries are down due to Gregg Quint retiring. The only variables that could go down would be electricity and chemicals. Mr. Digregorio asked the maintenance status of the equipment. Mr. Anderson responded they wash trucks as needed, and he wants to sell the old dump truck. The one-ton was to replace the dump truck. Discussion ensued around contracting out work that exceeds the small workforce CVFD has and anything that would be too big for the one-ton. Mr. Anderson will work on a list of contractors that would be able to rent a truck to CVFD if needed. Adding a line item for contracting services was discussed to track how much money is spent and purchasing a trailer if needed. It was decided to put the dump truck out to bid, and commissioners will decide what to do with the money when it sells. Mrs. Snow will put the bid in the paper and on the CVFD web site.

Chief Solomon entered the meeting at 5:00 p.m.

Mr. Anderson explained he added two more lines to the water expenditures budget. Generator fuel and Grounds maintenance were added. The generator fuel/maintenance was added to separate it from equipment repair and track the maintenance for the generators. Ground maintenance will be for flowers and mulch. It was decided to add a line for contracted services and reduce the operating line \$1,000 to fund it.

The two manholes on chase will be fixed tomorrow.

Mr. Anderson had a meeting with Jason on Monday, and they fixed all the math errors in the spreadsheet. NCWP has not met with their engineer yet. The committee has not met regarding making changes to the IMA because NCWP has not heard from their engineers' yet. It was briefly discussed, if the committee agrees to any proposed changes to the IMA, would there be enough time now to present the proposed changes to the voters in March.

Mr. Anderson will present a sewer budget with the payment of \$67,000 for the dewatering/ septage project to see if it is affordable this year. Discussion ensued around no decision has been made if CVFD is responsible for the whole project and CVFD's engineers' opinion if there was a need for the third screw press. Mrs. Snow will bring all the information she has to the next commissioners meeting in two weeks.

Mr. Digregorio asked what the projected septage revenue is for CVFD; Mr. Anderson responded it's projected to be around \$90,000. An engaging discussion ensued around the interpretation of the existing IMA for upgrades and projects and the new language that the committee is proposing for the IMA.

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

FIRE CHIEFS BUSINESS

Chief Solomon handed out his updated budget proposal for next year. The 2020 request has not changed, only the end of year estimate has changed (see attached). The estimated tax impact is \$1.91. What is involved getting the parking lot paved at the fire station was briefly discussed, and if the Town helps the district with it like they did the school when they had their parking lot paved, the cost could be significantly less than the projected \$40,000. Chief Solomon will be talking to Paul D. more about it. Paul D suggested waiting a year after the Main St. project to do the paving to see what the final elevations are. It was discussed if money should be put away next year into the Building Maintenance Trust Fund for it. After Chief Solomon talks to Paul D more he will have a better idea of how much money to put away. The paving would not happen until late 2021 or 2022. Mr. Digregorio suggested budgeting \$40,000 and split it up over two years, and if Paul D. can help come up with a better price, then we can pave further back in the parking lot. Mr. Buco asked if there are any more projects slated for the Building Maintenance Fund. Chief Solomon responded the roof at the fire station might need to be done at some time in the future.

Mr. Bamsey asked if the Building Maintenance trust funds are still being considered for the other buildings that water and sewer have (the well buildings, buildings at the lagoon, headworks building, etc.).

The fire/ rescue and sewer budget will be on the agenda on December 5th.

Chief Solomon is meeting with Action Ambulance tomorrow. He explained their company policy that they will not compete with municipal entities. They want to discuss a contingency plan if CarePlus can't cover the six towns south of us. Chief Solomon said he would like to develop a partnership with them to be able to provide regular mutual aid. Chief Solomon asked commissioners if Action provides paramedic coverage and would be willing to provide intercepts at no charge would Commissioners support CVFD to reciprocate? Commissioners support the proposal. A brief discussion ensued around how Action Ambulance staffs an ambulance and possibly Action Ambulance taking over transports for Memorial Hospital and the nature of transports and who pays for it depending on what kind of transport it is.

Chief attended the latest short term rental committee meeting. He gave an overview of the short term rental market and some of the challenges with identifying them and the problems they pose with life safety.

BOOKKEEPERS BUSINESS

Mrs. Snow presented a lien to commissioners to sign.

Mr. Digregorio made a motion to lien 40 Jackson Ave, Map 277 lot 279 for \$401.25, motion seconded by Mr. Buco; Motion passed 3-0-0.

The Commissioners updated budget was handed out and discussed. (See attached). The three warrant articles are:

- Operating expense Art.2 39,431.00
- Building Maintenance Trust Fund \$5,000
- Park Maintenance Fund \$2,000

Mrs. Snow reviewed how the water fees are charged currently and stated we don't have to raise the fee on the usage side though we are not charging quite enough, however, what is being charged on the demand fee makes up for the loss. Mrs. Snow went on to explain once Main St. is done, the water usage rates may have to be raised when we start paying on the water debt. Discussion ensued if the water usage rate should be raised incrementally instead of all at once after the Main St. project is done. Mrs. Snow will call Rick Skarinka to get

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the details of the loan and get an idea of what the payment will be if we use the whole loan and try to project out how much the water rates would have to be raised based on the information we know.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week ending 11/17/19
- b. Ratify A/P Manifest and sign checks dated 11/20/19
- c. Approval and signing of Supervisors' timesheets for week ending 11/17/19
- d. Approval of Meeting Minutes dated 11/14/19

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

Discussion:

Computer Port-\$900.00 is for 10 Hour Service Block.

Difiore Electric- \$296.60 was for work done as the result of having to move a meter pit on 279 Eaton Rd.

Quick Med Claims- \$1,917.03 was briefly discussed that they had not billed CVFD enough for the payments they have collected and the challenges of reconciling the ambulance billing.

Teleflex LLC- \$752.50 was for needles.

Motion passed 3-0-0.

Mr. Buco made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending 11/17/19, seconded by Mr. Bamsey; Discussion: Motion passed 3-0-0.

Mr. Digregorio made a motion to approve the meeting minutes of 11/14/19, seconded by Mr. Buco; Motion passed 3-0-0.

Mr. Digregorio will come on Tuesday to sign the paychecks.

The next commissioners' meeting will be December 5, 2019, at 4:45 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 6:20 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist