

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, April 2, 2020**

**The meeting was called to order at 4:59 p.m.
A virtual meeting was held via Zoom due to COVID-19.**

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Absent:

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

Public: None

SUPERINTENDENTS BUSINESS

Mr. Anderson reported it had been a very quiet week, and he explained how the shifts and routes are split up between him and Bruno. Bruno is parking his truck at the treatment plant and doing the sewer rounds, and Mr. Anderson is coming in and doing the rounds for water. He is using the back staircase to enter the building, and Mrs. Snow is using the downstairs to maintain a safe distance. Mr. Bamsey asked if the vehicles are being disinfected. Mr. Anderson explained that they are using wipes and wearing gloves. Anybody who needs to come into the building is being asked to stay in the vestibule, and the glass window is closed.

Mr. Bamsey inquired if there were any updates on the Main Street project. Mr. Anderson responded he had a conversation with Paul DegliAngeli today, and Mrs. Snow spoke with David Mercier, and the project at this time is still moving forward. They are looking to bid out the project at the end of April at the earliest. If the contract is awarded this year, work will begin at the end of the summer, and the contractor will have a year for substantial completion from the date the contract is awarded. Discussion ensued around the timeline and what part of the project would get done first. Mrs. Snow stated that she has talked with Rick Skarinka from DES, and he assured her that because of the circumstances, he does not see a problem with our grant being extended.

Mr. Bamsey asked Mr. Anderson to follow-up with Paul D. to let him know commissioners' concerns about what can be done to protect CVFD financially regarding the timeline for the project. Commissioners are concerned that the water portion of the project will not be done this year.

The reads are done for the quarter two billing cycle. Mrs. Snow will be working on getting the bills ready next week.

FIRE CHIEFS BUSINESS

Chief Solomon reported that there had been an increase in calls due to COVID-19. Most calls consist of people having flu-like symptoms, so they have to use protective gear. A couple of calls were not screened by 911 as being flu-like symptoms, and when they got there, the patient had a fever and reported that their son was also sick. The policy has been revised again to what responders are wearing for PPE (personal protective equipment) when going into houses, so we don't have a whole crew off-line due to having to quarantine for 14 days. Chief Solomon is concerned about having enough protective gear. The state cannot help with shortages of PPE at this time.

Chief Solomon has received a couple of calls complaining about collection calls. He investigated and found out the collection agency is closed, and the phones are forwarded to an employee's house who does not have access to customers' information. Chief Solomon has suspended collections until the agency opens again.

Chief Solomon reported he does have one on-call firefighter in quarantine because his wife tested positive for COVID-19. Chief Solomon is staying in touch with him to make sure they don't need anything.

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

Mr. Bucu asked what happens if there is an accident on the trails due to increase use, and CVFD has to respond to do a carryout, increasing risk for exposure to COVID-19, and he expressed concern about it would tie up a good part of the rescue crew for the day. Chief Solomon shared Mr. Bucu's concern. He explained we usually send two people and he has brought it up on a conference call and they all share the concern that the trails are overloaded and the parking for the trails should be closed. A brief discussion ensued around the details of a carryout.

Chief Solomon reported he is still working on the Tahoe and getting it ready for service.

BOOKKEEPERS BUSINESS

Mrs. Snow reported that she is working scanning material for the auditors. The auditors are working remotely from home.

Mrs. Snow explained that she would be working on billing next week, and she will print on the back of the bill explaining the governor's order regarding late fees and shut-offs; however, the order does not relieve people of paying their bill, and if they need to make a payment arrangement, they will need to do it in no less than six months. At this time, we still have around sixty people that still owe from previous quarters. Mr. Bamsey reiterated, being proactive in reaching out to people to make sure they understand we are willing to work with them in making a payment arrangement.

The only calls that have come into the office are questions regarding fire hydrants and they were forwarded to Chief Solomon.

ADMINISTRATIVE BUSINESS

- a. Ratify the following Payroll Manifests
 - i. Weekly for week ending 3/29/2020
 - ii. Monthly for month ending 3/31/2020
 - iii. Monthly Elected Officials for month ending 3/31/2020
 - iv. Quarterly Elected Officials for quarter ending 3/31/2020
- b. Ratify A/P Manifest dated April 1, 2020
- c. Approval of Supervisors' timesheets for week ending March 29,2020
- d. Approval of Meeting Minutes dated March 26, 2020

Mr. Bucu made a motion to approve item A payroll manifest's (weekly, monthly and elected officials), motion seconded by Mr. Bamsey;

Discussion: Mrs. Snow informed Mr. Digregorio and Mr. Bamsey she put their deposit advice in the mail.

Motion passed: 3-0-0.

Mr. Bucu made a motion to ratify the A/P Manifest dated 4/1/2020, motion seconded by Mr. Bamsey;

Discussion:

Mr. Bucu commented the Eversource bill was one of the biggest bills. Water was \$2,900, and sewer was \$4,300.

Fire Tech- \$1,889.00

Ti- Sales- \$2,800.00 was for an inventory order.

Strobes and More- equipment for the new vehicle.

USA Blue Book- tool for the sewer side to lift the manhole covers off.

Motion passed 3-0-0.

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

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending 3/29/2020, motion seconded by Mr. Bamsey; Motion passed 3-0-0.

Mr. Buco made the motion to approve the meeting minutes dated 3/26/2020, motion seconded by Mr. Bamsey; Motion passed 3-0-0.

The next commissioner's meeting will be on April 9, 2020, at 5:00 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 5:45 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist

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