

CONWAY VILLAGE FIRE DISTRICT
Commissioners' Meeting Minutes
Thursday, May 21, 2020
Conway Fire Dept. Meeting Room with public via ZOOM 5:00 p.m.

Meeting was called to order at 5:00 p.m.

Commissioners present: Steve Bamsey, Mike Digregorio, Tom Buco

Staff present: Chief Solomon, Superintendent Anderson, Amy Snow – Municipal Bookkeeper

Superintendent's Business

Superintendent Anderson presented a spreadsheet of a broad overview of what all the water and wastewater employees do, the only thing not covered is backflow testing. He stated New England Backflow used to do the testing for us and they can cover until someone gets certified. Discussion ensued around problems that were encountered with them in the past. Commissioner Bamsey if there were any other companies, Mr. Anderson was not sure, he did state that the sprinkler companies were now doing the sprinkler riser testing. Sloan did show interest in getting his license, but he still has to get his operator's license. It was discussed that maybe North Conway Water Precinct could help us out.

Commissioner Bamsey asked how items would be handled if there was no Superintendent in place after the 19th, Commissioner Digregorio mentioned that someone would have to do what Steve Anderson is doing now. Roy would be called back, and everyone would stay on 32 hours.

There was more discussion about who can do what and the fact that everything would get done, Sloan and Steve will be doing a dry run for the meter reads this month.

A spreadsheet with the adjusted savings was explained and reviewed.

Mr. Anderson said the only thing that needs to be assigned is the monthly and quarterly State reporting, but everyone knows what needs to be done on a daily basis. Mr. Digregorio asked if on a daily basis, does everyone know what to do. It was discussed if maybe Bruno could be in charge temporarily. Mr. Anderson said one option is that Amy is the administrative super and Bruno is the field super.

Mr. Anderson asked what kind of Superintendent is needed. He continued that he or she would need an innate knowledge of water and wastewater. Mr. Digregorio brought up contractor list for service lines. It was explained that this list is just a suggested list for homeowners to use to

get their service lines installed. The District makes the connections or supervises connections over 2”.

Discussion ensued, again, around what kind of Superintendent is needed. Mr. Digregorio feels that we need someone that can do both or we may need another person. Chief Solomon believe we need someone more administrative and not do the daily activities. But at the same time he or she needs to be able to jump in and work on a water main break.

Mr. Digregorio spoke with Dave Bernier and Dave felt we should keep someone like Steve and contract the administrative with North Conway. He stated we only so much money and need to manage the department with someone who can do both admin and field work.

The question was asked what we want to post. We want someone with licenses at the start. The posting will be short and sweet with an hourly salary range. It was discussed that a Superintendent that is expected to be on-call then the position should not be salaried.

Mr. Bamsey said that the hourly rate should be \$28.00 to \$38.00 per hour. Mr. Digregorio expressed that we do not have the money for \$80,000 a year, Mr. Bamsey said we will have to raise the rates. They will be responsible for the water and wastewater systems, the water and wastewater employees, and the office staff. Amy went in the history of the office and how there used to be an Administrator but due to issues, the title was changed but the responsibilities were not. Mr. Digregorio pointed out that the pay was just bumped up \$20,000 without offering Steve that money to stay. Commissioner Bamsey reminded the Board that Steve did not leave because of the money. The salary ranges of other districts were reviewed. Mr. Anderson stated that he loved his old job and would go back to it if he was on call once a month.

Health insurance for retirees was discussed briefly.

Amy expressed how much she does in the office and that other districts have Office Administrators and the Superintendents deal solely with water and wastewater operations. More discussion ensued around salary range. With an hourly wage there is over time for on call and an engaging discussion took place around over time and hourly rate. Commissioner Digregorio stated that if no one is in place on June 22 we will look at options for keeping things running.

The Job Description was discussed and accepted. Posting was discussed next. It was decided that the opening will be posted internally and externally simultaneously. **Commissioner Bamsey made a motion to post the Superintendent’s position both in house and publicly against our policy due to the emergency nature of the situation. Motion was seconded by Commissioner Bucu.**

Amy suggested a hiring committee consisting of the Chief, Bruno and herself. Chief Solomon explained that for many different positions, the staff vets the applicants to reduce the number presented to the Board. Commissioner Digregorio suggested having North Conway do the administration, Chief Solomon and Amy were against this idea. Mr. Bucu stated that we are looking for a blue-collar position so it should be hourly. It was agreed the hourly rate would range from \$28.00 to \$36.00 per hour plus benefits. Commissioner Bucu questioned where it would be posted, Amy stated, Granite State Rural Water, New Hampshire Waterworks, New Hampshire Municipal Association, New England Waterworks, Indeed and the paper and our website. **Motion passed 3-0-0.** Mr. Anderson stated that he is working with Sloan to give him more responsibility. Commissioner Digregorio asked how it would work if Steve A. came and did some work for us and Amy answered that he would be a 1099 vendor. Commissioner Bamsey suggested a consultation contract. Mr. Anderson explained that all he was saying is that he would be available for questions during the transitions. Discussion took place in regard to the employees and that they knew what may be expected of them in the interim.

Amy relayed that she was the only one to opt into the A/P to cover until unemployment kicked in, all other employees opted out.

Fire Chief's Business

The Chief told the Board that graduation was being held at Mount Cranmore this year and that normally it is at the Highschool and we send an ambulance and two (2) people for about three (3) hours and we do not bill for it. Mount Cranmore is not in our coverage area and they want four (4) people for ten (10) hours. He spoke to Chief Preece to see if he would send two (2) people to cover top of the mountain and we would send two (2) and the ambulance. The chief feels ten (10) hours is an excessive amount to do for free; base cost would be about \$450.00 with call staff doing the coverage. This is not in our jurisdiction, but it is our high school. Chief Preece is checking with his board on whether he will charge for the coverage or not. The asked the board if they are okay with having an ambulance out of service for ten (10) hours and are we going to charge for this coverage. Commissioner Bamsey has no problem with charging but we would like to parallel whatever North Conway is doing. Chief Solomon said that Center Conway ambulance will be available if we need to cover second calls; he will talk to Glen Merrill about covering their ambulance during the graduation to cut response time. Mr. Digregorio has no problem covering our cost. Discussion ensued around logistics.

Bookkeeper's Business

Commissioner Digregorio made a motion to release the lien on 40 Jackson Ave, motion was seconded by Commissioner Bucu. Motion passed 3-0-0.

Amy said she will have an update on arrears for next week's meeting.

Discussion took place regarding the letter to the GOEFERR Advisory Board. Individual letters will not be sent instead NHMA will be working on this on behalf of all districts and precincts. The AG's office and the GOEFERR does not understand that districts are not political subdivision of the town but that they are political subdivisions of the State. If they do not recognize districts and reimburse us, we are on the hook for payroll taxes and extra NHRS payments due to having to recalculate the overtime rate. Chief Solomon explained all the paperwork he is working on. Barbara Reid at NHMA is the contact, Commissioner Bucu will contact her, he said the GOEFERR committee is pretty much wrapped up.

The Chief stated he hasn't had any COVID calls all week, Commissioner Digregorio asked about PPE and the Chief said is fine now and has outlets to get some.

Administrative

Commissioner Digregorio made a motion for b. and c., motion was seconded by Commissioner Bucu. Mr. Bamsey pointed out the loan payment to the NHMBB for \$348,676.25. Motion passed 3-0-0.

- b. Ratify the Weekly Payroll Manifest for week ending 5/17/2020
- c. Ratify A/P Manifest dated 5/20/2020

Commissioner Bamsey made a motion to approve the Supervisors' timesheets for week ending 5/17/2020; motion seconded by Commissioner Digregorio, motion passed 3-0-0.

Commissioner Bamsey made a motion to approve Meeting Minutes dated 5/14/2020 motion seconded by Commissioner Digregorio; motion passed 3-0-0.

Commissioner Digregorio made a motion to approve Meeting Minutes dated 5/18/2020 motion seconded by Commissioner Bucu; motion passed 3-0-0.

Next Meeting Dates: May 28, 2020 at 5:00 p.m. in the Fire Station meeting room with public access by ZOOM.

Commissioner Digregorio asked for an update on the Main Street Project. Mr. Anderson relayed the Dave Mercier is not confident it will go out to bid soon. The chief stated that he heard all projects not currently in construction are on hold due to a massive budget crisis at the State.

Meeting was adjourned without objection at 6:49

Respectfully submitted, Amy Snow, Municipal Bookkeeper

