

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONERS MEETING  
Thursday, July 23, 2020, 5:00 p.m.**

The meeting was called to order at 5:00 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Others present: Amy Snow- Municipal Bookkeeper, Matt Leavitt, via Zoom Superintendent Anderson

Absent: Chief Solomon

Public: None

FIRE CHIEF'S BUSINESS

Captain Leavitt reported they did 42 calls since last week. Calls consisted of one carryout because Fish and Game were tied up with the avalanche, and they were called to Lower Falls three times for water rescues. Discussion ensued around the details of the water rescues and the carryout. The carryout was because someone ran out of water.

Chief Solomon will be back from vacation next week.

SUPERINTENDENT'S BUSINESS

Superintendent Anderson updated commissioners on the waterline work on Poole's Circle. The line has been installed, and the water test came back negative for bacteria today. This has been a joint project with Burnham and Company. Bernie hooked two of the houses up today; the last house will be hooked in tomorrow.

A leak has been detected on the first homeowner's service line. Mr. Anderson will contact the homeowner to inform them that they will have to have their service line fixed by a specific date or be at risk of having their water shut off at the curb. Mr. Bamsey asked if Bernie would be able to fix the line. Mr. Anderson said he could but, he is not sure what his timeframe is because he is busy. The homeowner is responsible for the repair cost because it is on their end of the service line. He explained the run is quite long, and the homeowner has no water pressure. Mr. Anderson estimates 24,000 gallons of water a day is going through the service line leak. There is a fourth house on Poole's Circle that gets their water service from Pequawket Drive, Mr. Anderson is going to talk to them about tying into Poole's Circle so CVFD can discontinue the service to Pequawket Drive. The service line to Pequawket Dr. currently runs under someone's house.

The information Mr. Digregorio asked Mr. Anderson to follow-up on regarding salt being used in the winter near the well sites. The test is done every three years and will not be done again until 2021. The test results have all been within normal limits and, lead, and copper are also tested every three years. Mrs. Snow has more information she will review under the Bookkeepers business.

There was a brief discussion around getting quotes for sealing and striping the parking lot at the Admin. Building and the Park parking lot. Three companies have been contacted. Mrs. Snow reported the following quotes:

Perm-a Pave-\$6,220.00 for the Park

Sir Lines -A- Lot- \$4,800 for seal coating the Park and an additional \$750.00 to do the lines.

The Admin Building parking lot:

Perm a Pave quoted- \$4,060.00

Sir Lines-A- Lot-\$3,800.00 to do the lines an additional \$ 575.00

There is still one more quote to get. This is a project for next year.

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

### BOOKKEEPER'S BUSINESS

Mrs. Snow reported that the sewer waiver for North East Credit Union expires on 9/20/2021. She also had environmental fact sheets regarding sodium and chloride. There was a brief discussion around test results.

Mrs. Snow updated commissioners that she and Bruno conducted an interview via Zoom for the Superintendent position. She has received another application today that she will schedule for an interview next week.

There was a brief discussion around Adam's licenses and when the commissioners want to set up interviews. It was agreed that commissioners would interview Adam next Thursday at 5:00 p.m.

### HILL BILL

Mr. Hill complained that he came into office the day that his water/sewer bill was due, and he was charged a late fee. Mrs. Snow explained the bill went out on January 10<sup>th</sup> and due February 10<sup>th</sup>. The office does not access the late fee until the 11<sup>th</sup> unless it is a weekend, then it is the next business day after the mail is processed. Mr. Hill came into the office to pay his bill on February 11<sup>th</sup> at the end of the day after the fees had been accessed.

Two other customers were paying their bill at the same time as Mr. Hill was upset, and they all started to complain about the late fees. Mrs. Snow explained under normal circumstances if a customer asks that a late fee be reversed, the bookkeeper reviews the history to see if the customer has ever been late before. If they have not, the fee is reversed as a courtesy. Mr. Hill paid his late fee a couple of days later and never asked for the fee to be reversed. Mr. Hill was talking to Mr. Bucu about something else, and he brought up the situation regarding his late fee being charged to his bill. Discussion ensued around the wording on the bill concerning when late fees are charged.

### ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 7/19/20
- b. Ratify A/P Manifest dated 7/22/20 and sign checks dated 7/24/20
- c. Approval of Supervisor's timesheets dated 7/19/20
- d. Approval of meeting minutes dated 7/16/2020
- e. Approval of meeting minutes dated 7/23/2020

**Mr. Bamsey made a motion to approve items A & B, motion seconded by Mr. Bucu;**

**Discussion:**

Mr. Bucu commented that he did not receive the page with the names and pay for with the Payroll Manifest. Mrs. Snow explained because it was emailed, she cannot send that page because it has social security numbers and other sensitive information on it. Only when he reviews the manifest in person can he see that information.

Burke Quarry- \$ 360.00 for loam.

Coleman Rental- \$433.00 for marking flags and a new submersible pump for the sewer department.

USA BlueBook- \$650.90 for a Ph probe.

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

**Mr. Bamsey made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending, 7/19/2020 motion seconded by Mr. Buco; Motion passed 3-0-0.**

**Mr. Bamsey made the motion to approve the meeting minutes, 7/16/2020 motion seconded by Mr. Buco; Discussion:** Mr. Buco stated he would abstain because he has not read the minutes. **The minutes for 7/16/2020 were not voted on and will be on next week's agenda.**

The next commissioner's meeting will be on 7/30/2020

There being no other business to come before the board, the meeting adjourned without objection at 5:51 p.m.

Respectfully Submitted,  
Stacy Bolduc  
Receptionist