

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, August 6, 2020, 5:00 p.m.**

The meeting was called to order at 4:30 p.m.

Commissioners present: Michael Digregorio, Tom Buco, via Zoom Steve Bamsey.

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

Absent:

Public: None

Mr. Digregorio opened the meeting by introducing and talking with the Superintendent candidate Adam LePrevost. Discussion ensued around the water/sewer system and the importance of sticking to the asset management plan. Mr. Bamsey encouraged Adam if he has any questions regarding the job responsibility to please reach out. There was a brief discussion around Adam finding housing if he should accept the job.

FIRE CHIEF'S BUSINESS

Chief Solomon presented a micro-grant to be accepted by Commissioners' for replacing the PPE used for COVID.

Mr. Buco made a motion to accept the grant for \$2,850.00 from FEMA, motion seconded by Mr. Digregorio; Discussion: Chief Solomon explained a good part of the money would be going toward N95 masks that will be reusable because they will have a filter that will be replaced as needed.
Motion passed 3-0-0.

The fire budget through June 30th was reviewed next. The expense side of the budget is good; however, the revenue side is down due to COVID. The department has already done 40 calls this month. Chief explained if the revenue is not made up, he will look at where he can make cuts in the budget at the end of the year. See attached for details. Chief explained he is anticipating a \$20,000 shortfall in ambulance revenue. A brief discussion ensued around the fallout of Storm Isaias.

SUPERINTENDENT'S BUSINESS

Mr. Anderson described what was found when the road was dug up in Pooles Circle. He stated that there were tree roots and debris from burn piles buried in the road; as a result, Burnham Co. had to haul off 209 yards of roots, topsoil, bricks, and rocks, increasing the cost of the job. The question to the board is how commissioners want to handle the extra \$6,000 for putting the road back better than they found it. Mrs. Snow sent an email to Mr. Richards explaining the situation but has not heard back from him yet. Mr. Digregorio questioned if he should be invited to a commissioners meeting and further explained he is not in favor of sending a \$6,000 bill to an Association that is on the verge of collapse.

Discussion ensued around the challenge of not being able to stop the job to discuss with the Association the roads condition resulting in additional cost. The terms before the job were started were that CVFD would restore Irma Lane and Pooles Circle to its current condition using appropriate road gravel materials. It was agreed CVFD will pay Burnham and Co. for the full amount and when Mrs. Snow requests money from the Water Improvement TF it will not include the additional \$9,000 (\$6,000 of which is the extra cost for the road) at this time in the hope that the Association will reimburse CVFD for the road. It was agreed to send a bill for \$6,000 to the Association with a letter inviting Mr. Richards to a commissioners meeting if he would like to discuss it.

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

The power is still out at the well house on the Kancamagus, because the transformer that is needed is coming from Connecticut.

BOOKKEEPER'S BUSINESS

Mrs. Snow got an estimate form Spot's on Lot's. This estimate came in lower than Sir Lines A lot by \$1,000. Details were briefly discussed. This is a project for next year and will be addressed during the budget season.

An authorization to receive Sigi Grant (water grants) money from DES was discussed. The Owner's Representative needs to be updated with DES; currently, it states Gregg Quint. Mr. Bamsey is the owner of the water system. Because Mr. Bamsey is via Zoom, he gave Mr. Digregorio permission to sign the form to update the information to show Steve Anderson. The information will be updated again when a new Superintendent is hired.

Mr. Bamsey made a motion to authorize Commissioner Digregorio to sign the DES authorization making Steve Anderson the Owner' Representative of the water system, motion seconded by Mr. Bucu; Motion passed 3-0-0.

Mrs. Snow will have letters to request money from the trust funds next week.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 8/2/2020
- b. Ratify Monthly Payroll Manifest for the month ending 7/31/2020
- c. Ratify A/P Manifest dated 8/5/2020 and sign checks dated 8/7/2020
- d. Approval of Supervisor's timesheets dated 8/2/2020
- e. Approval of meeting minutes dated 7/30/2020

Mr. Digregorio made a motion to approve items A-C, motion seconded by Mr. Bucu;
Discussion:

Mr. Bucu questioned the monthly on-call payroll. He thought it looked smaller than usual.

A/P the following invoices were discussed:

Diesel Works- \$1,019.30 service for the loader.

Eversource- \$5,667.16 monthly electric bill.

Burnham Company- Two invoices; \$13,600 and \$9,500 for replacing a waterline and putting the road back for Pooles Circle

NH Retirement- \$20,578.00 monthly retirement payment.

Ti Sales- \$1,883.69- Water inventory and a couple of parts for Pooles Circle.

DES- 140,922.22 West Main Street water project annual payment.

Motion passed 3-0-0.

Mr. Bucu made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending, 8/2/2020 motion seconded by Mr. Digregorio;

Mr. Bucu commented that Chief Solomon had overtime due to a fire call.

Motion passed 3-0-0.

Mr. Bucu made the motion to approve the meeting minutes, 7/30/2020 motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mrs. Snow updated commissioners that the audit is almost done.

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

The next commissioner's meeting will be on 8/13/2020

There being no other business to come before the board, the meeting adjourned without objection at 5:29 p.m.

Respectfully Submitted,
Stacy Bolduc

Amended

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

8/6 Meeting.

Expenses

	2020 Budget	YTD Expended	Remaining	% Remaining
Salaries-Full Time	\$ 357,000	\$ 164,515.86	\$ 192,484.14	54%
Salaries- Part Time	\$ 130,000	\$ 54,836.96	\$ 75,163.04	58%
Overtime	\$ 40,000	\$ 15,316.16	\$ 24,683.84	62% High due to COVID Stipends
Health/Dental/Life/Disability	\$ 147,250	\$ 70,868.32	\$ 76,381.68	52%
FICA	\$ 8,060	\$ 4,398.68	\$ 3,661.32	45% High due to COVID Stipends
Medicare	\$ 7,650	\$ 3,845.35	\$ 3,804.65	50% High due to COVID Stipends
NH Retirement	\$ 116,250	\$ 54,120.16	\$ 62,129.84	53%
Workers Comp/ Unemployment	\$ 38,383	\$ 38,382.00	\$ 1.00	0% Front Loaded Expense
Audit and Accounting	\$ 5,200	\$ 4,174.18	\$ 1,025.82	20%
Legal/ Professional Fees	\$ 1,000	\$ -	\$ 1,000.00	100%
Medical Expenses	\$ 2,000	\$ 614.00	\$ 1,386.00	69%
Ambulance Billing	\$ 20,650	\$ 8,477.55	\$ 12,172.45	59%
Telephone	\$ 3,000	\$ 1,475.95	\$ 1,524.05	51%
Electricity	\$ 9,000	\$ 3,897.68	\$ 5,102.32	57%
Heat	\$ 7,000	\$ 2,322.36	\$ 4,677.64	67%
Building Maintenance	\$ 10,000	\$ 1,646.82	\$ 8,353.18	84%
Property/ Liability Insurance	\$ 21,365	\$ 21,365.00	\$ -	0% Front Loaded Expense
Training	\$ 16,000	\$ 745.00	\$ 15,255.00	95%
Office Expenses	\$ 10,000	\$ 7,113.81	\$ 2,886.19	29%
Equipment Maintenance	\$ 10,000	\$ 7,618.77	\$ 2,381.23	24%
Radio Maintenance	\$ 4,000	\$ 2,003.48	\$ 1,996.52	50%
Fire/ Rescue Supplies	\$ 300	\$ 1,031.29	\$ (731.29)	-244%
Medical Supplies	\$ 20,000	\$ 6,649.40	\$ 13,350.60	67%
Vehicle Fuel	\$ 9,000	\$ 3,478.53	\$ 5,521.47	61%
Vehicle Maintenance	\$ 15,000	\$ 3,696.48	\$ 11,303.52	75%
Uniforms	\$ 3,500	\$ 2,509.58	\$ 990.42	28%
Equipment Purchase	\$ 20,000	\$ 5,153.75	\$ 14,846.25	74%
Quint Lease Purchase	\$ 112,009	\$ 112,009.10	\$ (0.10)	0% Yearly Payment Made
Total Operating Budget	\$ 1,143,617	\$ 602,266.22	\$ 541,350.78	47%

Revenue

	2020 Projected	YTD	Remaining	% Remaining
Albany Contract	\$ 127,000.00	\$ 64,500.00	\$ 62,500.00	49%
Grafton/ Waterville Agreement	\$ 1,000.00	\$ 1,000.00	\$ -	0%
Ambulance Billing	\$ 275,000.00	\$ 124,286.91	\$ 150,713.09	55% \$30,000 behind 3 yr average
Ambulance Collections	\$ 2,000.00	\$ 1,258.28	\$ 741.72	37%
Ambulance Details	\$ 3,000.00	\$ 1,174.55	\$ 1,825.45	61% May not be details this fall
Conway Amb Agreement	\$ 124,109.00	\$ 78,795.33	\$ 45,313.67	37%
Fire Prevention Fees	\$ 500.00	\$ 325.00	\$ 175.00	35%
Miscellaneous	\$ 250.00	\$ 145.00	\$ 105.00	42%
Non-Precinct Fire	\$ 209,440.00	\$ 69,813.33	\$ 139,626.67	67%
Sale of District Property	\$ 500.00	\$ -	\$ 500.00	100% Doesn't yet include trailer sale
Total Revenue	\$ 742,799.00	\$ 341,298.40	\$ 401,500.60	54% Anticipate \$20,000 shortfall

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Corrections were made see page 3 of August 13, 2020 minutes.

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