

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, July 30, 2020, 5:00 p.m.**

The meeting was called to order at 5:03 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

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

Absent:

Public: None

NON- PUBLIC

Mr. Buco made a motion to enter into non-public under RSA 91-A:3II (b); motion seconded by Mr. Digregorio. Roll Call vote: Commissioner Buco-yes, Commissioner Digregorio-yes, Commissioner Bamsey-yes.

Commissioners entered non-public at 5:03 p.m.

The public portion of the meeting resumed at 6:42 p.m.

FIRE CHIEF'S BUSINESS

Mr. Bamsey made a motion to write-off 2,256.48 as presented by the Fire Chief, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

SUPERINTENDENT'S BUSINESS

Mr. Anderson updated commissioners on Pool's Circle other than that the guys have been working on misc. projects. He also updated commissioners that DOT approved the final design, and Main Street should be going out to bid soon. Mrs. Snow will explain more later in the meeting.

Mr. Bamsey explained to Mr. Anderson that one of the candidates expressed interest in coming to the District to look at the system and meet the staff. Mr. Anderson will take him on a tour of the systems and introduce him to the staff. The commissioner's meeting will begin at 4:30 p.m. next week.

BOOKKEEPER'S BUSINESS

Mrs. Snow updated commissioners on the Main Street project. The town is authorized to proceed with advertising for bids. They will be accepting bids until 2:00 p.m. on September 1st, and they will also be opened on September 1st. The project's substantial completion is estimated to be done on September 24, 2021, and final completion on October 29, 2021. The pre-bid meeting will be on August 18th.

Mrs. Snow received a letter from Health Trust regarding Domestic Partner coverage. We currently have a domestic rider for opposite sex only. As the result of a lawsuit Health Trust is requesting that CVFD update their Domestic Partner coverage to include the same and opposite sex coverage. CVFD currently does not have anyone in need of same-sex coverage at this time. Mrs. Snow will look into if any cost is associated with updating the Domestic Partner coverage to include the same-sex coverage and update commissioners next week. CVFD may not update until January if there is cost involved, because it was not budgeted for.

The third company to seal the parking lots has not gotten back to Mrs. Snow.

A letter from the auditor regarding the audit was passed out.

A discussion was held around internal controls. During the audit, there may be an area in internal controls that could be improved upon for strengthening.

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

The following scenario was flagged in the audit:

A customer had a meter changed out from a two-inch meter to a one- inch meter. The multiplier for new meter size did not get updated in the system resulting in a billing error that was not caught for three years. The office corrected the mistake with a credit to the customer's account that did not go through the commissioner's board for \$19,000 using an abatement. Mr. Digregorio questioned why the error was not brought to the commissioner's attention. Mrs. Snow explained because it was a billing error that was not discovered until December, and Mr. Anderson was still new in his position. Discussion ensued around the error in the metering and how an abatement is meant to be used. Mr. Bucu would like to see all adjustments go through the board. Mr. DiGregorio thought that was the policy already. There was a brief discussion around if all adjustments need to wait for board approval.

Mr. Bamsey stated that the board would need to look at the abatement policy in a couple of weeks to see how it can be improved. Mrs. Snow will send out the current policy to commissioners. Discussion ensued around looking at the current policy.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 7/26/2020
- b. Ratify A/P Manifest dated 7/29/2020 and sign checks dated 7/24/2020
- c. Approval of Supervisor's timesheets dated 7/26/2020
- d. Approval of meeting minutes dated 7/16/2020
- e. Approval of meeting minutes dated 7/23/2020

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

Discussion:

Mr. Bucu questioned why we got 2500 envelopes from Minute Man Press. Mrs. Snow explained because it is cheaper to buy them in bulk. **Motion passed 3-0-0.**

Mr. Bamsey made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending, 7/26/2020 motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 7/16/2020, and 7/23/2020 motion seconded by Mr. Bucu with the following correction to 7/16/2020: Under Fire Business the first line last word, change *resources* to *rescues*. Motion passed 3-0-0.

The next commissioner's meeting will be on 8/6/2020 at 4:30 p.m.

FIRE CHIEFS BUSINESS

Chief Solomon entered the meeting and reported he is returning from a structure fire that, unfortunately, was the home his deputy Chief was renting. Fortunately, there were no injuries, but they are displaced.

He also reported that this past month had been one of the busiest months on record since 2011 (tropical storm Irene). He attributes the busyness to people escaping the city to get away from COVID-19.

There being no other business to come before the board, the meeting adjourned without objection at 7:20 p.m.

Respectfully Submitted,
Stacy Bolduc
Receptionist

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