

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, August 20, 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, Chief Solomon, Adam LePrevost via Zoom.

Absent: Steve Anderson Superintendent

Public: None

FIRE CHIEF'S BUSINESS

The meeting opened with a discussion about the article in the paper this past week about the FEMA Grant money Chief Solomon obtained for masks. The other article was about the challenges with visitors in the valley due to COVID.

The call volume has dropped off a little bit this week, and bike week starts next week.

SUPERINTENDENT'S BUSINESS

Mr. Anderson is on vacation. Mr. Bamsey wanted to discuss the past due notice for water/sewer bills. The office received feedback on the late notice that it was perceived as a threatening letter.

Mr. Buco suggested changing the letters order to open with the second paragraph, indicating how payments can be made vs. the first paragraph stating failure to pay your bill in full could result in termination of service. Discussion ensued around the customer's perspective and how to simplify the letter. Mrs. Snow explained how the letter had been modified over the years by changing the color of the paper (red to orange) and the wording "Delinquent" to "Past Due Notice." Discussion ensued around not changing the letter's intent and that people do not tend to read the whole letter.

Mrs. Snow suggests starting with the last sentence "*The District does not want to terminate your service; so please contact us to arrange for payment.*" then the options how to pay paragraph and end with the first paragraph stating "Failure to pay your bill could result in termination of service."

Mr. Bamsey supports starting with "*The District does not want to terminate your service; below are your payment options.*" An engaging discussion ensued around wording and scenarios where some people are behind, and some are consistent in making payments, and some are not.

It was decided that this will be on the agenda next week, and Mrs. Snow will inform the customer that was offended by the letter that it is being discussed how to improve the tone of the letter.

Bruno and Sloan did a great job putting granite in front of the flower beds out front.

BOOKKEEPER'S BUSINESS

The pre-bid meeting has taken place for the Main Street Project. Chief Solomon was in attendance, and four contractors attended the meeting, and two other sets of plans went out. The three contractors in attendance were Coleman's, Brooks from Freedom, Sargent from Maine, Chief did not know the fourth contractor. The engineer suggested they would love to have the water work done between the bridge and the four corners this fall because that is the spot where the temporary water line needs to be installed, and the fall would be the best time to do that. The need for a staging area was briefly discussed. All questions and comments have to be in on

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

Monday. The bid opening is September 8, and it was suggested using the lagoon area for a staging area. Adam voiced concerns, that if Sargent should get the contract, that the area may not be left as they found it, and he has not had a good experience with them in the past. It was suggested to pass the information on to Paul D. Mr. Bamsey explained the importance of having an engineer or District employee on the Main Street project at all times.

Mrs. Snow presented to commissioner's the letters to the Trustee of the Trust Fund.

Mr. Digregorio made a motion to accept the letter to the Trustees of the Trust Fund requesting a total of \$81,276.06 from the Trust Funds (see attached), motion seconded by Mr. Bucu,

Discussion:

Mrs. Snow explained the following:

\$48,772.60 from the CVFD Fire & Rescue Trust Fund for the Tahoe.

\$28,058.43 from the CVFD Water System Improvement Trust Fund for the Pooles Circle project.

\$4,445.03 from the CVFD Force Main Asset Replacement Trust Fund to replace the computers for SCADA.

Motion passed 3-0-0.

Mrs. Snow updated Commissioners that she emailed Commissioner Scott and reached out to Tim Fortier at NH Municipal Association about the hold on paying out grant money. Becky Benvenuti from NH Municipal is looking into the issue, and Johnna McKenna from DWSRF has not gotten back to Mrs. Snow yet about the State Aid Grant on the water side.

Mr. Bucu emailed Tracy Wood, and she said there might be some delays, but she is working hard on her end to see that they are minimized however, the decisions are out of her control. Mr. Bucu made Bill Hounsell aware of the situation, and he suggested a letter to the Governor, which Mr. Bucu has started a draft.

Chief Solomon suggested calling Carl Thibodeau to inquire as to where the order originated from.

Mrs. Snow will reach out to Carl Thibodeau.

Mrs. Snow has not heard back from the President of Cranmore Shores regarding her email about the road repair bill for Pooles Circle. She will follow-up with him tomorrow.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 8/16/2020
- b. Ratify A/P Manifest dated 8/12/2020 and sign checks dated 8/14/2020
- c. Approval of Supervisor's timesheets dated 8/16/2020
- d. Approval of meeting minutes dated 8/13/2020
- e. Reconsideration of Superintendents Salary Structure

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

Discussion:

Computer Port- \$2,415.00 for two new computers for SCADA. Money to come from Capital Outlay.
White Mountain Oil- Fuel for the generators at Towel Rd and Butternut Lane. The well yard is more because there are two generators.

Mr. Bamsey made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending, 8/16/2020 motion seconded by Mr. Bucu; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 8/13/2020 motion seconded by Mr. Bucu; Commissioners corrected a typo on page 2 under Bookkeeper Business second paragraph change

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\$51,000 to \$57,000. There was a discussion on the Right to Know law (91A). Mrs. Snow will review the law to verify the amending minutes process.

Motion passed 3-0-0.

Reconsideration of Superintendent Salary Structure.

Mr. Bamsey wanted to discuss the Superintendent's salary structure. He proposed looking at an hourly wage of \$35.08 an hour that would equate to \$73,000 a year vs. salary to help compensate for overtime.

Mr. Bamsey called the NHMA to discuss salary positions. Some options suggested by NHMA:

Quarterly bonus, flex time, and the possibility of a stipend. Discussion ensued around how often the overtime situation may come up. Mr. Bamsey expressed concern for overtime during the Main St. Project and any other scenarios that may come up during the project. Mr. Bucu stated Adam has already accepted the job based on salary. Mrs. Snow explained that the staff in the past adjusted their schedules when on a project to help minimize overtime. Comp time was also discussed.

Discussion ensued around whether the superintendent position should be salary exempt vs. salary nonexempt. Mrs. Snow explained the difference between the two is one consists of being in the office tending to administrative work vs. spending most of the time in the field. Creating a stipend was also discussed.

Mr. Digregorio questioned what compensation would look like if overtime started after working 45 or 47 hours. Mr. Bamsey suggested flex time.

No decision was made tonight. This subject will be on the agenda next week.

The next commissioner's meeting will be on 8/27/2020

There being no other business to come before the board, the meeting adjourned without objection at 6:40 p.m.

Respectfully Submitted,
Stacy Bolduc