

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, August 27, 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, Steve Anderson Superintendent via Zoom.

Absent:

Public: None

FIRE CHIEF'S BUSINESS

Chief Solomon reported they have been busy taking calls, and he has been working with the schools on how to socially distance when having to evacuate the building. The high school is posing the biggest challenge.

SUPERINTENDENT'S BUSINESS

The past-due notice was revised to improve the format and clarify if the water is interrupted, it will only be restored during business hours.

Mr. Anderson reported that the PFOA's test came back negative. He also updated commissioners that Bruno attended the pre-bid meeting for the Main Street project.

Mr. Bamsey asked Mr. Anderson if he would prepare an analysis of current charges and revenue using the existing IMA (Inter- Municipal Agreement) and another analysis for the proposed plan. Mr. Anderson stated, yes, and explained he has three full years of data so; the two scenarios would be more accurate.

BOOKKEEPER'S BUSINESS

Mrs. Snow explained she did not have the liens for commissioners to sign but explained what the liens consisted of. One lien was paid off entirely and will need to be released. Another one is for a customer that is three quarters behind and is working with the Town to get assistance. There is a third lien that will be reviewed after the next quarter for release.

Twenty people have signed up for paperless billing. Mr. Digregorio asked if there was a way to email notices to customers receiving paperless billing to ensure they are getting the inserts that may be in the bills. Mrs. Snow responded yes, she receives a notice who signed up for paperless billing, including their email address. She can set up a group in email and add people as they sign up for paperless billing and blast out any notices that may have been in the mailing of the bills.

Mr. Bamsey signed disbursement requests for the following:

Main Street- \$3,090.00 for engineering cost for getting the bids together

I/I project- \$1,637.00 is the first disbursement for engineering services. A brief discussion ensued around when the manholes will be inspected. The inspection will probably not happen until spring when the infiltration is high.

Mrs. Snow updated commissioners that she received several different emails that CVFD will be receiving the SAG money (State State Aid Grant) from the State. There was a brief discussion around the emails.

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

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week ending 8/23/2020
- b. Ratify A/P Manifest dated 8/26/2020 and sign checks dated 8/28/2020
- c. Approval of Supervisor's timesheets dated 8/23/2020
- d. Approval of meeting minutes dated 8/20/2020

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

Discussion:

Harcros Chemicals- \$ 4,289.63 chemicals for water and sewer. The bill is split based on how many gallons each location gets.

Health Trust-\$ 25,598.17

NH Retirement- 15,321.70

Johnson's Auto Care- \$499.55 alignment and tires for E2.

Motion passed 3-0-0.

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs' timesheets for the week ending, 8/23/2020 motion seconded by Mr. Buco; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 8/20/2020 motion seconded by Mr. Buco to accept the minutes with the following edit:

Discussion: Mr. Buco commented on page 3 under **Reconsideration of Superintendent Salary Structure** third sentence from the bottom correct, "*Mr. Digregorio stated,*" to "*Mr. Buco stated.*"

Motion passed 3-0-0

Superintendent's Salary Structure

Commissioners continued their discussion from last week on the Superintendent's salary structure and how to compensate him for overtime.

Mr. Digregorio suggested looking at Mr. Anderson's overtime for last year to see how many times he had overtime. It was discussed that some of his overtime went into comp time.

Mrs. Snow will review the overtime for both Mr. Anderson and Bruno and update commissioners next week.

Mrs. Snow asked commissioners to consider, that if the Superintendent is on call, would he get the stipend. Discussion ensued around what other towns do.

The discussion will continue next week on the Superintendent's salary structure, and Mrs. Snow will look back on the overtime history for both Mr. Anderson and Bruno.

Mr. Buco wanted to discuss the auditor's finding regarding the large billing error fixed using an abatement that did not have the Commissioners approval.

It was discussed drafting a policy outlining a process for the office to fix billing errors soon and responding to the auditor's comment on the large abatement that was not approved by Commissioners to correct a billing error. Discussion ensued.

Mr. Bamsey stated he would like to see a draft of the policy for next week's meeting.

The next commissioner's meeting will be on 9/3/2020

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

There being no other business to come before the board, the meeting adjourned without objection at 5:53 p.m.

Respectfully Submitted,
Stacy Bolduc

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