

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, September 3, 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, Superintendent Steve Anderson, Adam LePrevost via Zoom.

Absent:

Public: None

FIRE CHIEF'S BUSINESS

Chief Solomon presented an ambulance abatement for \$117.84.

Mr. Bamsey made a motion to approve the ambulance abatement as presented by the Chief for \$117.84, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Chief reported that he has been working on schools' inspections to get them ready to open next week. There was a brief discussion around Robert Frost Charter School's wooden structures and the various COVID testing sites.

SUPERINTENDENT'S BUSINESS

With the aid of a handout, Mr. Anderson reviewed what we actually paid NCWP sewer services versus what it would have been using the flat rate of \$3.40 per thousand gallons versus the current IMA structure (see attached for more details). Discussion ensued around the increase in revenue for 2019, and NCWP flows are down for 2020 because the hotels and restaurants were closed due to COVID. Other variables discussed, CVFD flows were higher in 2020 due high infiltration, and the revenue is more than anticipated.

In conclusion, it was agreed that the flat rate might not be the way to go because of the increase in revenue. The IMA language still needs to be updated to clarify who is responsible for what components.

Mr. Bamsey commented that once Adam is onboard, we will invite Jason to a meeting and talk about what direction they want to go in with the IMA.

The Main Street project was briefly discussed. Mrs. Snow should have some numbers from David Mercier next week for commissioners regarding engineering costs. Underwood is still reviewing the bids. Mr. Anderson stated there would be a selectmen's meeting in the future to accept the bid. It was suggested that CVFD vote the week before the selectmen's meeting to accept the bid and then have a commissioner at the selectmen's meeting to represent CVFD.

BOOKKEEPER'S BUSINESS

Mr. Bamsey signed the following forms:

- DES form stating Adam is the Owners Representative of the Water System effective next week when he starts.
- A form authorizing Adam's rate of pay.

Mrs. Snow gave an arrearages update. We currently have ninety accounts with unpaid invoice balances totaling \$21,440.00 and fifty-one accounts with credit balance due to people paying ahead on their account.

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

Penalty fees were discussed next. On 8/12/2020, \$1,909.06 was accessed in penalty fees. Three people were granted abatements, and three other accounts were abated because they should not have been accessed the penalty to for various reasons. The total penalties abated was \$28.61.

Mrs. Snow handed out a draft of the Addendum to the District Rules and Regulations for the Abatement Policy. The draft outlined the three different abatements that the office deals with.

The three common abatements are:

- Penalty Fee Abatements
- Billing Errors
- Bulk Water Abatements

Mr. Bucu supports adding language that if a customer requests an abatement on penalty fees, the request goes before the commissioner's board. He also suggested a one-time abatement to simplify the language. Discussion ensued around different scenarios, and it is usually the same people that are late. Customers are given 30 days to pay their bill plus another day or two before the penalties are accessed.

It was debated how many times a penalty fee should be abated. Mrs. Snow proposed abating penalty fees if the customer has had no penalty fees assessed in eight billing cycles (two years). Customers with less than a two-year history will not be eligible for a penalty fee abatement.

Chief Solomon recommended putting a dollar amount limit on the abatement that staff can approve. It was agreed \$20.00 per account vs. per customer because some customers have more than one service. Mr. Digregorio clarified for Mr. Bucu that commissioners would be notified of all abatements. Still, the office staff would be able to do an abatement up to twenty dollars without first bringing it to commissioners.

It was discussed any abatement \$20.00 and above would need to go before commissioners for approval. The wording in the draft will be updated to state, "*Commissioners grant authorities to the office staff to abate up to twenty dollars (\$20.00) per account*".

Billing Errors were discussed next.

Mr. Bucu suggested adding the following language: Billing errors shall be immediately reported to the Superintendent who shall document such errors, and report said errors to the Board of Commissioners.

Points discussed:

- Billing errors are rare.
- Errors can only be fixed currently with a sewer abatement.
- There is a paper trail for billing errors.
- The error that was flagged in the audit for a large dollar amount started in 2016.

Mr. Digregorio suggested reaching out to the auditor to see how to address billing errors. Chief Solomon suggested inviting the auditor to a commissioners meeting to discuss the issue. Mrs. Snow will reach out to the auditor to see if she can attend a meeting via Zoom.

Bulk Water Abatements

The sentence "*If the bulk use meter is connected to a faucet that is fed from the house meter, the customer will be charged the going per gallon rate for bulk water and will be abated the gallons used for the sewer and water from the house meter.*"

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No further action from the commissioners is required for this abatement” was discussed at length, and the only way to process bulk water is by doing an abatement. This is a question to present to the auditor. Mr. Bucu does not support the language as it is presented in the draft. Mr. Bucu did not like the sentence, *“No further action from commissioners is required for this abatement.”* This conversation will be continued.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for the week ending 8/30/2020
- b. Ratify A/P Manifest dated 9/2/2020 and sign checks dated 9/4/2020
- c. Approval of Supervisor’s timesheets dated 8/30/2020
- d. Approval of meeting minutes dated 8/27/2020

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

Discussion:

Business Management (BMSI)- \$6,924.55 for the 2021 contract.

Eversource- \$5,686.42

State Treasures- \$942.86 was a refund to the State for the First Resp. Stipend Program funds.

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, 8/30/2020 motion seconded by Mr. Bucu; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 8/27/2020 motion seconded by Mr. Bucu; Motion passed 3-0-0.

Flextime for the Superintendents position was discussed next. After a brief discussion, it was decided that over 45 hours would be comp time. Chief Solomon will contact Ed Alkalay to see if he can join a commissioner meeting next week via Zoom to discuss how to categorize it.

The auditor will be scheduled for a later meeting.

This is Mr. Anderson’s last commissioners meeting. Mr. Bamsey complimented Mr. Anderson on a job well done.

The next commissioner’s meeting will be on 9/10/2020

There being no other business to come before the board, the meeting adjourned without objection at 6:42 p.m.

Respectfully Submitted,
Stacy Bolduc

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