

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONERS MEETING  
Thursday, December 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: Chief Solomon, Superintendent Adam LePrevost, Amy Snow  
Absent:  
Public:

**FIRE CHIEF'S BUSINESS**

Chief Solomon presented two ambulance abatements for the same person totaling \$540.00. The patient has a Humana Replacement plan that does not cover the Medicare remainder of the ambulance service.

**Mr. Digregorio made a motion to approve the ambulance abatement in the amount of \$540.00 as recommended by the Fire Chief, motion seconded by Mr. Bamsey; Motion passed 3-0-0.**

Chief discussed the FEMA Grant to purchase PPE next. The purchases are complete, and he has received the funds for reimbursement. The funds need to be accepted as unanticipated revenue.

**Mr. Buco made a motion to accept the unanticipated funds/ FEMA Grant for the amount of \$2,714.29, motion seconded by Mr. Digregorio; Motion passed 3-0-0.**

Chief Solomon reviewed the fire budget next (see attached). Points discussed:

- There are no changes to the expense line.
- The only change was an increase in the ambulance revenue billing line. Chief put the revenue back to the baseline in anticipation of there not being a shortfall.
- The assessed value-line went down to \$239,472,500.00
- There may be some Fund Balance left to offset taxes, but Chief will not know until January.
- The equipment line item was reviewed.
- The training line is down because there are no medic candidates; however, Chief Solomon added money to cover online training.
- The overall proposed budget is down \$4,000.00
- Warrant articles will include the Capital Improvement Fund for fire trucks and the ambulance purchase article.

**SUPERINTENDENT'S BUSINESS**

Adam opened with a discussion around what to do with the Tahoe. The annual meeting minutes stated that the District would not spend any money on it. Recently the Tahoe has failed inspection and is not in service. Discussion ensued around not spending any money on the Tahoe until after voters approve a budget at Annual Meeting. The estimate to fix the vehicle is over \$2,0000.00. Mr. Digregorio suggested fixing the brakes so it can pass inspection. There is a sound in the front that still needs to be diagnosed. Mr. Bamsey supports fixing the brakes and holding off on any major repairs until after Annual Meeting to get voter approval.

Sloan passed his test and is in the process of getting his licenses for treatment and distribution level 1 for water.

There was a brief discussion around the work on the Main Street project.  
Adam is working on getting numbers for the budget.

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

Starting Monday, the lobby will be closed due to the upswing in COVID.

Adam presented the abatement for the Conway Area Humane Society for \$735.00 next. The Board did not approve the abatement because there was no substantial proof that the water did not go into the sewer.

### BOOKKEEPER'S BUSINESS

Amy announced that January 20, 2021, is the first day for candidates to file for Declaration of Candidacy. Mr. DiGregorio's term is up. January 31<sup>st</sup> is the deadline to submit budgets to Commissioners.

Amy explained that the betterment fee went down .13 cents. Discussion ensued around what amount to take out of the Sewer Debt Expendable Trust Fund if commissioners want to bring the betterment fee down more. The Board decided to take \$17,000 from the Sewer Debt Expendable Trust Fund to bring the betterment fee down .41 cents.

Spots on Lots sent an email that they would honor their estimate through June 30, 2021.

The tax rate has been set. The CVFD tax rate is \$2.04. CVFD's assessed value went down, but nobody can figure out why with the housing market so high. Amy will call Corey at the Town Office to ask her why the assessed value went down.

Amy reviewed abatements for the month of October next (see attached).

#### **The Board signed the following:**

- Request for \$10,425.33 from the STAR Account.
- Notice of Lien/ this a seasonal home and the customer has not returned our calls.
- Discharge of Lien/ this was a lien that was never released and should have been.

**Mr. Bucu made a motion for \$10,425.33 to be released from the Force Main Asset Replacement Trust Fund acct # 7036, motion seconded by Mr. Digregorio;**

**Discussion:** Mr. Bamsey asked what the money was used for. Adam responded misc. parts and pieces and SCADA. **Motion passed 3-0-0.**

**Mr. Bucu made a motion to release and discharge the lien for 64 Thorne Hill Rd. Conway NH, 03818 tax map 277 lot 250, motion seconded by Mr. Digregorio; Motion passed 3-0-0.**

**Mr. Bucu made a motion for notice of lien for unpaid charges for water/sewer for 29 Bald Hill Rd. Conway NH, 03818 Tax map 277- Lot 226 in the amount of \$649.91; Motion passed 3-0-0.**

Amy presented commissioners with a draft of their budget. She informed the Board she would have the poles for the flags soon. Discussion ensued around the Building Maintenance Trust Fund and the gazebo in the Park needing repair. Chief Solomon will access the gazebo and report back at next week's meeting.

### ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest signed out of session for the week ending 11/22/2020
- b. Ratify and sign checks for Payroll Manifest for the week ending 11/29/2020
- c. Ratify and sign checks for Payroll Manifest for the month ending 11/30/2020
- d. Ratify A/P Manifest dated 12/2/2020 and sign checks dated 12/4/2020
- e. Approval of Fire Chief's timesheet for the week ending 11/22/2020 and 11/29/2020
- f. Approval of Meeting Minutes dated 11/19/2020

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

**Mr. Bamsey made a motion to approve items A-D, to include Weekly payroll and Manifest motion seconded by Mr. Bucu;**

**Discussion:**

Mr. Bucu commented on the following:

Health Insurance surplus (Health Trust)- Amy explained that she had a choice to get a check or have a credit to the bill. She went with a credit to the bill. Part of the credit was for the District, and the rest went back to the employees and retirees.

Fire Tech & Safety- 312.00 for a HEPA Canister.

**Motion Passed 3-0-0.**

**Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending, 11/22/20 and 11/29/20 motion seconded by Mr. Bucu; Motion passed 3-0-0.**

**Mr. Bamsey made the motion to approve the meeting minutes, 11/19/2020 motion seconded by Mr. Bucu; Motion passed 3-0-0.**

The next commissioner's meeting will be on 12/10/20

There being no other business to come before the board, the meeting adjourned without objection at 6:10 p.m.

Respectfully Submitted,  
Stacy Bolduc

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

2021 Budget Narrative  
Conway Fire

12/03/2019

12/3/2020  
minutes

Line Item	2020 Budget	2020 EOY Expected	2021 Request	Discussion
Salaries- Full Time	\$ 357,000.00	\$ 345,000.00	\$ 357,000.00	1.3% COLA. Some money in there for merit increases
Salaries- Part Time	\$ 130,000.00	\$ 115,000.00	\$ 125,000.00	1.3% COLA. Some added for call staff step increases based on training.
Overtime	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
Health Insurance	\$ 147,250.00	\$ 125,000.00	\$ 156,000.00	Another 6.4% increase this year. Plus family plan for whole year that was part of 2020
FICA	\$ 8,060.00	\$ 8,150.00	\$ 7,750.00	Mathematical function of salaries-part time. Was high in 2020 due to COVID stipends
Medicare	\$ 7,650.00	\$ 7,715.00	\$ 7,500.00	Mathematical function of payroll. Was high in 2020 due to COVID stipends
NH Retirement	\$ 116,250.00	\$ 115,850.00	\$ 123,000.00	2.9% rate increase starting July 1.
Workers Comp	\$ 38,383.00	\$ 38,382.00	\$ 38,383.00	
Audit and Accounting	\$ 5,200.00	\$ 4,675.00	\$ 5,200.00	
Legal/ Professional	\$ 1,000.00	\$ -	\$ 1,000.00	
Medical Expenses	\$ 2,000.00	\$ 614.00	\$ 2,000.00	Need this to send people to class
Ambulance Billing	\$ 20,650.00	\$ 19,500.00	\$ 20,000.00	

2021 Budget Narrative  
Conway Fire

12/03/2019

Line Item	2020 Budget	2020 EOY Est.	2021 Request	Discussion
Telephone	\$ 3,000.00	\$ 3,000.00	\$ 3,250.00	Consolodated price went up a little
Electricity	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00	Changed out lights to LED
Heat	\$ 7,000.00	\$ 4,500.00	\$ 5,000.00	Using less gas with new boilers. Have a great price at the moment
Building Maintenance	\$ 10,000.00	\$ 7,000.00	\$ 5,000.00	LED project completed
Property/ Liability	\$ 21,365.00	\$ 21,365.00	\$ 22,000.00	Rate went up... again
Training	\$ 16,000.00	\$ 16,000.00	\$ 8,500.00	No medic candidates for this budget
Office Expense	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Equipment Maint	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Radio Maint	\$ 4,000.00	\$ 2,005.00	\$ 4,000.00	
Fire/Rescue Supply	\$ 300.00	\$ 1,035.00	\$ 500.00	
Medical Supplies	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	
Vehicle Fuel	\$ 9,000.00	\$ 8,000.00	\$ 9,000.00	
Vehicle Maint	\$ 15,000.00	\$ 13,000.00	\$ 15,000.00	
Uniforms	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	
Equipment Purchase	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	Will provide additional detail

Line Item	2020 Budget	2020 EOY Est.	2021 Request	Discussion
Quint L/P	\$ 112,000.00	\$ 112,009.00	\$ 112,009.00	
<b>Total</b>	<b>\$ 1,143,608.00</b>	<b>\$ 1,071,800.00</b>	<b>\$ 1,139,092.00</b>	
<b>Revenue</b>				
Line Item	2020 Projected	2020 Revised Est.	2021 Projected	Discussion
Albany Contract	\$ 127,000.00	\$ 127,000.00	\$ 132,000.00	
Grafton/Waterville	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Amb Billing	\$ 275,000.00	\$ 270,000.00	\$ 275,000.00	
Amb Collections	\$ 2,000.00	\$ 2,300.00	\$ 2,000.00	
Amb Details	\$ 3,000.00	\$ 2,285.00	\$ 2,500.00	
Conway Amb	\$ 124,109.00	\$ 124,109.00	\$ 127,663.00	
Hales Location	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	
Fire Prevention	\$ 500.00	\$ 350.00	\$ 500.00	
Miscellaneous	\$ 250.00	\$ 200.00	\$ 250.00	
Non-Precinct Fire	\$ 209,440.00	\$ 209,440.00	\$ 194,468.00	Reduction in value of non precinct land
Sale of Property	\$ 500.00	\$ 1,651.00	\$ 1.00	
<b>Totals</b>	<b>\$ 777,799.00</b>	<b>\$ 773,335.00</b>	<b>\$ 770,382.00</b>	

<b>Net Impact</b>	\$ 365,809.00	\$	<b>\$ 368,710.00</b>
Assessed Value	\$ 239,917,053.00	+/-	\$ 2,901.00
<b>Projected Tax Impact</b>	\$ 1.52	\$	\$ 239,472,500.00
		\$	\$ 1.54

2021 Equipment Line

Qty	Item	Price	Extension
4	Turn Out Coats	\$ 1,248.00	\$ 4,992.00
4	Turn Out Pants	\$ 900.00	\$ 3,600.00
4	Forestry Shirts	\$ 120.00	\$ 480.00
6	Forestry Gloves	\$ 20.00	\$ 120.00
2	SWR Dry Suits	\$ 930.00	\$ 1,860.00
4	SWR Gloves	\$ 50.00	\$ 200.00
4	SWR Boots	\$ 80.00	\$ 320.00
6	4 Inch Hose	\$ 625.00	\$ 3,750.00
2	Knox Key Connect	\$ 900.00	\$ 1,800.00
1	Miscellaneous Small Equipment	\$ 3,000.00	\$ 3,000.00
	Total		\$ 20,122.00

# ABATEMENTS

\$1,099.31	81 Prospect	bulk water 55,270 gallons	
\$98.22	Carroll county	sewer abatement approved	15-Oct
\$80.00	Letarte	Service call abatement approved	22-Oct
\$1,987.90	Sylvester	sewer abatement approved	22-Oct
\$172.59	Profile	billing error abatement approved	29-Oct
\$6.83	Lord	abatement for Letarte use	
\$7.14	Sawyer	Penalty fee abatement - paid on line in time	
\$8.36	Annese	Penalty fee abatement - customer request	