

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, November 19, 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 an abatement request to Commissioners for \$109.40. The abatement request qualifies under CVFD's policy. The amount is the Medicare remainder, and the patient does not have secondary insurance.

Mr. Digregorio made a motion to abate \$109.40 as presented by the Fire Chief, motion seconded by Mr. Buco; Motion passed 3-0-0.

Chief Solomon reported that the Fire Station would be closed to the public starting tomorrow, and the only meetings that will be taking place will be Commissioner's meetings and The Main Street Project meetings.

Discussion ensued around how the EMS and Fire personnel protect themselves, the effectiveness of a mask mandate, and current COVID levels in the State.

Chief also reported that the department would be starting antigen testing on Monday. It is voluntary, and anybody who tests positive will have to have a follow-up PCR test at Memorial and isolate until they get the results back from that test. The test will be performed once a month and is voluntary.

SUPERINTENDENT'S BUSINESS

Adam attended the shutdown meeting for the Main Street Project today. They will be working up until Christmas break. They will be working on digging the underdrain that runs under or over our live water main. Adam reported the guys have been switching off to have someone observing the project. Discussion ensued around running into ledge and trying to maintain two-lane traffic safely. Mr. Bamsey expressed concern for people who use the sidewalk and the traffic having to drive on the sidewalk.

Adam reported the Tahoe needs work, and all the emergency lights and the radio console have been removed. The cost to repair the Tahoe is estimated at around \$2,000- \$2,500. Amy said the Tahoe is used primarily for final reads and going to the bank. The intention for having the vehicle was also for the staff to take it for training so we do not have to use the pick-up trucks. Mr. Bamsey questioned the rest of the vehicle's condition if it would cost \$2,000 to fix it. Mr. Digregorio stated he remembers telling voters that we would not be spending any money on the vehicle at the annual meeting. Amy will check the annual meeting minutes to verify. Adam supports fixing the Tahoe so staff does not have to use their personal vehicles to go to trainings and running errands.

Adam discussed Black Bear Village Coop (Lamplighters) next.

Adam reported Black Bear Village Coop approached him to have CVFD take over their meters. Adam proposed having us look at taking over their billing. He explained how they go house to house to read meters currently

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

and that we now provide them with a 2" meter that gets low flows, and an 8" meter that stays shut and is only used for heavy uses and emergency uses. The current 2" meter will not pick up all of the use in the park. Adam does not want to take over their infrastructure. He is only proposing taking over their billing and turn-ons and off's. The discussions with the park are still in the early stages. There will be increase in demand fees to the District, and they would buy the meters from CVFD.

Mr. Bamsey supports Adam moving forward with discussions with the park though he has some reservations about the lien process and how we would collect unpaid balances. Mr. Digregorio raised concerns about the infrastructure condition, though Adam is not proposing to take over the infrastructure. Amy and Mr. Bamsey stated a contract would cover the details of who is responsible for what. After some discussion, the board agreed that Adam could continue moving forward with talks with the Black Bear Coop.

Adam explained he is still getting familiar with the District and has been working on looking at our expenses for last year. Mr. Bamsey explained he did not expect him to know all there is to know, each season brings its challenges. Mr. Bamsey asked if there was anything, Adam needed from the board.

BOOKKEEPER'S BUSINESS

Amy presented an abatement for penalty fees for a customer for \$8.36. The request does not entirely meet the policy; however, Amy stated she has only been late one quarter in 2019. Commissioners agreed to approve the abatement. Because the abatement was under \$20.00, no motion was needed. The abatement will be documented and presented to commissioners at the end of the month with any other abatements that were presented to the board to review.

Grant update.

Amy reported that the Trust Fund Board met and unanimously approved our grant increase from \$165,000 to \$195,000. Mr. Bamsey signed and initialed the Acknowledgement, and Amy will return it tomorrow. Once the Acknowledgement is returned, it will go to G&C (Governor & Council) on 12/16/2020 for their approval. Governor & Council has also approved our loan extension.

Mr. Digregorio made a motion to accept Amendment Two to the Grant Agreement, motion seconded by Mr. Buco; Motion passed 3-0-0.

Amy said she looked at the Betterment Fee today and thinks that it will go down .12 cents.

ADMINISTRATIVE BUSINESS

- a. Ratify and sign checks for Payroll Manifest for week ending 11/15/2020
- b. Ratify A/P Manifest dated 11/18/2020 and sign checks dated 11/20/2020
- c. Approval of Fire Chief's timesheet for week ending 11/15/2020
- d. Approval of Meeting Minutes dated 11/12/2020

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

Discussion:

Knox- \$1,838.00 for swapping out two key safes that are 25 years old in the fire trucks.

Hiltons-\$202.50 for the GMC Yukon failed State inspection.

Motion Passed 3-0-0.

Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending, 11/15/2020 motion seconded by Mr. Buco; Motion passed 3-0-0.

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

**Mr. Bamsey made the motion to approve the meeting minutes, 11/12/2020 motion seconded by Mr. Buco;
Motion passed 3-0-0.**

The next commissioner's meeting will be on 12/3/2020

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

Nonpublic entered 6:00

The public session reconvened at 6:30

There being no other business to come before the board, the meeting adjourned without objection at 6:32 p.m.

Respectfully Submitted,
Stacy Bolduc