

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
THURSDAY, JANUARY 7, 2020, 5:00 p.m.
CONWAY FIRE DEPT. MEETING ROOM with public Via ZOOM**

The meeting was called to order at 5:02 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Via Zoom Tom Buco

Other present: Chief Solomon, Superintendent Adam LePrevost, Amy Snow, Via Zoom Stacy Bolduc

Public: None

FIRE CHIEFS BUSINESS

Chief Solomon presented an ambulance abatement and a write-off from Quick Med Claims.

Mr. Digregorio made a motion to approve the abatement for \$295.00 as presented by the Fire Chief, motion seconded by Mr. Buco; Motion passed 3-0-0.

Mr. Digregorio made a motion to send \$994.00 to collections as recommended by the Chief, motion seconded by Mr. Buco; Motion passed 3-0-0.

Chief handed out the proposed 2021 budget to discuss next. The budget is \$10,000 less than last year. See attached.

Commissioners agreed the budget was ready to present at the Budget Hearing.

The Warrants were reviewed next. In one of the warrants the written dollar amount did not match the numerical amount. Amy stated this is just a draft and she will fix it.

The new ambulance was discussed briefly.

BOOKKEEPERS BUSINESS

Amy stated that there were no abatements for December. But for the billing there are two quarterly abatements she does every quarter. One for Tuckerman's consumption and one for Pine Hill.

Amy reviewed arrearages next. See attached.

SUPERINTENDENTS BUSINESS

Adam presented the water budget first. He adjusted the overtime line to reflect 2.50 hours. The guys will come in both days on the weekend (1.15 hours a day) for a total of 2.50 hours. The

Please check future minutes for any changes to these minutes.

original proposal was for 5.00 hours. The overtime line considers overtime for the Main St. Project.

There was a discussion on adding points on SCADA. Adam feels this option is expensive and would still not pick up everything that could go wrong. He explained what the guys will be doing when they go in on the weekend and he explained all the guys including himself will be doing the weekend rotation.

Operating expenses were discussed next.

The anodes and the Corrosion Study are now a Warrant Article. Adam is trying to find a refurbished meter test bench. Instead of buying new meters Adam is proposing to refurbish 15-20 meters at a time. A brand-new meter costs \$264.00 vs. \$25.00 for a repair kit. However, he needs the test bench to test the meters properly. It was agreed CVFD needs to beef up its meter replacement program. The meters should be tested every 10 years. Mr. Digregorio asked Adam to put something together for the Annual Meeting explaining the meter replacement program.

The Sanitary Survey suggests that CVFD should have an online analyzer. This is Warrant Article #7. It was discussed changing the wording to keep it simple but to change the word *meter* to *analyzer* in the article.

The furnace and the need for a new truck were discussed next. Adam will call White Mountain Oil to have them look at replacing the furnace and possibly converting to propane. Adam thinks the boiler will make it another year. The boiler would come out of the Building Maintenance Trust Fund and would not have an impact on the rates. Chief Solomon suggested putting the boiler off a year to allow Adam time to work through what needs to be done to replace the boiler and the heating problems in the Administration Building. Chief went on to explain if the boiler breaks within the course of the year Commissioners have the authority to take money from the trust fund to replace the boiler.

The proposed water rates sheet was discussed next. See attached.

Amy explained the different price points on the worksheet. The rate sheet will go out with the bills tomorrow with the disclosure that the rates are subject to the approval of the budget. The new proposed water rate is \$5.81. The importance of a Meter Replacement Program was discussed.

The Sewer Budget was discussed next and setting the sewer rates. See attached.

The new proposed Sewer rate is \$15.65 the Betterment fee will be \$48.84.

The sewer rate sheet will go out with the bill tomorrow.

ADMINISTRATIVE BUSINESS

Mr. Bamsey made a motion to approve items A-B to include payroll and A/P Manifests, motion seconded by Mr. Digregorio.

Discussion:

Please check future minutes for any changes to these minutes.

Eversource-\$7,800.00

North Conway Water Precinct- Total \$62,334.00

- 4th quarter bill- \$33,432.00
- Dewatering project- \$28,901.00

January 2021 Manifest:

Municipal Bond Bank- \$97,526.00

Primex- Total \$71,354.00

- Workman's Comp.- \$35,900.00
- Property Liability- \$34,859.00
- Unemployment-\$577.00

Motion passed- 3-0-0.

Mr. Bamsey made a motion to approve the Fire Chief's timesheet dated 1/3/2021, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mr. Bamsey made a motion to approve the meeting minutes dated 12/30/20, motion seconded by Mr. Buco; Motion passed 3-0-0.

There was a brief discussion about the Vaccine Allocation Committee. Mr. Bamsey expressed his concern that water/sewer employees should have the opportunity to get vaccinated. Adam has reached out to DES to inquire. There will be an update on this at next weeks meeting.

The next Commissioners meeting will be on next Thursday 1/14/2021 at 5:00 p.m.

There being no other business to come before the board, the meeting adjourned without objection at 6:41 p.m.

Respectfully Submitted,

Stacy Bolduc

Receptionist

Please check future minutes for any changes to these minutes.

for
117 minutes

Abatements:

1/6/2021 for Q4 billing – Pinehill quarterly abatement \$210.77

1/6/2021 for Q4 billing – Tuckerman quarterly abatement \$789.06

ARREAGES UPDATE 12/31/2020

Unpaid invoices \$17,186.29 (60 Accounts)

Accounts with
Credit balances \$32,673.87 (59 Accounts)

Actual Aged Receivables:
Outstanding minus credits all included (\$15,487.58) credit balance

After billing

Due \$388,807.42

Credit balances \$17,834.98

Outstanding balances \$371,035.44

Credit majority \$16,350.39 Federal Spice

Credit remainder \$ 1,484.59

2021 Budget Narrative
Conway Fire

01/07/2021

Line Item	2020 Budget	2020 EOY Expected	2021 Request	Discussion
Salaries- Full Time	\$ 357,000.00	\$ 346,124.00	\$ 357,000.00	1.3% COLA. Some money in there for merit increases
Salaries- Part Time	\$ 130,000.00	\$ 113,744.00	\$ 125,000.00	1.3% COLA. Some added for call staff step increases based on training.
Overtime	\$ 40,000.00	\$ 38,734.00	\$ 40,000.00	
Health Insurance	\$ 147,250.00	\$ 138,634.00	\$ 156,000.00	Another 6.4% increase this year. Plus family plan for whole year that was part of 2020
FICA	\$ 8,060.00	\$ 8,072.00	\$ 7,750.00	Mathematical function of salaries-part time. Was high in 2020 due to COVID stipends
Medicare	\$ 7,650.00	\$ 7,687.00	\$ 7,500.00	Mathematical function of payroll. Was high in 2020 due to COVID stipends
NH Retirement	\$ 116,250.00	\$ 115,877.00	\$ 123,000.00	2.9% rate increase starting July 1.
Workers Comp	\$ 38,383.00	\$ 38,382.00	\$ 32,556.00	
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	\$ 19,575.00	\$ 20,000.00	

2021 Budget Narrative
Conway Fire

01/07/2021

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	\$ 1,062.00	\$ 500.00	
Medical Supplies	\$ 20,000.00	\$ 17,000.00	\$ 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	\$ 3,700.00	\$ 4,000.00	
Equipment Purchase	\$ 20,000.00	\$ 12,000.00	\$ 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	
Total	\$ 1,143,608.00	\$ 1,080,759.00	\$ 1,133,265.00	
Revenue				
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	\$ 266,852.00	\$ 275,000.00	
Amb Collections	\$ 2,000.00	\$ 2,285.00	\$ 2,000.00	
Amb Details	\$ 3,000.00	\$ 2,287.00	\$ 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	\$ 425.00	\$ 500.00	
Miscellaneous	\$ 250.00	\$ 215.00	\$ 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	and reduced taxes for utilities
Totals	\$ 777,799.00	\$ 770,264.00	\$ 770,382.00	

Net Impact	\$ 365,809.00	\$	\$ 362,883.00
Assessed Value	\$ 239,917,053.00	+/-	\$ (2,926.00)
Projected Tax Impact	\$ 1.52	\$	\$ 239,472,500.00
		\$	\$ 1.52

Operating Budget:

To see if the district will vote to raise and appropriate the sum of one million one hundred thirty three thousand two hundred sixty five dollars (\$1,133,265) for the operation of the Fire, Rescue, and Ambulance Department with seven hundred seventy thousand three hundred eighty two (\$770,382) to come from the Fire, Rescue, and Ambulance special revenue fund and three hundred sixty two thousand eight hundred thirty three dollars (\$362,833) to be funded by taxation.

{{Projected tax impact \$1.52}}

Fire Rescue Equipment Capital Reserve Account

To see in the district will vote to raise and appropriate the sum of eighteen thousand dollars (\$18,000) to be added to the Fire/Rescue Equipment Capital Reserve Fund previously established. Balance as of December 31, 2020, Thirty six thousand six hundred twenty seven dollars (\$36,627).

{{Projected tax impact \$0.08}}

Ambulance Purchase

To see if the district will vote to raise and appropriate the sum of two hundred ^{thirty}thousand dollars (\$230,000) for the purchase of a new ambulance including a replacement stretcher and radio. One hundred seventy thousand dollars (\$170,000) to come from the Ambulance Capital Reserve Fund and sixty thousand dollars (\$60,000) to come from ambulance revenues previously collected with no amount from taxation.