MINUTES OF ANNUAL MEETING

CONWAY VILLAGE FIRE DISTRICT

MARCH 9, 2021

The Moderator declared the polls open at 5:00 p.m.

A quorum having been declared present Moderator Doug Burnell called the business portion of the Annual Meeting of the Conway Village Fire District to order at 7:00 p.m. on Tuesday, March 9, 2021, in the Fire Station Bay.

Present were: Commissioners Steve Bamsey - Chairman, Mike Digregorio – Commissioner, Tom Buco – Commissioner, Chief Solomon, Adam LePrevost – Superintendent, Amy Snow – Municipal Bookkeeper and Clerk, and Jean Simons – TOC Supervisor of the Checklist. There were 10 members of the legislative body present.

The Moderator led the Pledge of Allegiance and then introduced the Board and employees present. He then explained the rules of order and if anyone had an issue with what he was doing to please call for a Point of Order. He explained to raise the blue cards when voting, and that the polls will remain open until 8:00 p.m.

# To elect the necessary officers: one (1) Commissioner for three (3) years, Moderator for one (1) year, Clerk for one (1) year, and Treasurer for one (1) year. Since this article is a ballot vote to elect officials, the Moderator started with Article 2.

# To see if the District will vote to raise and appropriate the sum of forty-six thousand eight hundred ninety-four dollars ($46,894) for general municipal operations; this amount to be offset by five thousand dollars ($5,000) from Fund Balance. This is a tax funded article. This article does not include appropriations contained in special or individual articles addressed separately.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 2 as written, motion was seconded by Amy Snow.** Commission Bamsey stated that the breakdown of the budget is on page 8. He went on to explain the line item for Park Maintenance is higher because there is work that needs to be done on the gazebo. He also explained why the Miscellaneous Expense item was overspent; the District purchased new flags, poles and brackets for this year and that Commission Digregorio dedicated his time and company truck to put up the old ones last summer. The brackets need to be replaced because some failed and we purchased not only new but more to line Main St. in 2021. Louise Inkell questioned the new Building Maintenance line item. Commissioner Bamsey explained it is for sealing the parking lot at the Administrative Building.

There being no further discussion, the Moderator declared Article 2 adopted as written by unanimous vote. ($46,894)

# To see if the District will vote to raise and appropriate the sum of four hundred twelve thousand seven dollars ($412,007) for the operation of the Water Department; this amount to be funded by water rents and revenues with no amount from taxation.[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

**Commissioner Bamsey made a motion to adopt Article 3 as written, motion was seconded by Amy Snow.** Commissioner stated that this budget is on page 10. There being no discussion, the Moderator declared Article 3 adopted as written by unanimous vote. ($412,007)

1. To see if the District will vote to raise and appropriate the sum of seven hundred ninety-two thousand seven hundred fifty-four dollars ($792,754) for the operation of the Sewer Department. Fifty thousand dollars ($50,000) to be funded by taxation and seven hundred forty-two thousand, seven hundred fifty-four dollars ($742,754) to be funded by sewer revenues.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Buco made a motion to adopt Article 4 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 4 adopted as written by unanimous vote. ($792,754)

1. 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 dollars ($770,382) to come from the Fire, Rescue, and Ambulance Special Revenue fund and three hundred sixty-two thousand eight hundred eighty-three dollars ($362,883) to be funded by taxation.

**[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 5 as written, motion was seconded by Amy Snow.** The Moderator stated this budget is on pages 14 and 15. There being no discussion, the Moderator declared Article 5 adopted as written by unanimous vote. ($1,133,265)

1. To see if the District will vote to raise and appropriate the sum of three hundred forty-five thousand six hundred ninety-six dollars ($345,696) to pay the Water Department Debt Service for the year; this amount to be offset by fifty-one thousand one hundred eighty-six dollars ($51,186) from State of New Hampshire SIGI grants with two hundred ninety-four thousand five hundred ten dollars ($294,510) to be funded by water rents and revenues with no amount from taxation.

**[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Bamsey made a motion to adopt Article 6 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 6 adopted as written by unanimous vote. ($345,696)

1. To see if the District will vote to raise and appropriate the sum of six hundred thirty-two thousand nine hundred fifty dollars ($632,950) to pay the Sewer Department Debt Service for the year; this amount to be offset by two hundred eighty-five thousand one hundred eighty-eight dollars ($285,188) from the State of New Hampshire SAG, and seventeen thousand dollars ($17,000) from the Sewer Debt Expendable Trust Fund. Three hundred thirty thousand seven hundred sixty-two dollars ($330,762) to be funded by sewer betterment fees with no amount from taxation.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Buco made a motion to adopt Article 7 as written, motion was seconded by Amy Snow.** Amy stated that the explanation of the debt service is on page 17 as well as what we have paid for Main St. project.There being no discussion, the Moderator declared Article 7 adopted as written by unanimous vote. ($632,950)

1. 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 the Fire, Rescue, and Ambulance Special Revenue fund with no amount from taxation. Balance of Capital Reserve Fund as of December 31, 2020, one hundred seventy-two thousand four hundred dollars and forty-three cents ($172,400.43)

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 8 as written, motion was seconded by Amy Snow.** LouiseInkellquestioned the plan for the two ambulances we have. Chief Solomon explained the Capital Improvement plan on page 25 and that we are trying to replace an ambulance every four (4) years, this way the oldest ambulance will be eight (8) years old. He went on to explain that the price of ambulances has increased a lot over the years. Louise asked if we are planning on selling the older one. The chief answered that we were but the market for old ambulances is limited we were only going to get $2,000 for a trade-in. The old ambulance has value as a cab and chassis. Commissioner Bamsey that we will try to get as much as possible for it. Chief Solomon said the cab and chassis only have 60,000 miles but the box was a remount and we have had issues with it all along. Commissioner Digregorio stated the remount was only $99,000 so we decided to go that way instead of spending $200,000. Since we have had problems with it we decided to go with a new one; there really is no market for old ambulances. There being no further discussion, the Moderator declared Article 8 adopted as written by unanimous vote. ($230,000)

1. To see if the District will vote to raise and appropriate the sum of fifty thousand dollars ($50,000) to purchase a new Water/Sewer truck, fully equipped. Fifteen thousand dollars ($15,000) to be funded by water revenues previously collected and fifteen thousand dollars ($15,000) to be funded by sewer revenues previously collected with twenty thousand dollars ($20,000) to be funded by the Water/Sewer Equipment Trust Fund with no amount from taxation. Balance as of December 31, 2020, seventy-eight thousand six hundred fifty-nine dollars and five cents ($78,659.05).

**[Recommended by the Board of Commissioners 3-0-0] (Majority vote required).**

**Commissioner Bamsey made a motion to adopt Article 9 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 9 adopted as written by unanimous vote. ($50,000)

1. To see if 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**.** This amount to be funded by taxation. Balance as of December 31, 2020, Thirty-six thousand six hundred thirty-three dollars and fifty-two cents ($36,633.52).

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

 **Commissioner Buco made a motion to adopt Article 10 as written, motion was seconded by Amy Snow.** The chief said this Capital Improvement Plan is on page 24.There being no discussion, the Moderator declared Article 10 adopted as written by unanimous vote. ($18,000)

1. To see if the District will vote to raise and appropriate the sum of two thousand five hundred dollars ($2,500) to be added to the Water System Improvement Capital Reserve Trust Fund previously established; two thousand five hundred dollars ($2,500) to be funded by connection fees collected in 2020 with no amount from taxation. Balance as of December 31, 2020, one hundred four thousand three hundred sixty-two dollars and fifteen cents ($104,362.15).

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 11 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 11 adopted as written by unanimous vote. ($2,500)

1. To see if the District will vote to raise and appropriate the sum of twenty-one thousand six hundred sixty-seven dollars ($21,667) to be added to the STAR (Short Term Asset Replacement) Expendable Trust Fund previously established for short lived asset replacement related to the Force Main project as per the Letter of Conditions with Rural Development; this amount to be funded by sewer revenues with no amount from taxation. Balance as of December 31, 2020, one hundred sixty-eight thousand eight hundred forty dollars and forty-nine cents ($168,840.49).

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Bamsey made a motion to adopt Article 12 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 12 adopted as written by unanimous vote. ($21,667)

1. To see if the District will vote to raise and appropriate the sum of eighteen thousand two hundred dollars ($18,200) to be added to the Sewer Improvement Expendable Trust Fund previously established. Nine thousand two hundred dollars ($9,200) to be funded by connection fees collected in 2020 and nine thousand ($9,000) from sewer revenues previously collected. Balance as of December 31, 2020, twelve thousand seven hundred sixty-eight dollars and sixty-one cents ($12,768.61).

**[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Buco made a motion to adopt Article 13 as written, motion was seconded by Amy Snow.** Adam directed the body to page 27. Louise Inkell asked for clarification and Adam explained that the asset was either installed or rehabbed on the date stated in the first column and is due to be replaced or rehabbed by the date in the second column. There being no further discussion, the Moderator declared Article 13 adopted as written by unanimous vote. ($18,200)

1. To see if the District will vote to raise and appropriate the sum of twenty-five thousand dollars ($25,000) to be added to the Building Maintenance Capital Reserve Fund previously established; ten thousand dollars ($10,000) to come from fund balance with fifteen thousand dollars ($15,000) to be funded by taxation. Balance as of December 31, 2020,forty-three thousand eight hundred forty-one dollars and thirteen cents. ($43,841.13).

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 14 as written, motion was seconded by Amy Snow.** The moderator directed the body to the bottom of page 30 and that this Trust Fund is for the Fire Station and Administrative buildings only**.** There being no discussion, the Moderator declared Article 14 adopted as written by unanimous vote. ($25,000)

1. To see if the District will vote to raise and appropriate the sum of two thousand dollars ($2,000) to be added to the Pequawket Park Maintenance Capital Reserve Fund previously established. This amount to be funded by taxation. Balance as of December 31, 2020,five thousand four hundred thirty dollars and thirty-one cents ($5,430.31).

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Bamsey made a motion to adopt Article 15 as written, motion was seconded by Amy Snow.** There being no discussion, the Moderator declared Article 15 adopted as written by unanimous vote. ($2,000)

1. To see if the District will vote to raise and appropriate the sum of thirteen thousand dollars ($13,000) to replace the anodes in the 1992 water tank on Bald Hill. This article to be funded by water rates and revenues with no amount from taxation.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Buco made a motion to adopt Article 16 as written, motion was seconded by Amy Snow.**  Adam explained that anodes are sacrificial metal in the tanks that help preserve the tank itself. Commissioner Bamsey said that the current anodes are at 15% so they have served their useful life. It is time to replace them, or it could cost more down the road. Adam explained that we can empty the tanks and have someone go into the tank which means we would have to drain the tanks multiple times, or we could have a company dive into the tank with sterilized equipment which is the way we are planning to have it done.

Louise asked if the diving is included in the price and Adam answered yes and there is a little cushion in case there were any issues. There being no further discussion, the Moderator declared Article 16 adopted as written by unanimous vote. ($13,000)

1. To see if the District will vote to raise and appropriate five thousand five hundred dollars ($5,500) for a Chlorine Continuous Analyzer to be funded by five thousand five hundred dollars ($5,500) from connection fees collected in 2020 with no amount from taxation.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 17 as written, motion was seconded by Amy Snow.** Commissioner Digregoriostated that the District just completed a Sanitary Survey, and the District did well. This piece of equip will monitor the chlorine in our water system. He asked that the Sanitary Survey be put on the website. Adam explained how the sanitary survey was done, and that this equipment was a recommendation made from this survey. This piece of equipment will notify the staff if levels change. Katherine Burnell asked if it will detect if levels increase, Adam stated that this is a precaution to ensure the safety of our customers. Katherine asked if her refrigerator filter will take out the chlorine and if the water would still be safe, Adam said at the point it is coming into your house it is safe and those filters will remove the chlorine which is okay. Commissioner Bamsey explained that this analyzer was recommended four (4) years ago. So, it was recommended then and again this time. This is a very effective tool for the District. Discussion ensued about its effectiveness There being no further discussion, the Moderator declared Article 17 adopted as written by unanimous vote. ($5,500)

1. To see if the District will vote to raise and appropriate the sum of ten thousand dollars ($10,000) for a Corrosion Control Study of the District water system. This article to be funded by water rates and revenues with no amount to come from taxation.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Bamsey made a motion to adopt Article 18 as written, motion was seconded by Amy Snow.**  Louise asked if this is due to complaints from customers. Commissioner Bamsey stated that we want to analyze the water to see if we can control the corrosion of water heaters; we have three different reports from three different companies. Adam added that there are complaints of customers blowing through water heaters. In conjunction with this are the anodes; if we can control corrosion the anodes will last longer. The Moderator asked if this is controlled with chemicals and Adam answered yes, we would either adjust the levels or use a different chemical based on results of the study. There being no further discussion, the Moderator declared Article 18 adopted as written by unanimous vote. ($10,000)

1. To see if the District will vote to raise and appropriate the sum of thirty thousand dollars ($30,000) for a meter test bench. Fifteen thousand dollars ($15,000) to be funded by water revenues previously collected and fifteen thousand dollars ($15,000) to be funded by a grant from Northern Border Regional Commission, the Department of Environmental Services and/or other grants. Funding of this article is contingent upon approval of grant applications and if a grant is not received this article is null and void.

[**Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

**Commissioner Buco made a motion to adopt Article 19 as written, motion was seconded by Amy Snow.** Amypresented an amendment to this article, she said it time to replace meters throughout the district, most meters are approaching twenty (20) years old. We can buy new meters or rebuild the ones we have much cheaper. This test bench is an integral part of the meter replacement plan. **To see if the District will raise and appropriate the sum of thirty thousand dollars ($30,000) for a meter test bench. Thirty thousand dollars ($30,000) to be funded by water revenues previously collected with no amount from taxation. The District will seek out grants to try and off-set this amount**. **Commissioner Digregorio seconded the amendment.** The moderator clarified that the contingency on getting grants is removed.

Commissioner Digregorio believes the concern is the grant, he stated there is no doubt we need to implement this plan and believes this will save us thousands of dollars over the long term. We are finding it difficult to find grants for this. He reiterated that this is an important plan. Adam stated new meters are $255.00 and rebuilds with new radio heads are around $175.00. Commissioner Digregorio said meters that don’t read properly could be costing the District money which other customers have to pay for. Louise asked how meters will be replaced. Commissioner Digregorio explained that we will be doing sections of the District each year. Adam explained how the test bench works. Louise asked if there will be on going costs with this and Adam explained that it will have to be calibrated each year by weights and measures.

Commissioner Bamsey agreed that we are very behind in changing out meters and reminded us that sewer is also charged by these meters.  **The Moderator called for the vote on the amendment. He declared the amendment passed as written.**

There being no further discussion, the Moderator declared Article 19 adopted as amended by unanimous vote. ($30,000)

1. To see if the District will vote to change the purpose of the Water System Improvement Capital Reserve Trust Fund established by vote in 1998 for the purpose of construction and related costs of the water system, to the purpose of maintaining and improving the water system infrastructure.

[**Recommended by the Board of Commissioners 3-0-0] (2/3 Majority vote required)**

**Commissioner Digregorio made a motion to adopt Article 20 as written, motion was seconded by Amy Snow.** Commissioner Bamsey stated that this Article will allow us to better use these monies to maintain and improve our system. Right now, we can only use it for new construction. There may be a substantial amount being contributed to this fund when the Tech Village project starts. This change will be beneficial to rate payers allowing us to use this money in a more efficient way.

**The Moderator declared the polls closed at 8:00 p.m**.

There being no further discussion on Article 20, the Moderator declared Article 20 adopted as written by unanimous vote.

1. To act upon any other business that may legally come before this meeting.

Commissioner Bamsey talked about how Car 2 from the Fire Department went over to the Water/Sewer departments last year and it was stated that no money would be spent on it. It is used to run errands and do reads and such. It is in need of repairs and we wanted to bring it to the voters. The moderator said this is just information and no special money will be used. Commissioner Digregorio stated that he said no money would be spent on it at last year’s meeting. He was not thinking of small items and we want to make sure the vehicle is safe. Louise asked how much we are talking about, around $1,500.00.

Amy Snow informed the body that in 1996 Doug Burnell was elected for the first time to be our Moderator and 2021 marks 25 years of service, she wanted to thank Doug for his service. Doug received a round of applause.

Results of the election

**Commissioner for a 3-year term: Mike Digregorio 13 votes, Paul MacMillan 1 write-in. Mike was declared winner.**

**Moderator for a 1-year term: Doug Burnell was declared the winner with 14 votes.**

**Treasurer for a 1-year term: Nancy Hildebrand was declared the winner with 14 votes.**

**Clerk for a 1-year term: Amy Snow was declared the winner with 14 votes.**

There being no other business the Moderator adjourned the meeting at 8:08 p.m.

Respectfully submitted

Amy Snow, Clerk.

Clerk’s Approval of Annual Meetings

A true copy of the 2021 Annual District Meeting – attest.

Amy Snow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Clerk’s Name Clerk’s Signature Date

State of New Hampshire, Carroll ss.

Personally appeared Amy Snow, Clerk of the Conway Village Fire District, Conway, New Hampshire and oath that the preceding Annual Meeting Minutes are true before me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Notary Public Name Notary Public Signature date commissioner expires