

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday April 15, 2021 5:00 p.m.
Fire Station Meeting Room
Public via Zoom**

Meeting was called to order at 5:00 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Others present: Chief Solomon, Bruno Vallieres-Superintendent, Amy Snow-Municipal Bookkeeper

Public: Representing Black Bear Cooperative, Steve Porter – Vice President, Albert Mottola – Operations Manager

BLACK BEAR COOP

Black Bear Coop is looking to see if Conway Village would take over the reading of the water meters in the trailer park. John Clark had met with Adam and then with Bruno to start the conversation. Bruno stated that John did meet with him and Steve Anderson and was told that the meter set-ups they currently have are not compatible with our meter reader. The ball-park figure depends on whether the meter can just be replaced (\$332.34) or if a Korner horn with a check-valve (\$738.23) would need to be installed. This is with the 30% mark-up. The meters would have to be replaced in order for us to do the reads because of our reader and our software.

Mr. Digregorio asked them to explain the problems they are having and why they want us to take over the reading and billing. They explained that RWN does the reads and then the info gets uploaded to Hodges who does the billing, the meters are 15 years old or older and some of the homes are paying on the penny what their water usage is while others are only paying the base amount of \$7.77/month, and they are not sure if it is a meter problem, a reader problem or a software problem but they are not being billed for the usage correctly if at all. Mr. Porter is not sure if the trailers have Korner horns or not; Bruno stated we have a master safety check-valve at the District master meters. Mr. Porter stated that all meters are under the trailers, none are inside; Bruno stated that the plumber would be chosen by the District, but Black Bear would pay for it and they would also have to insulate and install heat tape which Mr. Buco believes could cost \$400.00 per trailer. Bruno stated that there are baby steps. First, they would have to buy the meters. Mr. Porter stated they just negotiated a three-year contract with RWN to do the reads. Mr. Bamsey wondered what the savings would be for the park if they did not have to pay RWN for this service. Mr. Porter thinks it takes them one day a month to do the reads.

Mr. Digregorio asked how many frozen meters they find each year; they have one so far. Mr. Digregorio's thought was that the park can just start replacing their meters with the ones we use (Neptune) and get the software to start. The park would have to purchase all the software and reader even for one meter. It was discussed that a meter replacement project could be a \$200,000 project. More discussion ensued.

Mr. Bamsey questioned that if the park started replacing meters with the ones the District uses, could the District read them with the park still doing the billing. The answer was, "yes".

Discussion ensued around the sewer in the park and grants that may be available from DES and the Drinking water Groundwater Trust Fund.

Mr. Digregorio asked if we could set them up in our system, read the meters, and send the Park the reads. Amy answered that we could set them up as a separate route and send the reads and usage to the park and the Park would still be responsible for the billing. Our system would not produce a bill. Bruno added that the Park would

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still be billed through the 2" and 8" master meters. More discussion ensued. The discussion continued with Mr. Bamsey stating that the District would like to work with the Park and help them get to where they want to be. Mr. Porter and his Board wants to get the Park updated and working the way it should. More discussion ensued around how Black Bear is governed and other topics.

Messrs Porter and Mottola left the meeting at 5:45 p.m.

More discussion ensued around how the reads would work if the Park were to start installing Neptune meters and around the mark-up and what we would do for the Park if they were to order a bulk number of meters. Bruno believes they have collections issues and would want to see how they handle this before we even think about taking over the billing.

FIRE CHIEF'S BUSINESS

The Chief is having a real problem with staffing, after Tyler leaves next week, they will be critically short staffed (29 open shifts for the month of May). This will be a problem through the summer. He stated that all full-timers have vacation time that they need to use or lose before the end of the year and he is not sure if he can allow them to use it. The chief asked the Board to make an exception for these employees. Mutual Aid was discussed and Brewster Ambulance is using our ambulance the same way the past provider did – covering their calls because they do not have a second ambulance available.

Mr. Digregorio made a motion to suspend our vacation policy and to allow Full-time Fire employees to carry forward up to one week of vacation if they choose and pay them for the rest, or buy out all their unused vacation, Mr. Bucu seconded the motion. Motion passed 3-0-0.

Mr. Bamsey asked for a draft policy on insurance waivers. Amy explained that the School District asks employees to sign a form stating they have insurance elsewhere and asks for the provider's name and carrier number. The School District then pays them 50% of the District's share (80%) of a single plan. Amy reviewed some numbers for our District. Bruno then brought up deductible plans and discussion ensued.

Mr. Digregorio asked if the Chief received any applications, he answered, "None that are qualified." Discussion ensued about other local departments and if they have anyone that can help us out.

SUPERINTENDENT'S BUSINESS

Construction on Main St. has started. There may be two crews by Monday. He, Steve A. and Paul D. had a talk with the Grindle Building about a water line upgrade, this is a thumbs up.

We interviewed quite a few people for the Office Assistant position and Bruno has one interview next week for the Tech position; he received three solid applications.

Bruno said that District staff will be on Main St. if work is being done near our infrastructure, we will not be there if they are not working near our water or sewer lines. Also, the I&I is starting Monday night.

Mr. Bamsey said he saw RWN cleaning the park. Jerry called Amy this afternoon and Jerry told her that out of goodwill they will clean the stone out of the park this year but if it happens again, we should tell the town to clean it up if their snow blower puts it there or they will charge us extra. The chief spoke to the guy who was working in the park and he told the chief it took about 10 minutes to pick up the stone in the lawn and that they have to rake the garden beds anyway, so it was no big deal.

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The town has not swept the parking lot yet, but Andy said they will, and the water guys have cleaned up the leaves in the parking lot. Amy told the Board that RWN said the gazebo is nothing that they can do. The board wants to put out an advertisement for bid to get the work done. The first thing that needs to be done is the roof.

Mr. Bucu asked about the blue on Main St. Bruno said the blue lines in the road are just a guide, and the main will go in after the drainage is done. The main will be installed, chlorinated, then the service lines go in. Once this is done our piece is done and the rest will be the road and the sidewalks so we will not need anyone there.

BOOKKEEPER'S BUSINESS

Mr. Digregorio made a motion to renew the Sewer Abatement Agreement between CVFD and Tuckerman Brewing Company, motion seconded by Mr. Bucu. Motion passed 3-0-0.

The Board signed a letter to the Senate Finance Committee and the same letter to Jeb Bradley regarding the sewer State Aid Grant and asking them to restore the \$15.6M into the efficiency budget that the House removed.

There were two sewer usage abatement presented to the Board, one was for 165 Pleasant St. for &100.16. **Mr. Bamsey made a motion to grant the sewer usage abatement for \$100.16, motion was seconded by Mr. Digregorio. Motion passed 3-0-0.**

The next abatement is from the Ranger Station for between the meter pit and the building. 360,000 gallons leaked and the abatement is for \$5,508. **Mr. Bamsey made a motion to grant the sewer usage abatement for the 35 Kancamagus Hwy for \$5,508, motion seconded by Mr. Digregorio.** Mr. Bamsey reminded the Board that Adam told them this was coming. **Motion passed 3-0-0.**

Mr. Digregorio brought up the Butternut Lane property marker and recapped the situation for Mr. Bucu, he remembered that Adam was to reach out to the town to see what they had for maps. Mr. Bamsey stated that he had a talk with someone from HEB, they have two points of reference so it is no problem. It was much more expensive to do it during the winter.

Amy and Bruno presented a sewer abatement to the Board for Black Bear Coop. They have a weir that measures the sewer flow coming out of the park. They were not made aware by the Hynes Group that they had to do daily maintenance on it, so they did not know and the alarm is no longer hooked to Pope Security. There was a major back up due to a clog and the read was more than double what it usually is – over 2 million gallons. This extra did not go to North Conway; due to the back-up transducer read it as high flow. They are still learning how the system works. The issue was rectified, and they will do daily checks and flushing now. Their quarterly average over a year is 973,471 gallons this bill was 2,227,135 gallons this quarter, the difference is 1,253,716 gallons. The abatement would be for \$19,620.00. Bruno assured the Board that this extra did not go to North Conway; it was just a high read, our flows did not increase by this much. Bruno said our flows have been dropping.

Mr. Bamsey made a motion to approve the Black Bear Coop sewer abatement as presented by the Superintendent and Bookkeeper, Mr. Digregorio seconded the motion. Mr. Bucu asked if we are paying North Conway this amount, Bruno assured him that we are not, we are abating this amount to Black Bear; Bruno told Black Bear's Treasurer that this would be a one-time abatement. Mr. Bucu asked if the weir could be changed out, Bruno said it should have gone into a pump station but the Hynes Group wanted to go the cheaper way and Black Bear inherited this. **Motion passed 3-0-0.**

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week ending 4/11/2021

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

b. Ratify A/P Manifest dated 4/14/2021 and sign checks dated 4/16/2021

Mr. Bamsey made a motion to approve items a. and b., motion seconded by Mr. Digregorio.

Discussion:

Vachon Clukay for \$13,000 for our audit

Ti-Sales for \$5,900 – this will be reimbursed by Ed Poliquin; he bought all this inventory for a project
Lowes for \$727 for building materials, the upstairs bathroom and kitchen floors are being redone but Bruno
will have to look at the bill again, some of this was approved by Adam before he left.

Motion passed 3-0-0.

**Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending
4/11/2021, motion seconded by Mr. Digregorio; Motion passed 3-0-0.**

**Mr. Bamsey made the motion to approve the meeting minutes dated 4/8/2021, motion seconded by
Mr. Digregorio; Motion passed 2-0-1 with Mr. Buco abstaining.**

The next commissioner's meeting will be on 4/22/2021

There being no other business to come before the board, the meeting adjourned without objection at 6:15 p.m.

Respectfully Submitted,

Amy Snow, Municipal Bookkeeper