

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS MEETING
Thursday, March 25, 2021, 5:00 p.m.
CONWAY FIRE DEPT. MEETING ROOM with public Via ZOOM**

The meeting was called to order at 5:00 p.m.

Commissioner's present: Steve Bamsey, Michael Digregorio, Tom Buco.
Others present: Chief Solomon, Superintendent Adam LePrevost, Amy Snow.
Absent:
Public:

FIRE CHIEF'S BUSINESS

Chief Solomon did not have anything to report other than they have been busy with calls.

SUPERINTENDENT'S BUSINESS

This is Adams last meeting. He did not have anything to report other than Stacy gave her notice because she accepted a position as the Administrative Assistant for the Town of Freedom. Her last day will be April 6, 2021.

Mr. Buco questioned the sag in the sewer pipe at the Jem Coin Laundry Mat. Adam said the sag would be repaired when the road is opened up during the Main St. Project. There was a brief discussion around the manhole at the laundry mat entrance and how to fix the sag. The board will discuss this situation with Bruno.

BOOKKEEPERS BUSINESS

Amy handed out job descriptions for both the Office Assistant and Water/Sewer Tech. The board reviewed the Water/Sewer Tech first. Amy explained that Bruno helped create the job description for the water/sewer tech. Points discussed:

- Should the water/sewer tech live a certain radius from the district? If so, what?
- Starting rate in pay depends on experience.
- Where to place the help wanted ad. A help wanted sign will be placed on the sign in front of the Admin. Building and the window.

Mr. Digregorio made a motion to accept the Water/Sewer Tech. job description as presented, motion seconded by Mr. Buco; Motion passed 3-0-0.

The Office job description was discussed next. Point discussed:

- The title will be changed from "Receptionist" to "Office Assistant."
- The Office Assistant will take direction from the Superintendent.
- Cross- training with the Bookkeeper is a goal for this position. Proficiency with municipal software.
- Meter reads and flagging were discussed if it should be part of the job description.
- Add to qualifications a valid driver's license is required.
- The format needs to be changed. Remove "time to time" after job duties. Add under the Summary add Will support District operations by performing general office duties, interacting with the public, and working in the bookkeeping system.
- Rate of pay \$16-\$18 depending on experience.

Mr. Digregorio made a motion to accept the Office Position job description as amended, motion seconded by Mr. Buco; Motion passed 3-0-0.

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

It was discussed to put a flyer for help wanted in with the bills the next billing cycle. Both the Office Assistant and Water/Sewer Tech positions will be posted on the website tomorrow.

The proposed A/P changes were discussed next. Mr. Bamsey suggested revisiting the proposed changes to A/P in six months to see how it is working.

Mr. Bamsey made a motion to adopt the addendum to the General District Rules and Regulations Accounts Payable as presented, motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Amy reported there had been no abatements this month, and she will report arrearages next week.

ADMINISTRATIVE BUSINESS

- a. Ratify and sign checks for Payroll Manifest for week ending 3/21/21
- b. Ratify A/P Manifest dated 3/24/21 and sign checks dated 3/26/21
- c. Approval of Fire Chief's timesheet for week ending 3/21/21
- d. Approval of Meeting Minutes dated 3/18/21

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

Discussion:

Town of Conway Trust Fund Distributions for the trust funds approved at Annual Meeting totals \$69,367.00.

Health Trust- April bill for \$27,144.79

Motion Passed 3-0-0.

Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending, 3/21/21 motion seconded by Mr. Digregorio; Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes, 3/18/2021 motion seconded by Mr. Digregorio;

Discussion: Mr. Bamsey questioned the motion to accept Bruno's rate of pay and the timeline discussed.

Motion passed 3-0-0.

The meeting ended with a discussion around purchasing the new truck, anti-balance billing bill, and HB111 has been amended to remove qualified immunity from all municipal employees.

The next commissioner's meeting will be on 4/1/21

There being no other business to come before the board, the meeting adjourned without objection at 5:57 p.m.

Respectfully Submitted,
Stacy Bolduc

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

4/1/21
minutes

CONWAY VILLAGE FIRE DISTRICT
JOB DESCRIPTION
Job Title: Municipal Bookkeeper

Department: District

Reports to: Superintendent

SUMMARY: The Municipal Bookkeeper ensures the efficient and accurate recording of all municipal finances and acts as HR in respect to insurance and retirement benefits.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent

SUPERVISION EXERCISED

Limited supervision of Office Assistant

Essential Duties and Responsibilities may include but are not limited to

- Accurate financial tracking and maintaining internal controls of the fiscal records and financial systems of the District, and cash management including but not limited to entering all General Ledger entries, budgets and maintaining all financial record in accordance with NH RSA's GAAP and GASB.
- Monthly reconciliation, internal and external financial oversight, and reporting requirements to include the General Fund, Enterprise Funds, Special Revenue Funds and other accounts held by the District.
- Collate and create the Annual Report for Annual Meeting.
- Coordinate and assist with the annual budgeting functions.
- Work with and assist the auditors with support and information requests for the annual audit.
- Coordinate of fund input/output with the District Treasurer concerning applicable accounts.
- Manage facets of HR functions including benefit administration.
- Weekly payroll processing and oversight of A/P and A/R.
- Ensuring DRA requirements are met such as MS reporting.
- Prepare various financial reports for the Department Heads and Board of Commissioners.
- Maintain and update financial procedures and policies.
- Attend Commissioners' meetings and others as needed.
- Remain cognizant on statute amendments concerning NHRSA's, GASB, GAAP, etc.
- Membership in various financial and HR associations.
- Work closely with Treasurer regarding reconciling bank accounts.
- Work with all elected officials in any capacity needed or requested.
- Report to other state and federal agencies as requested from each.
- Maintain customer accounts and utility billing software.

- **Oversee maintenance of District website.**
- **Maintain records of projects.**
- **Facilitate and maintain grants.**
- **Any other duties required to keep the District compliant and financially sound**

SKILLS/QUALIFICATIONS

- **Must possess a High School Diploma, some college preferable.**
- **Must be proficient in Microsoft Word and EXCEL and have a mathematical aptitude and be familiar with basic office equipment.**
- **Must possess excellent interpersonal and customer service skills and problem-solving skills.**
- **Be able to multitask and complete tasks with multiple interruptions and distractions.**
- **3 years' experience in business or finance or with municipal software as well as knowledge of New Hampshire municipal government, GAAP, and GASB preferred.**
- **Experience with or knowledge of processing payroll and payroll taxes, double entry bookkeeping on an accrual and modified accrual basis, and human resources experience is preferable.**

Adopted 4/2/2021