

CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS' MEETING
Thursday August 26, 2021, 5:00 p.m.
Admin Building Meeting Room

Meeting was called to order at 5:06 P.M.

Commissioners present: Tom Bucu, Steve Bamsey, absent: Mike Digregorio
Staff present: Superintendent Vallieres, Chief Solomon, and Amy Snow- Municipal Bookkeeper

SUPERINTENDENT'S BUSINESS

The road crew will tentatively be moving over to the Northbound Lane on Monday, putting two lanes in Southbound. Bruno confirmed that the road work will be complete by the second week of November, including the wear-layer. Discussion ensued regarding the curbing and the wear-layer.

At this point the auditor from Vachon Clukay, Tammy Webb, called in to discuss the material adjustments for the audit. (Attached) Mr. Bucu asked Ms. Webb to go down the list of materials adjustments and explain why there had to be adjustments. She said, Books need to be kept with three different types of accounting. Adjustments must be made to ensure that the monies are not accounted for more than once. Discussion ensued.

Discussion resumed regarding the wear-layer, curbing, firehouse road access and construction meetings. The Chief stated that on paving day, (potentially 2 weeks from today) trucks/equipment will be moved to the old treatment plant to get it out of the way. Bruno stated that the sewer line would be cameraed end of November. Bruno stated that, this week they have been focused on the Grindle Building. Coleman backed out of replacing the 6-inch water main and he and his crew have been doing the work. This work was not in the contract, but we will get paid for it.

Mr. Bamsey asked that a previous video of lining the sewer and the results of the I/I report be sent to Tom Holmes.

FIRE CHIEFS' BUSINESS

Very busy. The ambulance has been put out to bid. The Chief recently attended a meeting with the Department of Safety regarding changes being made at the Fire Academy to improve the ability to get and afford classes. Cost of Fire 1 class in New Hampshire is \$960 and \$90 in the state of Vermont. A successful, senate proposed budget increase for the Fire Fund passed and Fire 1 has dropped to \$140.

New costs have been submitted for ambulance details to the athletic department of the school district.

BOOKKEEPER'S BUSINESS

Mountain Top Music has requested use of the park for the fall baby music program.

Mr. Bamsey made the motion to approve the use of the park. Mr. Buco seconded it. Motion passed 2-0-0

Amy presented an abatement update and an arrearage update. (See attached)

ADMINISTRATIVE BUSINESS

Mr. Bamsey made a motion to ratify a., and b., seconded by Mr. Buco

- a. Ratify Payroll Manifest and sign checks for week ending 8/22/21
- b. Ratify A/P Manifest dated 8/25/2021 and sign checks dated 8/27/21

Discussion: Mr. Buco stated for the record, Health Insurance t is \$26,662, and Retirement System is \$17,846. He then asked if we are replacing meters now and have we budgeted for that? Bruno answered that we have a budget of \$10,000. (It's part of the operating budget for water.) **Motion passed 2-0-0**

Mr. Bamsey made a motion to approve the chief's timesheet for week ending 8/22/21, seconded by Mr. Buco. Motion passed 2-0-0.

Mr. Bamsey made a motion to accept the meeting minutes dated 8/12/2021, seconded by Mr. Buco. Motion passed with date correction 2-0-0.

Mr. Bamsey made a motion to accept the meeting minutes dated 8/19/2021, seconded by Mr. Buco. Motion passed with date correction 2-0-0.

The next meeting will be September 2 at 4:30 PM in the Administration Building.

There being no further business to come before the Board, meeting was adjourned without objection at 6:08 P.M.

Respectfully submitted,
Lisa Chisholm, Office Assistant

Abatements

July & August

7/30	\$21.46	Dewey	approved
7/30	\$48.84	Bergerone	approved
8/12	\$11.66	Digiandomenico	overpayment on sale of inventory
8/12	\$6.72	Quint, B	PF abatement
8/16	11.71	Meador	PF abatement
8/23	\$24,494.75	Black Bear	approved
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	\$24,595.14		

ARREAGES UPDATE 8/26/2021

Unpaid invoices \$25,153.90 (86 Accounts)

Accounts with
Credit balances \$45,599.75 (46 Accounts)

Actual Arrearages:
Outstanding minus credits all included (\$20,445.85) credit balance

Credit majority \$14,726.37 *Federal Spice*
\$24,494.75 *Black Bear*
\$4,000 *Marc Ohlson*

***Credit remainder* \$ 2,378.63**

Unpaid balances: \$3,300 – *connection fees*
\$3,177.73 – *Service Orders*
\$4,804.65 – *in lien*

***Total Quarterly O/S* \$13,871.52**

for 8/26/21

DRAFT - FOR DISCUSSION
PURPOSES ONLY

Conway Village Fire District
For the year ended December 31, 2020
Material Audit Adjustments

The following is a listing of the material audit adjustments made for the year ended December 31, 2020:

General Fund:

- To restore the prior year fund balance by \$15,000 in conjunction with reversing the budgetary activity recorded to recognize revenue for the use of fund balance to reduce taxes (\$12,000) and the budgeted transfer to the Capital Reserve Funds (\$27,000).

Emergency Services Fund:

- To restore the prior year fund balance by \$10,000 in conjunction with reversing the budgetary activity recorded to recognize revenue for the use of fund balance to reduce taxes (\$65,000) and the budgeted transfer to the Capital Reserve Funds (\$75,000). "
- To reverse budgeted activity recorded for the withdrawal of \$48,773 from the Capital Reserve Funds.

Water Fund:

- To record depreciation expense of \$289,070.
- To increase the deferred outflows of resources related to OPEB liability in the amount of \$91,004.
- To increase the OPEB liability at year end in the amount \$106,092.

Sewer Fund:

- To reduce the State aid receivable in the amount of \$195,484.
 - To record depreciation expense of \$491,064.
 - To reduce revenue by \$226,055 for the use of previously collected revenue to offset the current year appropriations.
 - To reduce expenses by \$247,722 for the transfer of funds to the Capital Reserve Funds.
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