

CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS' MEETING
Thursday November 18, 2021, 4:00 P.M.
Admin Building Meeting Room

Meeting was called to order at 4:00 P.M.

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

Others present: Tom Holmes from the Town of Conway

Mr. Digregorio made the motion to enter non-public under RSA 91-A:3 II(d). Seconded by Mr. Bucu. Roll call vote, Mr. Digregorio – Yes. Mr. Bucu – Yes, Mr. Bamsey – Yes. Back in public. Commissioners entered non-public session at 4:01 P.M.

The public session of the meeting resumed at 4:30 P.M.

Motion to seal the minutes so not to render the proposed action ineffective made by Mr. Digregorio, seconded by Mr. Bucu. Roll call vote, Mr. Digregorio – Yes. Mr. Bucu – Yes, Mr. Bamsey – Yes.

FIRE CHIEFS' BUSINESS

The Chief started with the Vaccine Mandate. It will apply to contracted ambulance services but not 911 services. Currently none of the mandates apply to us. Discussion ensued.

Car One has been hauled away. The insurance is going to pay us \$54,000.00. However, finding a replacement is proving to be difficult. He is searching Fleet suppliers across the country. Discussion ensued.

We are having supply chain issues, even for routine supplies, costing more time and money to find them elsewhere.

Regarding the ambulance contract, the town offered a counter proposal in the amount of \$850,000.00 over the life of contract. Our proposal was \$1,145,000.00, a difference of \$295,000.00. Discussion ensued.

The Chief presented the Conway Fire 2022 Budget proposal. Discussion ensued.

SUPERINTENDANT'S BUSINESS

The I/I started on Tuesday at Stan Anthony's Garage. The relining has started, and the work will be done during the day. Bruno explained how they fixed the sewer issue at Stan's. Discussion ensued. They are hoping to have this done by Thanksgiving.

Due to Covid the camera crew that is to camera Main Street for inspection will not be able to start until next Monday. This is part of the Main Street Project and separate from the I/I.

We have the new sewer truck back and we're working on getting that in service. Bruno offered his work truck as a temporary replacement to Command One.

From last week's meeting Bruno brought up the question of Mr. Days crossing our driveway at the Prospect Pump Station to the snowmobile trail on the other side. Amy stated that there was no additional liability. Bruno thinks that we should give Mr. Day permission for the 2021/2022 season only.

Mr. Bucu made a motion to grant Mr. Day access to snowmobile trails through the Prospect Pump Station property for this season only. Seconded by Mr. Bamsey. Motion passed 2-1-0. Mr. Bucu opposing.

BOOKKEEPERS BUSINESS

Amy presented two different flyers to promote paperless billing. One stating 1,000 gallons of free water when you sign up, the second charging a \$10.00 yearly mailing fee if the customer does not sign up. The Commissioners agreed to use the free water flyer. No motion was made.

Amy next presented and explained the first draft of the 2022 General Budget.

Bruno interjected that he had reached out to Paul Cail at the High School to see if they could hire kids to do some roofing. Mr. Bamsey asked for someone to reach out to Dwight & Sons for a quote. Amy will call and get quotes on both cedar shakes and metal roofing for the park gazebo roof. Discussion ensued.

Amy stated that she has received the signed contract back from Underwood for the HEB payment. It will be paid next week.

ADMINISTRATIVE BUSINESS

Mr. Bamsey made a motion to ratify a., & b., seconded by Mr. Bucu.

a. Ratify Payroll Manifest and sign checks for week ending 11/14/21

b. Ratify A/P Manifest dated 11/17/2021 and sign checks dated 11/19/21

Discussion: Albany Service Center - \$9,639.00 for leaf springs

Burke Quarry - \$1,226.00 Cold patch
Computer Port – Annual Carbonite
Eastern Analytical- \$2,206.00 Sewer testing
Motion passed 3-0-0

Mr. Bamsey made a motion to approve the chief's timesheet for week ending 11/14/21, seconded by Mr. Buco. Motion passed 3-0-0.

Mr. Bamsey made a motion to approve the meeting minutes dated 11/12/21. Seconded by Mr. Buco. Motion passed 3-0-0.

The next meeting will be Thursday, December 2, 2021, at 5:00 P.M. There will be no meeting the week of Thanksgiving.

There being no further business to come before the Board, meeting was adjourned without objection at 6:33 P.M.

Respectfully submitted,
Lisa Chisholm, Office Assistant

General Fund DRAFT 1 (11/18/2021)

2020 Expenditures and 2021 Budget

EXPENDITURES

Administrative	2021 Budgeted	2021 Expended	2022 Requested
Audit and Accounting	\$ 5,400	\$ 4,810	\$ 5,500
Legal/Professional	\$ 10,000	\$ -	\$ 10,000
Property/ Liability Ins.	\$ 242	\$ 77	\$ 262
Workers Compensation	\$ 15	\$ 9	\$ 12
Annual Meeting	\$ 250	\$ 324	\$ 325
Travel Expense	\$ 1	\$ -	\$ 1
Miscellaneous	\$ 1	\$ -	\$ 1
Office Expense	\$ 8,000	\$ 6,688	\$ 7,500
Building Maintenance (new)	\$ 2,800	\$ 2,750	\$ -
General/Admin Total	\$ 26,709	\$ 14,658	\$ 23,601

Elected Officials

Payroll	\$ 7,650	\$ 7,650	\$ 7,650
FICA	\$ 474	\$ 474	\$ 474
Medicare	\$ 111	\$ 111	\$ 111
Elected Officials Total	\$ 8,235	\$ 8,235	\$ 8,235

Pequawket Park

Maintenance	\$ 11,500	\$ 8,898	\$ 11,500
Electricity	\$ 450	\$ 365	\$ 400
Pequawket Park Total	\$ 11,950	\$ 9,263	\$ 11,900

Total General Fund Expenditures	\$ 46,894	\$ 32,157	\$ 43,736
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Highlighted = Projection

Dwight
Metal +
Shakes

General Fund- DRAFT 1 (11/18/2021)

REVENUES

	2021 Anticipated	2021 Actual	2022 Anticipated
Miscellaneous	\$ 4	\$ 4	\$ 4
Interest	\$ 2,400	\$ 1,147	\$ 1,200
Total Revenues	\$ 2,404	\$ 1,151	\$ 1,204

Operating Expenses (Art. 2)	\$ 43,736
Building Maint Trust Fund (Art.)	\$ 25,000
Park Maint Trust Fund (Art.)	\$ 2,000
Sub Total	\$ 70,736
Fund Balance Off-set	\$ 15,000
Projected Revenue	\$ 1,204
To be raised by taxes	\$ 54,532

2022 estimated tax \$0.23 per \$1,000 (down .01)

2021 valuation (this is 2020's - 2021 not set yet)
\$239,472,500

Fund Balance to be left (15% of \$73,894)

\$11,084

Unassigned Fund Balance available

71,606

2022 Budget Narrative
Conway Fire

11/18/2021

Attwies

Line Item	2021 Budget	2021 EOY Expected	2022 Request	Discussion
Salaries- Full Time	\$ 357,000.00	\$ 350,000.00	\$ 405,000.00	5.9% COLA. Some money in there for merit increases and training Asst Chief for 1/2 year
Salaries- Part Time	\$ 125,000.00	\$ 110,000.00	\$ 138,000.00	5.9% COLA. Weekend Stipends. Per-Diem Bonuses.
Overtime	\$ 40,000.00	\$ 50,000.00	\$ 55,000.00	
Health Insurance	\$ 156,000.00	\$ 141,930.00	\$ 166,000.00	Net Decrease + Asst Chief for 1/2 year
FICA	\$ 7,750.00	\$ 7,750.00	\$ 8,600.00	Mathmatical function of salaries-part time.
Medicare	\$ 7,500.00	\$ 7,500.00	\$ 8,700.00	Mathmatical function of payroll.
NH Retirement	\$ 123,000.00	\$ 122,000.00	\$ 152,750.00	Mathmatical function of full time payroll.
Workers Comp	\$ 32,556.00	\$ 19,697.00	\$ 35,147.00	Received refund in 2021. Actual bill for 2022
Audit and Accounting	\$ 5,200.00	\$ 5,350.00	\$ 5,200.00	
Legal/ Professional	\$ 1,000.00	\$ -	\$ 1,000.00	
Medical Expenses	\$ 2,000.00	\$ 633.00	\$ 2,000.00	Need this to send people to class
Ambulance Billing	\$ 20,000.00	\$ 18,400.00	\$ 18,750.00	
Telephone	\$ 3,250.00	\$ 3,250.00	\$ 7,900.00	Price including new phone system
Electricity	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	Everything is going up

30/0

Ambulance Contract Update

A	B	C	D	E	F	G
Year	Our Request	Counter Proposal	Difference	Current Contract	Increase	Percentage
1	2022 \$ 225,000.00	\$ 155,000.00	\$ 70,000.00	\$ 128,663.00	\$ 26,337.00	20%
2	2023 \$ 225,000.00	\$ 165,000.00	\$ 60,000.00			
3	2024 \$ 230,000.00	\$ 175,000.00	\$ 55,000.00			
4	2025 \$ 230,000.00	\$ 177,500.00	\$ 52,500.00			
5	2026 \$ 235,000.00	\$ 177,500.00	\$ 57,500.00			
6						
7 Total	\$ 1,145,000.00	\$ 850,000.00	\$ 295,000.00	\$ 608,400.00	\$ 241,600.00	39%

997,500
 995,000

2022 Budget Narrative
Conway Fire

11/18/2021

Line Item	2021 Budget	2021 EOY Est.	2022 Request	Discussion
Heat	\$ 5,000.00	\$ 6,000.00	\$ 10,000.00	Price of Propane is up 90%
Building Maintenance	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	Prices up. Includes repairing mens room and starting to paint second floor
Property/ Liability	\$ 22,000.00	\$ 16,034.00	\$ 22,882.00	Received refund in 2021. Actual bill for 2022
Training	\$ 8,500.00	\$ -	\$ 4,000.00	Classes hard to get. Hoping for some in 2022
Office Expense	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	Server and Cyber Security Needs. NFIRS reporting software
Equipment Maint	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	Costs rising
Radio Maint	\$ 4,000.00	\$ 1,200.00	\$ 2,000.00	Mostly portable batteries
Fire/Rescue Supply	\$ 500.00	\$ 500.00	\$ 750.00	Foam needed
Medical Supplies	\$ 20,000.00	\$ 25,000.00	\$ 28,000.00	Price Increases
Vehicle Fuel	\$ 9,000.00	\$ 7,500.00	\$ 11,750.00	Did the math based on projected fuel prices. Its ugly.
Vehicle Maint	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	Costs increased. Hard to get repairs done
Uniforms	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	
Equipment Purchase	\$ 20,000.00	\$ 26,000.00	\$ 32,320.00	See detail
Quint L/P	\$ 112,000.00	\$ 112,009.00	\$ 112,009.00	Final payment
Total	\$ 1,133,256.00	\$ 1,092,753.00	\$ 1,307,758.00	

2022 Budget Narrative
Conway Fire

11/18/2021

Revenue Line Item	2021 Projected	2021 Revised Est.	2022 Projected	Discussion
Albany Contract	\$ 132,000.00	\$ 132,000.00	\$ 137,000.00	
Grafton/Waterville	\$ 1,000.00	\$ 1,000.00	\$ 500.00	Only one call
Amb Billing	\$ 275,000.00	\$ 245,000.00	\$ 250,000.00	
Amb Collections	\$ 2,000.00	\$ 700.00	\$ 1,500.00	
Amb Details	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Conway Amb	\$ 127,663.00	\$ 127,663.00	\$ 192,888.00	Subject to change. Based on approval of proposed Conway Ambulance Agreement
Hales Location	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	
Fire Prevention	\$ 500.00	\$ 400.00	\$ 500.00	
Miscellaneous	\$ 250.00	\$ 46.00	\$ 1.00	
Non-Precinct Fire	\$ 194,468.00	\$ 194,468.00	\$ 215,032.00	
Sale of Property	\$ 1.00	\$ 14,477.00	\$ 1.00	
Totals	\$ 770,382.00	\$ 753,254.00	\$ 834,922.00	

Net Impact	\$ 362,874.00	\$ 472,836.00
Assessed Value	\$ 255,433,244.00	\$ 255,433,244.00
Projected Tax Impact	\$ 1.42	\$ 1.85

Don't know assessed value yet for 2021

2022 Budget Narrative
 Conway Fire

11/18/2021

Cost to Hire an Assistant Chief

	Cost for whole Year	Hire July 1	
Salary	\$ 60,000.00	\$ 30,000.00	
NHRS	\$ 19,794.00	\$ 9,897.00	
Medicare	\$ 870.00	\$ 435.00	
Insurance	\$ 31,430.00	\$ 15,715.00	
Uniforms	\$ 1,000.00	\$ 1,000.00	
T/O gear	\$ 3,400.00	\$ 3,400.00	
Wildland PPE	\$ 300.00	\$ 300.00	
SWR PPE	\$ 1,200.00	\$ 1,200.00	
Total	\$ 117,994.00	\$ 61,947.00	

2022 Budget Narrative
 Conway Fire

1/18/2021

2022 Equipment Line

Qty	Item	Price	Extension
4	Turn Out Coats	\$ 1,600.00	\$ 6,400.00
4	Turn Out Pants	\$ 1,100.00	\$ 4,400.00
2	SWR Dry Suits	\$ 1,000.00	\$ 2,000.00
4	SWR Gloves	\$ 50.00	\$ 200.00
4	SWR Boots	\$ 80.00	\$ 320.00
1	Vent Fan	\$ 5,000.00	\$ 5,000.00
1	Gas Meter	\$ 2,000.00	\$ 2,000.00
1	Mobile Radios	\$ 4,000.00	\$ 4,000.00
2	Portable Radios	\$ 2,500.00	\$ 5,000.00
1	Miscellaneous Small E	\$ 3,000.00	\$ 3,000.00
	Total		\$ 32,320.00

Sign-up and save!

Sign-up for Paperless Billing by February 11, 2022 and receive 1,000 gallons of **free** water on your Quarter 1, 2022 bill.

Conway Village Fire District is encouraging everyone to sign-up for paperless billing

It is easy and convenient

and

saves the District money which saves you money.

Go to www.cvillagefd.com and click on WATER in the main menu



Scroll down to the green utility billing button and click on it.

Click on “Log In” and register as new user, then follow the directions to sign-up for paperless billing – call the office if you need assistance with this.

You will receive an e-mail notification when your bill is ready to view/print:
Click on any blue magnifying glass next to an invoice and choose VIEW INVOICE.

The office staff is available to help you with this process Monday through Friday 7:30am-3:30 pm

**You do not have to pay your bill on-line; you can still pay by check or cash.
Never send cash in the mail.*

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and

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Sign up by February 11, 2021.

Due to increasing costs for sending paper bills, the District will be charging \$10.00 per year, per account to mail your bill. This will be charged at a rate of \$2.50 per quarter and will appear on your bill as “mailing fee”

Go to www.cvillagefd.com and click on WATER in the main menu



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