

CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, September 29, 2022, 5:00 P.M.
Admin. Building

Meeting was called to order at 5:00 P.M.

Commissioners present: Steve Bamsey, Mike Digregorio and Tom Buco.

Staff present: Superintendent Bruno Vallieres, Chief Solomon, and Bookkeeper Amy Snow.

FIRE CHIEF'S BUSINESS

The Chief presented a draft Memorandum of Understanding for review and revision to present to the Board of Selectmen. Discussion ensued.

The Chief next presented the ONE-Year Non-Precinct Fire/Rescue Contract for approval. Discussion ensued. **Mr. Digregorio made the motion to enter the non-precinct area Fire/Recue protection agreement between the Town of Conway and CVFD, this is a ONE-year agreement. Seconded by Mr. Buco. Motion passed 3-0-0.**

The Chief also presented the costs to Albany for the Fire/Rescue Contract for the next four years, to be sent to the Albany Selectman.

The Chief stated that the hydrant testing is complete for the year, and it went faster with the help of the CVFD guys.

SUPERINTENDANT'S BUSINESS

Bruno stated that they had worked one day at the park this week, pruning in preparation for the new road behind the park.

Bruno added that the rest of this week the CVFD crew helped the Fire Department with the hydrant testing.

Bruno stated that the 2008, 2500 truck with a plow is now out front and open for bids.

BOOKKEEPER'S BUSINESS

Amy began with an email that she received from Dwight & Sons, curious if we will be using them to work on the gazebo roof. It's decided that the project is on hold for now.

Amy then presented the arrearages for the last quarter. (See attached.)

She next asked for a motion to release a lien that has been paid in full. **Mr. Bamsey made the motion to release the lien at 101 Fairview Avenue, Town of Conway. Seconded by Mr. Bucu. Motion passed 3-0-0.**

Amy then presented a new request for release of funds to replace the previously requested release of funds on August 8th, 2022. **Mr. Bamsey made the motion requesting \$17,519.00 be released from the CVFD Force Main Asset Replacement Trust Fund number 7036. In addition, we are rescinding previous motion made on August 8th, 2022. Seconded by Mr. Bucu. Motion passed 3-0-0.**

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 9/25/22
- b. Ratify A/P Manifest dated 9/28/22 and sign checks dated 9/30/22

Discussion: Albany Service Center - \$1,055.01, inspections and service

Alert-all - \$1,316.00, annual expense for Fire Prevention Week

Healthtrust - \$24,169.00

NH Retirement - \$26,583.85

Discussion ensued. **Motion passed 3-0-0.**

Mr. Bamsey made a motion to approve the minutes for week 9/22/2022.

seconded by Mr. Bucu. Discussion: an amendment was made to the minutes. Mr. Bucu's name is to be removed from the motion due to his absence at that meeting and the approval was changed to 2-0-0. **Motion approved as amended 2-0-1 with Mr. Bucu abstaining.**

The next Commissioners meeting will be October 6th, 2022, at 5 P.M. at the Administrative Building.

There being no further business to come before the Board, meeting was adjourned without objection at 6:20 P.M.

Respectfully submitted,
Lisa Chisholm, Office Assistant

September 28, 2022

Board of Selectmen
Town of Albany
1972-A NH Route 16
Albany, NH 03818

Contract amounts for Albany Fire/ Rescue contract.

I have been working hard on the Albany contract renewal. I have reviewed past contracts, looked at other Towns and what they are paying, reviewed the agreements between Conway Village and the Town of Conway, and looked at our budget and where it is headed.

The cost to provide these services continues to rise. Less availability of call and per-diem staff means hiring more full time staff. Inflation has driven the cost of everything up. The increased cost of Fire Trucks and Ambulances has far outpaced inflation.

I therefore propose that we enter into a four-year contract starting January 1, 2023 and ending December 31, 2026 with the following annual amounts:

2023:	\$170,000.00
2024:	\$197,000.00
2025:	\$223,000.00
2026:	\$250,000.00

The numbers are intended to do two things: bring Albany's tax contribution closer to what Conway Village Tax Payers pay for the service, and ease the transition to a valuation based formula should Conway Village dissolve and the Town of Conway take over.

Let me know how you'd like to proceed.

I am available to come to a Selectmen's meeting any time.

Stephen Solomon, Chief
Conway Fire Department

ARREAGES UPDATE 9/29/2022

Unpaid invoices (44 accounts)	\$10,761.65
In Lien	
Credit balances (99 accounts)	(\$30,809.29)
Federal Spice accounts for	(\$10,843.56)
All other arrears	(\$9,204.08)
Total arrears	(\$20,047.64)

\$4,926.59

Memorandum of Understanding between The Conway Village Fire District and the Town of Conway regarding continuation of services should Conway Village Dissolve.

WHEREAS, The Conway Village Fire District provides critical and necessary services to the residents and guests of the Town of Conway, and

WHEREAS, The Conway Village Fire District is considering dissolution, and

WHEREAS, The Town of Conway recognizes the need to continue the services currently provided by the Conway Village Fire District, and

WHEREAS, both parties wish a smooth transition of all services should dissolution occur.

NOW THEREFORE, the parties agree to this Memorandum of Understanding as a framework by which these services shall continue.

1. RSA 52:21: The dissolution of a Village District is governed by NH RSA 52:21
 - a. All assets will transfer to the Town of Conway on a specified date
 - b. Trust Funds are already held by the Town and are required to remain for the specified purpose. Any fund that no longer has a legitimate purpose or is a duplicate of a trust fund belonging to the Town will require action by the legislative body to repurpose and/ or close.
 - c. Debt Service:
 - i. CVFD has both water and sewer debt.
 - ii. Water debt is funded by and paid from water user fees.
 - iii. Sewer Debt is funded by and paid from a sewer betterment fee and a sewer debt trust fund.
 - iv. Debt is owned by the current property owners of CVFD and by statute remains there. Continuing to fund and pay these debts in the manner prescribed above is the simplest way of managing the debt moving forward.
2. CVFD Personnel: The Town acknowledges that CVFD has skilled and licensed personnel performing these services and will absorb these personnel as employees of the Town as follows.
 - a. Water/ Sewer Superintendent: Shall be the Town's department head for water and sewer functions reporting to the Public Works Director.
 - b. Water/ Sewer Operators: Shall be the Town's water/ sewer operators and report to the Water/ Sewer Superintendent.

- c. Water/ Sewer Office Staff: Shall be retained by the Town in similar positions to that which they hold working for CVFD, but may not be the same position or under the water/ sewer department.
 - d. Fire Chief: Shall be the Town's Fire Chief and report to the Town Manager.
 - e. Career Fire Employees: Shall be retained by the Town as Career Fire Employees reporting to those supervisors they do now under the CVFD.
 - f. Call Fire Personnel: Shall remain call fire personnel under the Town's Fire Department reporting to those supervisors they do now under the CVFD.
 - g. All Personnel moving over to the Town will be integrated into the Town's pay scales and benefits package commensurate with their years of service and licensures.
 - h. It is understood that some employees may become union employees while others may not.
 - i. Nothing in this section prevents the Town from releasing employees for disciplinary or budgetary reasons in the future.
3. Water/ Sewer Department: The Water/ Sewer Department shall become a part of the public works department parallel to other public works departments such as highway or solid waste.
 - a. Water/ Sewer employees have specific licenses and skills, have daily work to do, and will not be expected to fill shortages in other departments.
 - b. While there is an expected cost savings and improved efficiency in the sharing of equipment within the public works department, it is understood that there is specific water equipment and tools that can only be used for water work.
 - c. Sewer tools and equipment can only be used on sewer and cannot be comingled with water tools and equipment.
 - d. Should any facilities or equipment now owned by the water/ sewer department become more generally used by public works or the Town, the related expenses would be shared with the other department(s) using the equipment. This is similar to how the service department is paid for.
4. Pequawket Pond Park: The Pequawket Pond Park would become part of the Town parks and recreation department and be managed and maintained by that department.
5. The Fire Department:
 - a. The Fire Department would continue to operate from its current location at 97 Main St.
 - b. The cost of the Fire Department would be equalized on the tax base of the area it provides protection to.

- c. Any services provided by the Fire Department outside that coverage area will be prorated and shared amongst those receiving that service.
- d. Albany contract: The Albany contract would transfer from CVFD to the Town. The Town would provide services and charge Albany as per the contract until its expiration. This would give the Town the time to understand the contract and negotiate a new one.
- e. Ambulance Service: Ambulance service in Town would continue until the expiration of the existing ambulance contract. During that time, the fire department, selectmen, and citizens would discuss and recommend a course of action for the future of EMS across the whole Town.
- f. Other Fire Districts: The other fire districts in Town will be welcome to join the Town fire department. However, they may remain separate as long as they wish. The Town fire department will be available to assist in their areas with things such as inspections, plans review, and fire permits should those independent departments wish assistance with those services.