

CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS' MEETING
Tuesday, July 13, 2023, 5:00 P.M.
Admin. Building Meeting Room

The meeting was called to order at 5:00 P.M.

Commissioners present: Etienne Vallee and Steve Bamsey, Mike DiGregorio.
Staff present: Superintendent Bruno Vallieres, Bookkeeper Amy Snow, Chief Solomon

Administrative Business

Mr. Vallee made the motion to ratify a., through f. Seconded by Mr. Digregorio.

- a. Ratify Weekly Payroll Manifest signed out of session for W/E 7/2/23.
- b. Ratify Monthly Payroll Manifest signed out of session for M/E 6/30/23.
- c. Ratify Quarterly Payroll Manifest signed out of session for Q/E 6/30/23.
- d. Ratify A/P Manifest signed out of session dated 7/5/23.
- e. Ratify Weekly Payroll Manifest and sign checks for week ending 7/9/23.
- f. Ratify A/P Manifest dated 7/12/23 and sign checks dated 7/14/23.

Discussion: Mr. Vallee asked what the difference was between all the payrolls – weekly is the full-time staff, Monthly is the On-Call fire fighters and Mr. Digregorio, Quarterly is strictly Elected Officials – Mr. Bamsey and Mrs. Hilderbrand and at the end of the year you will see all these and a yearly for the rest of the elected officials: Doug, Amy, and Etienne. A/P – Riley's Certification is the "A" class he is taking.

\$4,000 for MB Tractor – new ride on lawn mower. Mr. Digregorio believed we could have budgeted for a zero-turn mower, Bruno stated that this was sufficient and had no interest in a zero turn mower.

Motion passed 3-0-0.

Mr. Bamsey made a motion to approve the meeting minutes dated 6/29/2023. Seconded by Vallee. Motion passed 2-0-1. Mr. Digregorio abstained due to not attending the meeting.

Superintendent's Business

The last two weeks were dedicated to tearing down pump stations and having them rebuilt and working on 115 West Main St. (52 Hobbs St.). This was an 8" main with a 6" connection. Discussion ensued around the process of the connection.

Sewer Usage Abatement for Tuckerman's. They have a new bathroom by the new parking lot and the spigot was used to water the new lawn. The bathrooms are not open, and the only usage was the watering. **Mr. Bamsey made a motion to abate \$429.35 of sewer usage for 66 Hobbs St. Motion was seconded by Mr. Vallee. Motion passed 3-0-0.**

Fire Chief's Business

For the last two weeks the department has been doing water rescues – 11 people and 2 dogs. The rivers are high and fast, and people are not staying out of the water. Peter Gagne – Saco Canoe Rental – will not rent if the water level is at a certain level for canoe rentals and a lower level for tube rentals. These rescues were private citizens entering the river on their own (not renting). Discussion ensued about the dangers of the current levels of the Saco.

The Chief presented an update on his budget, see attached. He feels the two new staff members have helped out enormously, keeping the schedule filled and the culture at the station is happy and working well.

Bookkeeper's Business

Amy presented the abatements for June, see attached. She stated that the papers have been filed with the court and we are just waiting for the “receipt of filing” from Attorney Dennis. She then presented a sewer abatement for 190 Hillside Ave due to a broken hose, discussion ensued. **Mr. Digregorio made a motion to abatement \$391.50 for 190 Hillside, motion seconded by Mr. Vallee. Motion passed 3-0-0.**

A second abatement was presented for \$5.48 for 271 West Main St. Discussion ensued. **Motion made by Mr. Digregorio to abate \$5.48 for 271 West Main St., motion seconded by Mr. Vallee, motion failed 0-3-0.**

Amy updated the board on the Congressional District grant. She and Bruno will be working on registering for ASAP, the portal to request funds, this has also been a hassle and we have been waiting for guidance since the beginning of June which we now have.

Mr. Bamsey will not be attending on August 3rd.

The chief will be meeting with the New Hampshire Insurance Commissioner at the end of the month to discuss ambulance payments and the lack of some commercial insurance company's willingness to pay both private and municipal ambulance bills.

The next meeting will be July 20, 2023 at 5:00 p.m.

There being no further business to come before the Board, the meeting was adjourned without objection at 5:46 p.m.

Respectfully submitted,
Amy Snow, Clerk/Municipal Bookkeeper

7/13/23
minutes

2023 Budget Status June 30

	2023 Budgeted	Expended YTD	Remaining	% Remaining
1 Salaries-Full Time	\$ 519,621.00	\$ 210,588.34	\$ 309,032.66	59%
2 Salaries- Part Time	\$ 138,000.00	\$ 62,858.94	\$ 75,141.06	54%
3 Overtime	\$ 60,000.00	\$ 17,816.80	\$ 42,183.20	70%
4 Health/Dental/Life/Disability	\$ 227,000.00	\$ 75,196.11	\$ 151,803.89	67%
5 FICA	\$ 8,600.00	\$ 3,897.26	\$ 4,702.74	55%
6 Medicare	\$ 10,400.00	\$ 4,089.81	\$ 6,310.19	61%
7 NH Retirement	\$ 183,566.00	\$ 79,050.14	\$ 104,515.86	57%
8 Workers Comp/ Unemployment	\$ 32,900.00	\$ 32,854.28	\$ 45.72	0%
9 Audit and Accounting	\$ 5,460.00	\$ 4,767.92	\$ 692.08	13%
10 Legal/ Professional Fees	\$ 1,000.00	\$ -	\$ 1,000.00	100%
11 Medical Expenses	\$ 2,000.00	\$ 1,246.02	\$ 753.98	38%
12 Ambulance Billing	\$ 19,500.00	\$ 9,675.16	\$ 9,824.84	50%
13 Telephone	\$ 5,200.00	\$ 2,252.90	\$ 2,947.10	57%
14 Electricity	\$ 15,000.00	\$ 6,525.11	\$ 8,474.89	56%
15 Heat	\$ 10,000.00	\$ 3,482.98	\$ 6,517.02	65%
16 Building Maintenance	\$ 12,000.00	\$ 4,012.63	\$ 7,987.37	67%
17 Property/ Liability Insurance	\$ 26,424.00	\$ 26,424.00	\$ -	0%
18 Training	\$ 15,000.00	\$ 5,270.00	\$ 9,730.00	65%
19 Office Expenses	\$ 25,000.00	\$ 6,935.53	\$ 18,064.47	72%
20 Equipment Maintenance	\$ 14,000.00	\$ 8,835.68	\$ 5,164.32	37%
21 Radio Maintenance	\$ 2,000.00	\$ 722.25	\$ 1,277.75	64%
22 Fire/ Rescue Supplies	\$ 750.00	\$ 344.99	\$ 405.01	54%
23 Medical Supplies	\$ 28,000.00	\$ 11,214.71	\$ 16,785.29	60%
24 Vehicle Fuel	\$ 15,000.00	\$ 6,329.42	\$ 8,670.58	58%
25 Vehicle Maintenance	\$ 17,500.00	\$ 8,945.82	\$ 8,554.18	49%
26 Uniforms	\$ 5,000.00	\$ 4,738.05	\$ 261.95	5%
27 Equipment Purchase	\$ 30,100.00	\$ 241.62	\$ 29,858.38	99%
28 Total Operating Budget	\$ 1,429,021.00	\$ 598,316.47	\$ 830,704.53	58%

	2023 Estimate	Received YTD	Remaining	% Remaining
30				
31 Albany Contract	\$ 170,000.00	\$ 40,000.00	\$ 130,000.00	76%
32 Grafton/ Waterville Agreement	\$ 1,500.00	\$ 1,500.00	\$ -	0%
33 Ambulance Billing	\$ 260,000.00	\$ 153,603.97	\$ 106,396.03	41%
34 Ambulance Collections	\$ 2,000.00	\$ 3,278.23	\$ (1,278.23)	-64%
35 Ambulance Details	\$ 2,500.00	\$ 1,425.00	\$ 1,075.00	43%
36 Conway Amb Agreement	\$ 185,000.00	\$ 92,500.00	\$ 92,500.00	50%
37 Hales Location	\$ 38,000.00	\$ 19,000.00	\$ 19,000.00	50%
38 Fire Prevention Fees	\$ 500.00	\$ 225.00	\$ 275.00	55%
39 Miscellaneous	\$ 1.00	\$ 45.00	\$ (44.00)	-4400%
40 Non-Precinct Fire	\$ 214,435.00	\$ 82,477.00	\$ 131,958.00	62%
41 Sale of District Property	\$ 1.00	\$ -	\$ 1.00	100%
42				
43 Total Revenue	\$ 873,937.00	\$ 394,054.20	\$ 479,882.80	55%

June

2023

Abatements

\$0.75	PF abatement	25 A St.
\$39.63	Bulk water - 2140 gallons	267 WMS
\$9.03	PF abatement	112 Kanc
\$53.23	Bulk water 2870 gallons	242 Eaton Rd

\$102.64