

CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS' MEETING
Tuesday, September 14, 2023, 5:00 P.M.
Admin. Building Meeting Room

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

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

Negotiations with Underwood Engineers

The meeting opened with discussion about the research that both the chief and Amy did regarding a fair profit margin for engineering services. All research indicated that the average markup is between 30% and 50%.

Dave Mercier of Underwood Engineers joined the meeting via phone at 5:02. Mr. Bamsey asked a few questions about the time frame and Underwoods hours, Mr. Mercier explained that they had to come up with some assumptions to come up with a price, if the hours are less, then their price will be less and if there are hours required the price will be more. The question was asked what Underwood's profit margin is and Mr. Mercier responded that it is 15%. Discussion ensued about the project before the call ended. Mr. Mercier said he could provide the profit calculations if needed. The call ended at 5:17.

After a quick discussion, the board felt that the profit margin of 15% was fair and reasonable.

Mr. Digregorio made a motion to enter into an agreement with Underwood Engineers for engineering services for the I&I construction project pending EPA contact approval. Motion was seconded by Mr. Vallee. Motion carried 3-0-0. Amy will send the contract to the appropriate people.

Administrative Business

Mr. Bamsey made the motion to ratify a., and b. Seconded by Mr. Vallee.

- a. Ratify Weekly Payroll Manifest and sign checks for week ending 9/10/23.
- b. Ratify A/P Manifest dated 9/13/23 and sign checks dated 9/15/23.

Discussion:

EJP, Water side, This was for six hydrant knuckles.

Paging & Wireless, This was for Pager repair.

Motion passed 3-0-0.

Mr. Bamsey made a motion to approve the minutes dated September 7, 2023, with two typographical corrections, seconded by Mr. Digregorio. Motion passed 3-0-0.

Superintendent's Business

Bruno began by answering a question from last week, we pay about \$87.00 per foot to reline pipe, whether 8 inch or 10 inch. Twelve or fifteen inch you could pay probably \$100.00 a foot. That's ballpark from 2021.

Bruno stated that the water and sewer applications have been changed for the better. There will still be a water application, and sewer application and these have been modified to be easier for both the customer and us to understand. Discussion ensued.

Mr. Digregorio made a motion to approve the new water and sewer applications as written. Seconded by Mr. Vallee. Motion passed 3-0-0.

Fire Chief's Business

The Chief stated that they have been out flushing hydrants this week. He added that there's lots of calls.

The Chief asked if the Commissioners had looked at the wage survey. He presented suggestions and what they cost as related to the wage survey. These are suggestions as we start building next year's budget. (See attached.) Discussion ensued around the current needs of the Fire Station.

Bookkeeper's Business

Amy presented an update of the 2023 Commissioners budget. You're in good shape. We do still have legal costs.

Amy then informed the Commissioners of an email she received from the Conway Daily Sun (CDS) stating that on September 30th the CDS will publish a Fun and Interesting Feature Highlighting the First 100 Years of Kennett High School. She asked if the CVFD wanted to contribute to that cause. The commissioners agreed that we would place an ad.

Mr. Bamsey mentioned that there is a low limb on a large maple tree in the park. Could you look at that and trim it. The Chief said that they could do that, and he added that he would be off tomorrow, Tuesday, Wednesday, and Thursday of next week to use up some time.

The next meeting will be September 28, 2023, at 5:00 P.M.

There being no further business to come before the Board, the meeting was adjourned without objection at 6:05 P. M.

Respectfully submitted,
Lisa Chisholm
Office Assistant

2024 Fire Department Payroll Budget Proposals

I.	Increase Entire GS Pay Scale by \$2.00 an hour.	
	A. Impact to Full Time Payroll Line	\$35,616
	B. Impact to Retirement Line	\$16,879
	C. Impact to Medicare Line	\$516
	D. Increase to Part Time	\$8,200
	E. Increase to FICA	\$508
II.	Increase Assistant Chief's Rate by \$4.00 an hour	
	A. Increase to Full Time Payroll Line	\$8,320
	B. Increase to Retirement Line	\$2,525
	C. Increase to Medicare Line	\$121
III.	Increase Fire Chief's Salary by 5%	
	A. Increase to Full Time Payroll Line	\$4,528
	B. Increase to Retirement Line	\$1,375
	C. Increase to Medicare Line	\$66
IV.	Total Increases in this proposal	
	A. Full Time Payroll	\$48,464
	B. Part Time Payroll	\$8,200
	C. Retirement	\$20,779
	D. Medicare	\$703
	E. FICA	\$508
	F. Grand Total	\$78,654