CONWAY VILLAGE FIRE DISTRICT

BOARD OF COMMISSIONERS’ MEETING

Thursday, November 16, 2023, 5:00 P.M.

Admin. Building Meeting Room

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

Commissioners present: Steve Bamsey and Mike DiGregorio. Etienne Vallee just after 5pm.

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

**Administrative Business**

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

* 1. Ratify Weekly Payroll Manifest and sign checks for week ending 11/12/23.
	2. Ratify A/P Manifest dated 11/15/23 and sign checks dated 11/17/23.

**Discussion:** Registry of Liens, - this if for 57 Pleasant Street

Witmer, - this is for Structural Fire Boots.

**Motion passed 2-0-0.**

**Mr. Bamsey made a motion to approve the minutes dated November 8, 2023, seconded by Mr. Digregorio. Motion passed 2-0-0.**

Discussion ensued around a sewage abatement for 70 Old Farm Road. After further deliberation, the board’s previous decision stands. An additional letter will be sent to the owner.

**Superintendent’s Business**

Bruno started with the current draft of the 2024 water budget. The increase is about $26,000 from last year. Discussion ensued. Bruno will provide replacement meter pricing to the commissioners.

He next presented the current draft of the 2024 sewer budget. The sewer budget is up 14% and the rates will be going up $2.64. discussion ensued.

Mr. Bamsey mentioned that he had received a letter from the state regarding a sanitary survey. Bruno said that we passed with flying colors and Mr. Bamsey offered a summery paragraph from the letter. ***The CVFD has operated in a professional manner and the operators are knowledgeable of the system and its components. Water quality results indicate the water system meets current water quality standards*.** Job well done guys.

**Fire Chief’s Business**

The Chief presented his official resignation, effective January 13th, 2024. He recommended Assistant Phil Remmington as his replacement. He feels he will be a good fit. Discussion ensued.

**Mr. Vallee made a motion to accept the Chiefs resignation with regret. Mr. Bamsey seconded the motion. Motion passed 3-0-0.**

**Mr. Bamsey made a motion to promote Assistant Chief Remmington to Chief, effective January 13th, 2024. Mr. Vallee seconded the motion. Motion passed 3-0-0.**

**Bookkeeper’s Business**

Amy first presented a couple of penalty fee abatements. One is for RWN for $30.26. **Mr. Vallee made the motion to abate the late fee for RWN in the amount of $30.26. Seconded by Mr. Digregorio. Motion passed 3-0-0.**

The second penalty abatement request is for Pine Hill Trailer Park. They also meet the criteria. The abatement is $175.98. **Mr. Vallee made the motion to abate the late fee penalties for Pine Hill Trailer Part in the amount of $175.98. Seconded by Mr. Bamsey. Motion passed 3-0-0.**

Amy then asked the Commissioners if they wished to continue their membership of NHMA for next year. The membership will continue for the next year.

She then presented the contract for Pequawket Park. It has gone up substantially. It was decided that we should ask the town if they would be interested in taking over the park’s upkeep.

Amy next presented another abatement request. This is an abatement request that we are asking for. It is for $120.00 for 720 Pequawket Drive. The woman is out of state and Pope handles the security. We’ve had to enter the house a couple of times because we had a mystery going on with water usage. The last time Pope disarmed the house they charged her $120.00. We feel that we should reimburse that charge. **Mr. Vallee made a motion that upon receiving an invoice we will credit the $120.00 for 720 Pequawket Drive to be applied to their water bill. Seconded by Mr. Digregorio. Motion passed 3-0-0.**

Amy presented a Management Letter from the auditor. They had two observations, and she wants to know if you have a response to either observation. The first observation was about fire grants. It’s common practice for reimbursement and micro grants for Fire Departments to post them to the expenditures. The second observation was about inventory. Amy will make the proposed changes to the inventory.

Lastly Amy passed out the current draft of the 2014 Commissioners budget.

**Mr. Digregorio made a motion to enter non-public under RSA 91-A:3 II (e). Seconded by Mr. Vallee. Roll call vote, Mr. Digregorio – Yes, Mr. Bamsey – Yes, Mr. Vallee - Yes. Entered non-public at 6:17 pm.**

**The public portion of the meeting resumed at 6:32 pm. Mr. Vallee made a motion to seal the minutes as otherwise it would render the proposed action ineffective. Seconded by Mr. Digregorio. Roll call vote, Mr. Digregorio – Yes, Mr. Bamsey – Yes, Mr. Vallee - Yes.**

The next meeting will be November 30, 2023, at 5:00 P.M.

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

Respectfully submitted,

Lisa Chisholm
Office Assistant