

MINUTES OF ANNUAL MEETING
CONWAY VILLAGE FIRE DISTRICT
MARCH 12, 2024, 7:00 P.M.
Fire Station Meeting Room

The Moderator declared the polls open at 5:00 p.m.

A quorum having been declared present Moderator, Doug Burnell, called the business portion of the Annual Meeting of the Conway Village Fire District to order at 7:00 p.m. on Tuesday, March 12, 2024, in the Fire Station Meeting Room. Moderator Burnell led the Pledge of Allegiance, he explained the rules of the meeting and asked for introductions of the table.

Present were: Commissioners Steve Bamsey - Chairman, Mike Digregorio, and Etienne Vallee, Moderator Doug Burnell. Staff present were: Chief Phil Remington, Bruno Vallieres – Superintendent, and Amy Snow – Municipal Bookkeeper and Clerk. Others present were: Jean Simons – TOC Supervisor of the Checklist, Nancy Hildebrand – Treasurer. There were 8 members of the legislative body present and voting.

Article 1 To elect the necessary officers: one (1) Commissioner for one (1) year, Moderator for one (1) year, Clerk for one (1) year, and Treasurer for one (1) year.

Article 2 To see if the District will vote to raise and appropriate the sum of seventy-five thousand eight hundred twenty dollars (\$75,820) **for general municipal operations**; this amount to be offset by thirty-five thousand seven hundred dollars (\$35,700) from Fund Balance. This is a tax funded article. This article does not include appropriations contained in special or individual articles addressed separately. After all 2024 expenses have been paid, any remaining funds will be placed in the Fire Department Fund. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required). The Moderator explained that this is the last meeting of the District and some of the articles including this one, are to prepare for the transition to the Town.

Commissioner Vallee made a motion to adopt Article 2 as written, motion seconded by Amy Snow. There being no discussion, **Article 2 was adopted as written by unanimous vote.**

Article 3 To see if the District will vote to raise and appropriate the sum of five hundred forty-nine thousand four hundred ninety-nine dollars (\$549,499) **for the operation of the Water Department**; this amount to be funded by eighty thousand dollars (\$80,000) of water revenues previously collected and with four hundred sixty-nine thousand four hundred ninety-nine dollars (\$469,499) funded by 2024 water revenues, with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Bamsey made a motion to adopt Article 3 as written, motion seconded by Amy Snow.

There being no discussion, **Article 3 passed as written by unanimous vote.**

Article 4 To see if the District will vote to raise and appropriate the sum of nine hundred twenty-nine thousand six hundred fourteen dollars (\$929,614) **for the operation of the Sewer Department.** This amount to be funded by twenty-six thousand eight hundred dollars (\$26,800) of sewer revenues previously collected and with nine hundred two thousand eight hundred fourteen dollars (\$902,814) funded by 2024 sewer revenues, with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Digregorio made a motion to adopt Article 4 as written, motion seconded by Amy Snow. Kathy Burnell questioned the legal lines in sewer and the general funds' budgets. Commissioner Bamsey explained that CVFD is in a legal suit with NCWP over interpretation of the Intermunicipal Agreement and this money is paying for it. Hopefully it can be settled out of court. There is also money in there for any legal fees associated with the dissolution. After discussion, **Article 4 passed as written by unanimous vote.**

Article 5 To see if the District will vote to raise and appropriate the sum of one million six hundred twenty thousand five hundred forty-five dollars (\$1,620,545) **for the operation of the Fire, Rescue, and Ambulance Department** with one million one hundred sixty-eight thousand six hundred twenty dollars (\$1,168,620) to come from the Fire, Rescue, and Ambulance Special Revenue Fund and four hundred fifty-one thousand nine hundred twenty-five dollars (\$451,925) to be funded by taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Vallee made a motion to adopt Article 5 as written, motion seconded by Amy Snow. Tom Bucu asked about personnel. Chief Remington answered that there are seven (7) Full-time staff, 2 Administrators (he and Assistant Chief Richardson) five (5) part-time staff, and a bunch of On-Call people who show up when they can. After discussion, **Article 5 passed by unanimous vote.**

Article 6 To see if the District will vote to raise and appropriate the sum of three hundred seventy-one thousand two hundred sixty-seven dollars (\$371,267) **to pay the Water Department Debt Service** for the year; this amount to be offset by fifty-one thousand one hundred eighty-six dollars (\$51,186) from State of New Hampshire SIGI grants with three hundred twenty thousand eighty-one dollars (\$320,081) to be funded by 2024 water revenues with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Bamsey made a motion to adopt Article 6 as written, motion seconded by Amy Snow. There being no discussion, **Article 6 passed by a unanimous vote.**

Article 7 To see if the District will vote to raise and appropriate the sum of six hundred thirty-one thousand two hundred sixty-five dollars (\$631,265) **to pay the Sewer Department Debt Service** for the year; this amount to be offset by two hundred eighty-three thousand nine hundred one dollars (\$283,901) from the State of New

Hampshire SAG, and twenty-five thousand dollars (\$25,000) from the Sewer Debt Expendable Trust Fund, with three hundred twenty-two thousand three hundred sixty-four dollars (\$322,364) to be funded by sewer betterment fees with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Digregorio made a motion to adopt Article 7 as written, motion seconded by Amy Snow. There being no discussion, **Article 7 passed by unanimous vote.**

Article 8 To see if the District will vote **to close the Building Maintenance Capital Reserve Trust Fund** effective 11/1/2024. Said funds, after all expenditures and with accumulated interest to date, are to be transferred to the General Fund. Balance of Trust Fund as of December 31, 2023, ninety-three thousand seven hundred eight dollars and eighty-four cents (\$93,708.84). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Vallee made a motion to adopt Article 8 as written, motion seconded by Amy Snow. There being no discussion, **Article 8 passed by unanimous vote.**

Article 9 To see if the District will vote to raise and appropriate the sum of seventy-four thousand four hundred forty-five dollars (\$74,445) **to be added to the Sewer Projects and Maintenance Expendable Trust Fund.** This amount to be funded by sewer connection fees previously collected. Balance of Capital Reserve Trust Fund as of December 31, 2023, ninety-eight thousand six hundred eighty-one dollars and seventy-seven cents (\$98,681.77). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Bamsey made a motion to adopt Article 9 as written, motion seconded by Amy Snow. Superintendent Vallieres reviewed the Capital Improvement plan and explained some of the items included in it and how we determine when to replace them. Amy explained that all Water, Sewer, and Fire Trust Funds will stay intact, and the Town has sister articles excepting these Trust Funds. After discussion, **Article 9 passed by unanimous vote.**

Article 10 To see if the District will vote **to change the ownership of the Sewer Projects and Maintenance Expendable Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Digregorio made a motion to adopt Article 10 as written, motion seconded by Mike Tamulis. Tom Buco asked about the status of the sister articles with the Town. Commissioner Bamsey stated that all the articles were recommended 5-0-0 by the Selectmen and 14-0-0 by the Budget Committee, and regardless of the votes the Town will still have ownership, this is according to the State. After Discussion. Moderator Burnell said that they were all lumped together at the Town Deliberative and passed with no amendments and will be on the Town ballot. After discussion, **Article 10 passed by unanimous vote.**

Article 11 To see if the District will vote **to change the ownership of the Sewer Debt Expendable Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. Balance of Expendable Trust Fund as of December 31, 2023, three hundred ninety-two thousand two hundred fifty-seven dollars and sixty-six cents (392,257.66). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Vallee made a motion to adopt Article 11 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 11 passed by unanimous vote.**

Article 12 To see if the District will vote **to close the Park Maintenance Trust Fund** effective 11/1/2024. Said funds, after all expenditures and with accumulated interest to date, are to be transferred to the General Fund. Balance of Capital Reserve Trust Fund as of December 31, 2023, thirteen thousand fifty-three dollars and eighty-seven cents (\$13,053.87).[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Bamsey a made a motion to adopt Article 12 as written, motion seconded by Phil Richardson. Moderator Burnell asked if the gazebo was ever repaired. Commissioners Bamsey and Digregorio answered that they could not find anyone, and they did not want to bring the article forward for a third year. Amy mentioned that the Town will be maintaining the park this year instead of the private company for a lesser fee. After discussion, **Article 12 passed with unanimous vote.**

Article 13 To see if the District will vote to raise and appropriate the sum of twenty-one thousand three hundred five dollars (\$21,305) **to be added to the Water System Improvement Capital Reserve Trust Fund** previously established; this amount to be funded by connection fees and water revenues previously collected with no amount from taxation. Balance as of December 31, 2023, one hundred eleven thousand four hundred seventy-seven dollars and fifty-four cents (\$111,477.54).[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Digregorio made a motion to adopt Article 13 as written, motion seconded by Amy Snow. There being no discussion, **Article 13 passed by unanimous vote.**

Article 14 To see if the District will vote **to change the ownership of the Water System Improvements Capital Reserve Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025.[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Vallee made a motion to adopt Article 14 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 14 passed by unanimous vote.**

Article 15 To see if the District will vote to raise and appropriate the sum of twenty-one thousand six hundred sixty-seven dollars (\$21,667) **to be added to the STAR (Short**

Term Asset Replacement) Expendable Trust Fund previously established for short lived asset replacement related to the Force Main Project as per the Letter of Conditions with Rural Development. This amount to be funded by sewer rents and revenues. Balance of Capital Reserve Trust Fund as of December 31, 2023, one hundred fifty thousand nine hundred twenty-nine dollars and one cent (\$150,929.01). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Bamsey made a motion to adopt Article 15 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 15 passed by unanimous vote.**

Article 16 To see if the District will vote **to change the ownership of the STAR (Short Term Asset Replacement) Expendable Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Digregorio made a motion to adopt Article 16 as written, motion seconded by Amy Snow. There being no discussion, **Article 16 passed by unanimous vote.**

Article 17 To see if the District will vote to raise and appropriate the sum of forty thousand dollars (\$40,000) **to be added to the Water/Sewer Equipment Capital Reserve Trust Fund** previously established, twenty-thousand dollars (\$20,000) to be funded by water revenues previously collected and twenty thousand dollars (\$20,000) to be funded by sewer revenues previously collected with no amount from taxation. Balance as of December 31, 2023, one hundred forty-nine thousand forty-seven dollars and thirty-nine cents (\$149,047.39). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Vallee made a motion to adopt Article 17 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 17 passed by unanimous vote.**

Article 18 To see if the District will vote **to change the ownership of the Water/Sewer Equipment Capital Reserve Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Bamsey made a motion to adopt Article 18 as written, motion seconded by Amy Snow. There being no discussion, **Article 18 passed by unanimous vote.**

Article 19 To see if the District will vote to raise and appropriate the sum of one hundred eighty-one thousand five hundred dollars (\$181,500) **to be added to the Fire/Rescue Equipment Capital Reserve Trust Fund** previously established. This amount to be funded by taxation. Balance of Capital Reserve Trust Fund as of December 31, 2023, two hundred eighty-one thousand seven hundred ten dollars and thirty-five cents (\$281,710.35). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Digregorio made a motion to adopt Article 19 as written, motion seconded by Lucy Philbrick. There being no discussion, **Article 19 passed by unanimous vote.**

Article 20 To see if the District will vote **to change the ownership of the Fire and Rescue Capital Reserve Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Vallee made a motion to adopt Article 20 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 20 passed by unanimous vote.**

Article 21 To see if the District will vote to raise and appropriate the sum of seventy-five thousand dollars (\$75,000) **to be added to the Ambulance Capital Reserve Trust Fund** previously established. Sixty thousand dollars (\$60,000) to come from the Fire, Rescue, and Ambulance Special Revenue Fund with fifteen thousand (\$15,000) to be funded by taxation. Balance of Capital Reserve Trust Fund as of December 31, 2023, one hundred forty-one thousand three hundred forty-three dollars and fifty-eight cents (\$141,343.58). [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Bamsey made a motion to adopt Article 21 as written, motion seconded by Kathy Burnell. Tom Buco wanted clarification regarding the purchase of a new ambulance. Chief Remington confirmed a new ambulance is scheduled for purchase in 2026. Discussion ensued regarding the number and type of rescues and fires in 2023. After discussion, **Article 21 passed by unanimous vote.**

Article 22 To see if the District will vote **to change the ownership of the Ambulance Capital Reserve Trust Fund** from Conway Village Fire District to the Town of Conway effective January 1, 2025. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Digregorio made a motion to adopt Article 22 as written, motion seconded by Mike Tamulis. There being no discussion, **Article 22 passed by unanimous vote.**

Article 23 To see if the District will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) **for water system upgrades.** This amount to be funded from water revenues previously collected with no amount from taxation.

[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Vallee made a motion to adopt Article 23 as written, motion seconded by Amy Snow. Bruno explained that this will be used to paint the water tanks on Bald Hill, to add security fencing at the well yard on Butternut Lane and to replace old equipment. After discussion, **Article 23 passed by unanimous vote.**

Article 24 To see if the District will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) **for sewer system upgrades;** this amount to be funded by

sewer revenues previously collected with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)

Commissioner Bamsey made a motion to adopt Article 24 as written, motion seconded by Amy Snow. Commissioner Bamsey took this opportunity to relay that CVFD was awarded a \$1,000,000 grant with no matching funds and awarded a bid to National Water Main Cleaning company for \$378,580 to do a sewer line lining project slated to start this spring. He referred to a video shown at an Annual Meeting a couple years ago showing the infiltration. This is exciting news, it will seal the pipes, stopping the infiltration and extending the life of the pipes for 50 years. This will save us money by reducing what we send to NCWP, reducing our bills. We can thank Senator Shaheen for this. He mentioned that Amy did the work to get this grant. Commissioner Digregorio added how cumbersome applying for these grants is and gave Amy accolades for all the work getting the grant and the waiver for matching funds. This project will be completed this year. Discussion ensued regarding flows to NCWP and the process of lining the pipes. After discussion, **Article 24 passed by unanimous vote.**

The moderator declared the polls closed at 8:00 p.m.

Article 25 To see if the District will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) **to purchase a Lucas Device.** This amount to be funded by the Fire, Rescue, and Ambulance Special Revenue Fund, with no amount from taxation. [Recommended by the Board of Commissioners 3-0-0] (Majority vote required)
Commissioner Digregorio made a motion to adopt Article 25 as written, motion seconded by Peter Howland. Chief Remington explained that a Lucas Device is a mechanical CPR device. We bought one that is on the main ambulance, and this will be on the second ambulance. After discussion, **Article 25 passed by unanimous vote.**

Article 26 To act upon any other business that may legally come before this meeting. Doug Burnell stated that this is a historic meeting and thanked all officials and staff. Discussion ensued regarding the Town extending lines(water and sewer) and how it would be paid for.

Results of election:

Commissioner – Mike Digregorio 14

Randy Davison 1

Moderator – Doug Burnell 15

Treasurer – Nancy Hildebrand 15

Clerk – Amy Snow 15

The Meeting was adjourned at 8:07 p.m.

Respectfully Submitted

Amy Snow – CVFD Clerk