

**Conway Fire Department**  
**Proposal to Provide Ambulance**  
**Service**



**To the Town of Conway**  
**Service Areas 1 and 2**

September 30, 2016

Town of Conway RFP

Introduction and Contact Information

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**TOWN OF CONWAY, NEW HAMPSHIRE REQUEST FOR PROPOSALS:  
EMERGENCY AMBULANCE SERVICES AGREEMENT**

**GENERAL INFORMATION**

**Background**

The Board of Selectmen, Town of Conway, is accepting competitive Sealed Proposals for a five (5) year emergency ambulance service agreement effective May 1, 2017. Said services shall be provided to portions of the Town of Conway defined under Section 5 as the "Service Area". The Board of Selectmen is interested in receiving proposals that will meet the minimum requirements contained in the specifications, at the lowest possible, subsidy by the Town of Conway.

Please note: The purpose of this agreement is to support and facilitate the provision of the specified level of service by providing a subsidy to the selected provider (s).

**Submission of Proposals**

Proposals must be received at the following address by 3:00 PM, September 30, 2016:

Board of Selectmen, Town of Conway, 1634 E. Main St., Center Conway, NH 03813.

Postmarks are not accepted. Electronic copies are not accepted. Six hard copies of the proposal shall be submitted and must be enclosed in a sealed envelope or package clearly marked "Sealed Proposal: Ambulance Agreement". All late proposals shall remain unopened and shall be rejected. All proposals submitted become the property of the Town.

The Town will review all proposals received as a result of this request and make a selection that is in the best interest of the Town. The decision of the Town shall be final and conclusive. The Town reserves the right to reject any and all bids at its sole discretion.

In the event the Selectmen make a recommendation to the voters of the town, it will be by a warrant article appearing on the ballot of the 2017 annual town meeting. Final acceptance of any agreement for Ambulance Service will be by approval of the voters of the Town of Conway at the 2017 annual town meeting.

**1. PROPOSAL PREPARATION, FORMAT AND CONTENT**

In order to facilitate evaluation of the proposals, the provider is instructed to follow the outline below. Proposals that do not follow the outline, or do not contain the required information may be considered as unresponsive. Additional and more detailed information

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may be attached to the main body of the response.

- a. Name and address of your firm.
- b. Name, e mail, and telephone number of contact person to whom Town staff should address questions they may have about the proposal submitted.
- c. Background. Information concerning the background, history, experience, and reputation of the provider that is felt to be pertinent.
- d. Ability to Perform. Information concerning the provider's organization, technical and professional qualifications, staffing, equipment and facilities.
- e. Experience. The provider shall provide a list of previous (for at least the past 5 years) and current contracts that are considered identical or similar to the scope of services discussed herein.

The Provider must submit a list described above which shall include the following:

- 1. Agreement duration, including dates.
  - 2. Services performed.
  - 3. Name, address and telephone number of clients that may be contacted for verification of all data submitted.
- f. Subsidy Required. Indicate the subsidy required each year.
- Year 1 \$ \_\_\_\_\_  
Year 2 \$ \_\_\_\_\_  
Year 3 \$ \_\_\_\_\_  
Year 4 \$ \_\_\_\_\_  
Year 5 \$ \_\_\_\_\_
- g. Signature. The proposal must be signed and dated by an official authorized to sign for the firm submitting the proposal. The signature section shall include the printed name of the official, and the official's title.
  - h. Proposals shall include a table of contents listing all sections, figures and tables.
  - i. All proposals must be bound in three-ring notebooks. Please submit financial reports in a separate, easily identifiable area of your proposal package.
  - j. Major divisions or sections, and appendices must be separated by a labeled

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binder index tabs.

- k. Pages shall be singled-sided, single spaced, and numbered.
- l. Confidentiality and Public Records Advisory

Confidential/Proprietary Information: Proposals submitted in response to this RFP and any resulting contract are subject to the provisions of the New Hampshire Right to Know Law (RSA 91-A). Any restrictions on the use or inspection of material contained within the proposal and any resulting agreement shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

### **2. EVALUATION OF PROPOSALS**

Proposals will be evaluated by the Town utilizing the criteria identified in the town of Conway Purchasing Policy and as specified below.

- a. Requirements of the request for proposals and specifications therein.
- b. Experience of the firm in providing emergency medical services.
- c. Subsidy required from Town.

### **3. AGREEMENT AWARD**

If approved by the voters, the agreement shall be awarded by written notice for an effective date of May 1, 2017. Upon award, a written agreement shall be executed with the Town including but not limited to the terms and conditions of the specifications included in this Request for Proposals.

### **4. PROPOSAL PREPARATION COSTS**

The Town shall not be liable for any costs incurred by any provider for preparation or submission of a proposal.

### **5. SERVICE AREA**

The Service Area shall include all of the areas within the boundaries of the Town of Conway with the exception of the area located within the boundaries of the Conway Village

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Fire District. The Service Area is subdivided into Area 1 and Area 2 as illustrated in Attachment 1 and described below. Responders may bid one or both of these areas.

**Service Area 1:**

North Conway Water Precinct (within the Town of Conway)  
Redstone Fire Precinct  
East Conway Fire Precinct  
A9, M9, and E9 Non Precinct Fire Areas

**Service Area 2:**

Center Conway Fire District  
B9, C9, and D9 Non Precinct Fire Coverage Areas

### **6. SERVICE SPECIFICATIONS**

**A. Definition of Emergency Medical Service**

Emergency Medical Service is a call made in response to a perceived individual need for immediate medical care to prevent death or aggravation of physiological and psychological illness or injury, and which cannot be prearranged or otherwise scheduled prior to the call. It includes DOA cases. All other calls are non-emergency calls.

**B. Ambulances and Level of Service**

Payment under this agreement is based on the understanding and mutual agreement that a minimum of two (2) primary ambulances and one (1) back up ambulance shall be provided for the total service area during the term of this agreement. Should two services be included in this agreement, then each service will be required to provide a primary ambulance for their service area. The back up ambulance however may be a shared ambulance provided jointly by the two providers.

Ambulance coverage shall be provided twenty-four hours per day, seven days per week.

Provider(s) must have available sufficient vehicles to meet the agreement response times, as follows:

Average response times of the primary ambulances to be on scene shall be within ten (10) minutes for ninety (90) percent of all emergency calls and eight (8) minutes for seventy five (75) percent of all emergency calls.

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Backup emergency call ambulance runs are to average no more than fifteen (15) minutes.

It is understood by the parties that calls involving bad weather driving conditions, emergency calls to the farthest district/precinct coverage areas, or unusual and isolated unforeseen circumstances shall not be used for the calculation of average response times due to safety reasons.

### **C. Equipment**

Vehicles shall be licensed as minimum basic life support ambulances, registered and inspected per the State of New Hampshire Motor Vehicle Regulations and New Hampshire Division of Public Health Services, Bureau of Emergency Medical Services Regulations.

### **D. Communications**

The Town of Conway agrees that it will provide exclusive dispatch services to the Provider(s) through the Conway Dispatch Center under the Police Department. The Town shall ensure that the communications systems has the appropriate up-to-date FCC licenses, and is operated to conform to FCC rules and regulations.

Citizen access is through the E 911 system. The Dispatch Center will receive and process all requests for emergency medical services and provide all dispatch functions for Provider(s).

### **E. Ambulance Deployment**

1. The Provider shall ensure that when answering requests for mutual aid, that at least one primary response ambulance shall be kept within the Town limits for emergency response at all times.

### **F. Personnel**

1. Primary Response Ambulance

The Provider(s) will staff each primary response ambulance with a minimum of two (2) nationally registered emergency medical technician basics. The Provider(s) may provide a higher level of service.

### **G. Indemnification and Insurance Requirements**

1. In consideration of the utilization of Provider's services by the Town of Conway and other valuable consideration the receipt of which is hereby

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acknowledged, Provider agrees that all persons furnished by Provider shall be considered the Provider's employees or agents and that Provider shall be responsible for payment of all unemployment, social security and other payroll taxes, including contributions from them as required by law.

2. Provider agrees to maintain in full force and effect:
  - a. Comprehensive general liability insurance including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000.00 each occurrence and, where applicable, in the aggregate combine single limit for bodily injury, property damage liability and personal injury (wrongful acts).
  - b. Medical Malpractice (Professional Liability) Professional liability insurance for all activities of the Provider(s) arising out of or in connection with this Agreement in an amount of no less than \$1,000,000 combined single limit for each occurrence. Said policy shall be endorsed with the following specific language: "This Policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the Conway Board of Selectmen."
  - c. Automobile liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 per person and \$3,000,000 each occurrence, combined single limit for bodily injury and property damage.
  - d. Workers' Compensation Insurance, whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 each employee and \$500,000 per policy year.
  - e. Provider(s) shall furnish certificates of the above-mentioned insurance to the Town of Conway by May 1, 2017 and with respect to the renewals of current insurance policies, at least thirty (30) days in advance of each renewal date. Such certificates shall, with respect to comprehensive general liability, auto liability, medical malpractice insurance and workers' compensation insurance, shall state that in the event of cancellation or material change, written notice shall be given to the Town of Conway, 1634 East Main Street, Center Conway, NH 03813, at least thirty (30) days in advance of such cancellation or change.

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### **H. Vehicle and Equipment Maintenance**

1. The Provider shall be responsible for the maintenance of all vehicles and equipment in order to ensure safe, dependable and clean operations.
2. The Provider(s) agree that if any ambulance assigned to service the Town of Conway becomes inoperative for any reason, a backup ambulance will be available and staffed in a manner to meet the response time requirements.

### **I. Reimbursement**

1. All billing and collections for the service shall be the responsibility of the Provider(s).
2. No person shall be denied emergency transportation because of inability to pay any fee. No person shall be forced to pay any fee before emergency medical services and/or transportation is provided.
3. The Provider agrees that it shall accept assignment from Medicare and Medicaid. Assignment of other insurance carriers is encouraged, but optional.

### **J. Performance Evaluation**

1. The Provider's delegated employees shall attend meetings or sessions requested by the Chiefs of the Precinct/District Fire or Town Police Departments or meetings with other Town officials requested by the Town.
2. The Provider agrees to notify the Town of Conway, 1634 East Main Street, Center Conway, NH 03813, not less than thirty (30) days prior to any cancellation or major changes to insurance coverage as specified in the agreement.
3. Right of Audit and Inspection

At any time during normal business hours, and as often as the Town may determine to be necessary, the Town' representative may observe Provider's operations, and Provider shall make available to the Town for examination, its records with respect to all matters covered by this agreement, and make excerpts or transcripts from such records.

### **K. Date of Service Commencement**

The Provider shall begin service at the level required by this agreement at one hundred percent (100%) capacity by 12:01 a.m. May 1, 2017.

**7. TERMS AND CONDITIONS FOR REQUEST FOR PROPOSAL**

1. Proposers are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer shall furnish the information required for each item as numbered or lettered in the RFP.
3. The Agreement will be awarded to that responsible proposer whose submittal, conforming to the Request Form Proposal, will be most advantageous to the Town of Conway, *price and other factors considered*.
4. The Town of Conway reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the Town of Conway to do so.
5. No submittal shall be withdrawn for a period of one hundred eighty (180) days subsequent to the opening of proposals without the consent of the Town of Conway.
6. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposer to insure that the proposal arrives in the office of the Board of Selectmen prior to the time indicated in the "Request for Proposal."
7. Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the proposal documents made in any other manner will not be binding, and the Proposer shall not rely upon such interpretations, corrections, and changes. The Town's representative will not be responsible for oral clarification.

## **ADDENDA TO TOWN OF CONWAY RFP: AMBULANCE AGREEMENT**

### **Addendum No. 1 (September 7, 2016)**

#### **6. C. Equipment**

Vehicles shall be licensed ~~as minimum basic life support ambulances~~, registered and inspected per the State of New Hampshire Motor Vehicle Regulations and New Hampshire Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, Bureau of EMS.

### **Addendum No. 2 (September 7, 2016)**

#### **6. F. Personnel**

##### **1. Primary Response Ambulances**

For Primary Ambulance service only the Providers may submit Alternate Bids for either or both of the following levels of service:

##### **a. Alternate Bid 1**

The provider(s) will staff each primary ambulance with a minimum of 2 Nationally Registered EMTs licensed by the State of New Hampshire Bureau of EMS.

##### **b. Alternate Bid 2**

The provider(s) will staff each primary ambulance with a minimum of 1 Nationally Registered EMT licensed by the State of New Hampshire Bureau of EMS, and 1 Nationally Registered Advanced EMT licensed by the State of New Hampshire Bureau of EMS.

##### **2. Back Up Ambulance**

The provider(s) will staff the back up ambulance with a minimum of 2 Nationally Registered EMTs licensed by the State of New Hampshire Bureau of EMS.

## **ADDENDA TO TOWN OF CONWAY RFP: AMBULANCE AGREEMENT**

### **Addendum No. 3 (September 13, 2016)**

#### **Responses: Area 1**

2013 452 transports

2014 571 transports

2015 639 transports

#### **Responses: Area 2**

2013 304 calls, of those 243 were EMS or MVAs and 181 patients were transported.

2014 227 calls, of those 165 were EMS or MVAs and 100 patients were transported.

2015 295 calls, of those 202 were EMS or MVAs and 160 patients were transported.

## Introduction

The Conway Fire Department is pleased to present to the Town of Conway this proposal to provide ambulance service as per **Alternate Bid 2** to its residents and guests located in **Service Areas 1 and 2**. Conway Fire has been providing EMS since the mid 1960s and has been providing the ambulance transportation portion of EMS since 1983 when it purchased the assets of White's Ambulance.

Conway Fire has an outstanding reputation for providing high quality EMS. It is an industry leader always pushing to provide quality EMS care to its patients. Conway Fire never staffs its primary ambulance at the BLS level as most EMS patients require at least Advanced EMT level care and many require Paramedic level care. Conway Fire has a standing quality assurance (QA) and continuing quality improvement (CQI) program to ensure we continue to provide the highest level of service possible.

This proposal is costly. Staffing two ALS ambulances 24/7 is an expensive endeavor. Conway Fire will have to equip a third ambulance and hire additional career staff to meet this RFP. Our budget will climb to 1.8 million dollars and there does not appear to be an adequate revenue stream from billing to offset the increase. Based on the call numbers given by the existing contractor to service area 1, revenue generated by billing for services will not even come close to the costs to staff a second ambulance. This means the subsidy request will be high to make up the difference.

Conway Fire is much more than a contractor to the Town. It is a member of the Community. Conway Fire's ambulances and personnel participate in health fairs, public education sessions, cover sporting events at the Middle and High Schools, teach CPR to citizens and Town staff, and maintain the public access AEDs throughout the Town. All these things are tangible community benefits provided by Conway Fire.

The Conway Fire Department has been servicing the citizens of Conway since 1919 and providing EMS care for 50 years and hopes to continue to provide these services for 50 more.

## **Contact Information**

Corporation:  
Conway Village Fire District  
128 West Main St  
Conway, NH 03818

Contact:  
Stephen Solomon, Chief  
Conway Fire Department  
97 Main St – 128 West Main St  
Conway, NH 03818

Office: (603) 447-2681  
Cell: (603) 986-6736  
Email: [Chiefsolomon@conwayfire.org](mailto:Chiefsolomon@conwayfire.org)

## Background

In 1966, The National Academy of Sciences released a paper titled, "Accidental Death and Disability: The Neglected Disease of Modern Society." This white paper is the basis on which today's EMS system operates. Conway Fire, or then as it was called, the Conway Rescue has been providing EMS care since that time. In the 1960s and 1970s Conway Rescue would respond to the scene and provide BLS care while awaiting an ambulance from White's Ambulance to arrive. More often than not, Conway Rescue would continue to provide care in the back of White's Ambulance while the patient was transported to the hospital.

In 1983, Richard White sold his ambulance service to the Conway Village Fire District. A special meeting was held and the voters agreed to purchase the service and to provide the ambulance service under the Conway Fire Department. Conway Fire has been providing that service from its location at 97 Main St since 1983.

About that same time, The State of New Hampshire introduced the EMT-Intermediate. This would be the first ambulance care provider outside Concord and Derry that would be able to provide more than basic first aid and CPR. Conway Fire, through its partnership with Stonehearth Open Learning Opportunities (SOLO) was one of the first agencies to train this new level of care provider and provide advanced life support care. Since then Conway Fire has added Paramedic Level Service and provides the highest quality advanced life support care in Northern New Hampshire.

Today Conway Fire is not content to provide the minimum, whether it is the minimum specified in a contract or the minimum required by the State. Conway Fire has found that the minimum does not provide what the patients need. Conway Fire possesses equipment beyond the minimum and provides care to the maximum allowed within the State. Conway Fire is always seeking to do more for their patients.

Example: A resident of Conway calls 911 complaining of chest pain. On arrival at the scene, Conway Fire Paramedics assess the patient, perform a 12 lead EKG and determine the patient is having a heart attack. There is no need to rush the patient to the hospital. Conway Fire Paramedics start multiple IV lines, provide medications including advanced IV drip medication on an IV pump to start reducing the damage to the heart while right there in the patient's living room.

Example: Conway Fire responds to a motor vehicle accident with a seriously injured victim. Paramedics from Conway Fire secure the patient's airway with an endotracheal tube, breath for the patient, use hemostatic dressings to stop the bleeding, start IV lines, and call a medical helicopter to move that patient to a level 1 Trauma Center.

Conway Fire's reputation is impeccable. We are the premier EMS provider in Carroll County. We obtained this reputation through being compassionate to our patients and advocating for their care. We maintain this reputation through Quality Assurance and Continuing Quality Improvement. Every call we respond to is reviewed to ensure not that the minimum care was provided to the patient, but that the best possible care was provided to the patient. In this manner we can not only identify areas in need of improvement with individual providers, but training needs, and even equipment needs.

Just last year we identified a trend in which patients with Sepsis were in need of more prehospital treatment. They were receiving care to the State minimum standard, but not the best possible care. Additional training on Sepsis was provided to the staff and research into special equipment related to treating sepsis was started. While we did not purchase any additional equipment after the research, we did improve the prehospital care of the Sepsis patient.

We identified a need to add some more modern trauma equipment. None of this equipment is on the State's minimum equipment list, nor is it within a Town contract. It is far superior to what we were carrying and reduces the mortality of those critically injured patients we see. Items such as combat action tourniquets, hemostatic dressings, pelvis binders, and Israeli dressings are items you will find on Conway Fire ambulances that you might not find on other ambulances.

In short, Conway Fire has more than 50 years experience taking care of THIS TOWN and its people. We provide the best possible EMS care and ensure that through our hiring practices, our training, our purchasing, and QA/ CQI. The level of EMS service received from Conway Fire is the highest.

In 2006, Conway Fire proposed covering the entire Town of Conway for ambulance service. At that time, both the ambulance committee and the Board of Selectmen accepted the proposal. Unfortunately, the voters rejected it at the annual meeting favoring to keep locally owned North Conway Ambulance covering half of Town.

Circumstances have changed greatly since 2006. North Conway Ambulance is no longer the small, locally owned company it was. Care Plus Ambulance, a for profit provider out of Merrimack NH now owns and operates North Conway Ambulance.

This year, Conway Fire again proposes providing ambulance service to the entire Town. This method of providing ambulance service would be second only to the Town doing it themselves.

**Ability to Perform**

Service: The Conway Fire Department, part of the Conway Village Fire District, is a municipal subdivision of the State of New Hampshire. Since 1919 it has served the Towns of Conway and Albany New Hampshire. It is duly licensed by the State of New Hampshire to provide EMS Care. Please see appendix A for a copy of the Service license. It operates out of the Fire Station at 97 Main St in Conway Village. Should something happen and that building be unusable, Conway Fire has a continuity of operations plan that will move administration and equipment to the other buildings owned by the Conway Village Fire District, namely the administration building at 128 West Main St and the now closed Wastewater treatment facility off VFW Road.

Vehicles: Conway Fire maintains two licensed Paramedic ambulances, a 2015 Chevy 4500 GEV, and a 2004 Ford E450 AEV. The 2004 is being replaced this year with a second Chevy 4500 ambulance. Please see appendix A for a copy of the vehicle registrations and licenses. To meet the contract requirements to cover both service areas 1 and 2, Conway Fire would keep the 2004 ambulance as the back-up or spare unit and staff both the new ambulances. The 2004 would need to go to the shop and have some work done to remain in service for additional years. In addition, a new ambulance capital reserve account would need to be created to allow consistent, timely replacements of ambulances moving forward.

Equipment: Conway Fire equips its ambulances beyond the State minimum equipment list. It purchases equipment after careful thought and consideration as to ensure money spent is money well spent. Please see appendix B for a list of what we commonly carry on each ambulance. In addition, Conway Fire possesses a cache of special bariatric equipment to move and transport patients that weigh in excess of 400 pounds. No other service in Carroll County has this equipment. Conway Fire possesses enough equipment to equip a third ambulance with only a few exceptions. Those exceptions are the expensive pieces though. We would need to purchase a third Lifepack 15 monitor and a third IV Pump. Those items total \$40,000.00.

Staffing: The Conway Fire Department currently staffs one ambulance 24/7 and uses on-call crews to staff the second ambulance as needed. Staffing is maintained at the minimum of the AEMT level with the preference to staff at the Paramedic level. We currently are staffed at the Paramedic level all but 12 hours per week. Our staff are local. They are members of the communities we serve.

Schedule Example:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day	Paramedic						
	EMT						
Night	AEMT	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic
	EMT	EMT	AEMT	AEMT	AEMT	AEMT	AEMT

As one can see, the Monday overnight shift is the only shift we are not currently staffing at the Paramedic level. We cannot always fill days off with a Paramedic, meaning we, at times, are covering at the AEMT level when normally we have a Paramedic.

This staffing will not be sufficient to meet the requirements of the RFP. Conway Fire would have to hire six additional career staff and several more part time staff to cover both ambulances 24/7. This will be a logistical challenge. Should the Board of Selectmen choose this proposal and place it on the Town warrant, Conway Village would have to place several articles on its 2017 warrant as well. If the Conway Village voters choose to provide this service at the March annual meeting, Conway Fire would immediately begin a hiring process. The hiring process takes a minimum of six weeks to complete. This pushes staffing the second ambulance beyond the May 1<sup>st</sup> start date listed in the RFP. A short term plan would need to be implemented to allow a combination of temporary staff to be hired and reduced staffing levels in the overnight hours to make the transition, or the Town would need to move the start date to July 1<sup>st</sup> to allow time for hiring.

Upon completion of the hiring process, Conway Fire would begin staffing 4 people at the station 24/7. Like our existing crews, these would be well trained, versatile personnel able to handle whatever type of emergency came up. If all duty personnel become tied up on calls, call staff will be paged to staff the station. In this manner we ensure coverage not only to service areas one and two but Conway Village as well.

Roster: This is our current EMS provider roster. Please see appendix A for copies of their EMS Licenses.

Name	Level of EMS License	Career/ Call/ Per-Diem
Stephen Solomon	Paramedic	Career
Matthew Leavitt	Paramedic	Career
Josh MacMillan	Paramedic	Career
Nick Dukehart	Paramedic	Career
Chris Beres	Paramedic	Call
Phil Remington	Paramedic	Per-Diem
Sol Rosman	Paramedic	Per-Diem
Mitch Gove	Advanced EMT	Call
Paul MacMillan	Advanced EMT	Call
Carole DiGregorio	Advanced EMT	Call
Rick Swaim	Advanced EMT	Per-Diem
Ryan Smith	EMT- Intermediate	Per-Diem
Tom Welsh	Advanced EMT	Per-Diem
Hannah Welsh	Advanced EMT	Per-Diem
Phil Richardson	EMT	Call
Keith Noble	EMT	Call
Dave Weathers	EMT	Call
Jon Powers	EMT	Career
Bill Barbin	EMT	Call
Chris Broughton Bossong	EMT	Call
Josh Greenblatt	EMT	Call

Hiring Practices: Here at Conway Fire we understand that our service is our people. With the best vehicles and equipment in the world, our service would be poor without good people. Our hiring practices help ensure that the staff we hire will be a good fit with the team and provide good service to our community.

We begin our process with interviews. We have a standing membership committee that interviews all prospective call staff and the Chief Officers of the Department interview prospective career staff.

If the interview goes well, we perform a background check. Criminal and Driving Records are reviewed. We then call past employers and personal references.

Finally we look at the employee's residency. We have found that the best employees are the one that live in the community and are vested in it. The more transient people simply don't work out for us.

Doing these things has helped us provide a team of dedicated individuals to provide care to those in our community that are in need.

Training: A certain amount of training and continuing education is required to maintain EMS licensure. At Conway Fire we provide that training for our staff. We hold in-house trainings monthly in which are staff receives both service specific training, state sponsored training, and current trending EMS topics.

When there are longer classes, or classes only one or two people are taking, we send our employees other places to get that education. The North Country EMS conference is now held here in Town. This creates a low cost opportunity for a wide variety of training for our staff.

In response to the world we find ourselves living in and an inquiry from the Conway Police Department, we are actively seeking Tactical EMS training. We have two employees that have taken TEMS in the past, but we need more to meet the needs of the community. The TEMS class is expensive, however, and we are looking to either host the class, thus creating free seats for our employees, or to obtain a grant to fund the class. This is a work in progress.

## Ability to Meet Specifications

### 6A. Definition of Emergency Medical Services:

Conway Fire agrees that this proposal is to provide EMS care which cannot be prearranged or otherwise scheduled. This is commonly referred to as 911 coverage and does not include interfacility transfers between hospitals and nursing homes. This is the service Conway Fire provides now. On rare instance we will assist Memorial Hospital with the transfer of a critically ill or injured patient to another hospital but only after ensuring staffing and coverage of our primary mission, 911 coverage.

### 6B. Ambulances and Level of Service:

Conway Fire is proposing to cover **service areas 1 and 2**. As such, we would be required to have two primary ambulances and one back up ambulance. These ambulances will be staffed at least at the AEMT level.

Our Station is currently staffed 24 hours a day, 7 days a week with not less than 2 people licensed by the State of New Hampshire to provide EMS. If this proposal is accepted, staffing would increase to not less than 4 people licensed by the State of New Hampshire to provide EMS.

We currently meet or exceed the response times specified.

Average Response Time:	5 minutes 36 seconds
75% Fractile Response Time:	5 minutes 51 seconds
90% Fractile Response Time:	8 minutes 6 seconds

These times include responses into Redstone, East Conway, North Conway, and the non-precinct areas not covered by Conway Fire normally, but do not include the responses to Albany. While we do not currently provide primary coverage to Service Area 1, we have done enough calls from our station to give examples of the response times.

Grove Street, North Conway, 11 minutes  
Eastman Rd, Redstone, 5 minutes  
Settlers Green, North Conway, 6 minutes  
Mount Cranmore, North Conway, 10 minutes

In 2015, we had 44 ambulance responses in North Conway, Redstone, or East Conway. Our average response time to those areas was 8 minutes 9 seconds. The areas farthest away from our station are closest to the North Conway Fire station. North Conway provides first response to these areas ensuring that the longer ambulance response will not jeopardize the safety and well being of the citizens at the far end of Town from us.

We would also be willing to discuss positioning one of our ambulances on the North side of Town during the day-time hours to reduce the response times to North Conway. This could be done by making arrangements with either North Conway Fire or Memorial Hospital to allow an ambulance and crew to be stationed there. As the timeframe to submit this proposal was so short, no discussion has been started with either of these entities. This is simply a statement of our willingness to look at those options should the Town like this proposal.

Backup maximum response time. The proposed maximum response time of 15 minutes is fair and can be met once the fringe response areas and extreme weather are eliminated. Conway Fire has had a handful of responses in Conway over the last five years that were longer than 15 minutes. These all fall under the category of bad weather or fringe responses areas. To show that the 'unusual circumstance clause' is not being abused, Conway Fire proposes reporting to the Town Manager any response that is longer than 15 minutes.

#### 6C. Equipment

Conway Fire maintains two ambulances that meet NH DOT and NH BEMS requirements. Their registrations and EMS licenses can be found in appendix A.

Should this proposal be accepted, Conway Fire would maintain a fully equipped third ambulance. We are somewhat lucky in timing of this proposal as we anticipate the delivery of a new ambulance this fall. To meet the need for a third ambulance, we would simply keep the one we were replacing and send it to our mechanic for some work. While the 2004 Ford would not meet our needs as a primary ambulance, it could be maintained for a few more years as a backup ambulance.

#### 6E. Ambulance Deployment

Conway Fire understands that it cannot have both primary ambulances on mutual aid calls at the same time.

#### 6F. Personnel

Conway Fire currently staffs its primary ambulance with a minimum of AEMT staffing and a preference for Paramedic staffing. Conway Fire finds that staffing at the EMT level does not meet the needs of the patients we serve. Thus we present this proposal as per Alternate Bid 2. Both primary ambulances will be staffed at the AEMT level or higher.

#### 6G. Insurance and Indemnification

Conway Fire is insured through PRIMEX. Our certificates are located in appendix C.

## 6H. Vehicle and Equipment Maintenance

The Conway Fire Department maintains two ambulances. We currently have an agreement with the Center Conway Fire Department that allows us to borrow their ambulance if one of our vehicles is not operational for any length of time, or to call them if both our ambulances are tied up. In this manner we go above the minimums as set forth in our existing contract to ensure coverage.

We are proposing to staff two primary ambulance and maintain one backup ambulance. We would continue to utilize Center Conway Fire as our backup if all of our vehicles were unavailable and an additional call came in.

## 6H. Reimbursement

Conway Fire transports all patients regardless of their ability to pay for the service. Comstar Ambulance billing is our designated business partner for billing.

As required by 42 CFR 414.601, Conway Fire accepts Medicare and Medicaid allowance.

Monies collected through billing for ambulance service are used to pay the operating expenses. Any monies generated beyond anticipated revenue for the year are acted on by the Conway Village Commissioners and the Voters in Conway Village the following year as per New Hampshire municipal budget rules.

Examining the possibility of covering both service area 1 and service area 2, call volume and number of anticipated transports becomes important. This is what generates billable calls and reduces the subsidy from the tax payers. The call volume in this RFP does not support two 24 hour ambulances which drives the subsidy higher.

## 6J. Performance Evaluation

The Conway Fire Department encourages the Town to review our performance. This can be done through written reports, meetings with Town officials, or surveys.

The Town is welcome to inspect vehicles, equipment, and records. Patient care records are protected by the Health Insurance Portability and Accountability Act (HIPAA) and can only be viewed for certain, specific reasons without the consent of the patient.

We are a municipal entity and believe in transparency. If there is any information the Town would like, excepting information protected under HIPAA, we will gladly provide it.

## Experience

The Conway Fire Department has been providing ambulance service continually since 1983. It currently has contracts to provide this service to the Towns of Conway and Albany New Hampshire and from 1983 to 2001 provided 911 Ambulance coverage to Eaton New Hampshire as well.

The current contract with the Town of Conway is virtually identical to that in which this proposal is for. Conway Fire covers Conway Village, Center Conway, and the B9, C9, and D9, non-precinct areas. Conway Fire continually meets or exceeds the parameters of the existing contract for level of service, number of ambulances available, and response times. Conway Fire staffs at the AEMT level as a minimum. Nearly 12% of our calls are 'overlapping calls' meaning both ambulances are on calls at the same time while the current contract only requires us to provide one ambulance. Our response times for the primary ambulance in Conway is as follows:

Average Response Time:	5 minutes 36 seconds
75% Fractile Response Time:	5 minutes 51 seconds
90% Fractile Response Time:	8 minutes 6 seconds

These times include responses into Redstone, East Conway, North Conway, and the non-precinct areas not covered by Conway Fire normally, but do not include the responses to Albany.

### Contract List

#### Conway Fire and the Town of Conway:

1. Agreement Duration: 5 years from May 1, 2012 to April 30, 2017
2. Services Performed: Emergency Medical Services to "Service Area 2" of this RFP and Conway Village up to and including Paramedic level care and transport of the sick and injured.
3. Contact: Earl Sires, Town Manager, Town of Conway, 1634 East Main St. Center Conway NH 03813. 603-447-3811

#### Conway Fire and the Town of Albany:

1. Agreement Duration (current): 3 years from January 1, 2015 to December 31, 2017.  
Agreement Duration (previous): 3 years from January 1, 2012 to December 31, 2014.
2. Services Performed: Fire Suppression, Rescue, and Emergency Medical Service up to and including Paramedic level care and transport of the sick and injured. Fire inspection and prevention services.
3. Contact: Kathleen Vizard, Town Administrator, Town of Albany, 1972-A Rte 16, Albany NH 03818. 603-447-6038.

These contracts, or similar ones have been in effect for more than 30 years.

Please see Appendix D for copies of the current agreements.

**Subsidy Required**

To provide coverage to both Service Area 1 and Service area 2, Conway Fire requires the following subsidy:

Year 1: \$730,000.00  
 Year 2: \$700,000.00  
 Year 3: \$700,000.00  
 Year 4: \$700,000.00  
 Year 5: \$700,000.00

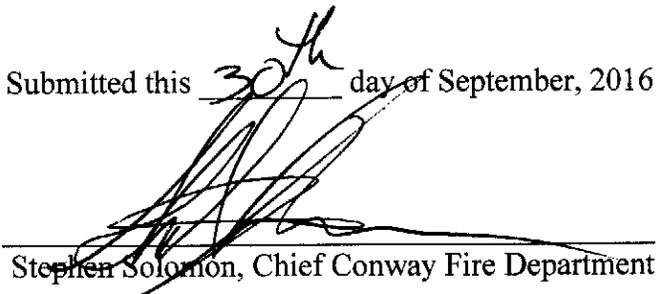
Below is a list of what some other Towns are paying for ambulance contracts.

Town	Contract Amount	Number of Ambulances	Minimum Level of Care
Conway	\$162,160.00	2	Basic Life Support
Wolfeboro	\$246,990.00	1 ½	AEMT
6 Town Contract	\$555,994.00	2 ½ shared	AEMT
Ossipee	\$192,429.00		
Madison	\$136,665.00		
Tamworth	\$70,147.00		
Freedom	\$75,989.00		
Effingham	\$55,764.00		
Eaton	\$25,000.00 (est)		
Berlin	\$322,999.92	1	Paramedic
Pembroke	\$242,324.00	1	Paramedic

It is very difficult to find comparisons for Conway. Most Towns the size of Conway provide their own Fire and EMS services. Small Towns either use volunteer services or contract ambulance services shared with other Towns. Large Towns and Cities often contract EMS services out, but for them the call volume is much higher and it is easier to pay for the service. A Town the size of Conway is often in the position of either providing the service themselves or paying a great deal for it. In addition, Conway is not like other Towns its size. Our resting population would suggest that Fire and EMS calls for the Town as a whole would only be about 1,000 to 1,100 per year. Our calls are double that, however. This higher call volume per capita means our demand for service is higher than would be in other Towns with a population of 10,000.

**Signature**

Submitted this 30<sup>th</sup> day of September, 2016

  
\_\_\_\_\_  
Stephen Solomon, Chief Conway Fire Department

This proposal was approved for submittal by the Conway Village Fire District Commissioners on 09/29/2016. Minutes will be available in early October, but were not available at time of submittal.

Please note that this proposal requires approval by the Conway Village Fire District legislative body. Should the Board of Selectmen select this proposal and wish it to go forward, CVFD voters will need to approve it at the 2017 CVFD annual meeting in March.

## **Financial Reports**

Page 16.....	2015 CVFD Annual Report
Page 57.....	2014 CVFD Annual Report
Page 94.....	2013 CVFD Annual Report

The RFP did not specify what financial information the Town was interested in. We have included the annual report for the last three years. If the Town would like additional years, or copies of the annual audits, please ask, and they will be provided.

**Annual Report**  
of the  
**Officers of the**  
**Conway Village Fire District**  
Conway, New Hampshire



**For the Year Ending December 31<sup>st</sup>**

**2015**

# Conway Village Fire District

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# Conway Village Fire District Elected Officials

## Commissioners

Joseph F. Quirk  
Janine E. Bean, Chairman  
Michael Digregorio

Term Expires 2016  
Term Expires 2017  
Term Expires 2018

## Moderator

Douglas C. Burnell

Term Expires 2016

## Clerk

Thomas Buco

Term Expires 2016

## Treasurer

William Vose

Term Expires 2016

## Supervisors of the Checklist

Cynthia Thibodeau  
Carole Digregorio

Term Expires 2017  
Term Expires 2016

# **Letter from the Board of Commissioners**

Once again Conway Village Fire District had a busy construction year. The West Main Street/North Road Water Phase went out to bid, but it was determined the bids came in too high so we went back and reworked the package and put it out to bid. This bid was opened on January 28, 2016 with more favorable bids; this project along with the scheduled Main Street project would complete the village's water projects that were voted in 2006. We saw the start and substantial completion of the Washington Street Water project. The Phase II Waste water Interconnect Project that began during the spring of 2014 recommenced April 2015 after the winter shutdown. The project has had some holdups and it is now projected to begin sending flow to NCWP early spring 2016. The Main Street project in Conway Village has been changed to a larger project between the village, state, and the town and has been rescheduled to begin sometime in 2017. This project will enable us to replace the last of the 1935 lead joint water pipes that are in the district.

The Fire/Ambulance Service continues to be the one service that is difficult to sustain due to funding issues. The funding sources are more complex and less funded causing the District to increase taxes to keep the service for the residents. The chief is continuing to apply for grants, low interest loans, etc to supplement local funds.

We continue to strive to provide the CVFD citizens with a clear and general overview of the District's financial position and, to also provide a level of accountability for daily operations. Along these lines we are exploring, through a municipal lawyer, possible alternative funding options for the District. Your employees work daily to provide the services with a high degree of integrity and skill. I hope that this letter has given you that overview and look forward to meeting with you in March once again.

Janine Bean, Chair

Board of Commissioners

# Conway Village Fire District 2016 Annual Meeting Warrant

To the inhabitants of the Conway Village Fire District, located in the Towns of Conway and Albany, Carroll County, State of New Hampshire, who are qualified to vote in the affairs of the district:

You are hereby notified to meet at the Conway Fire Station, 97 Main St, Conway NH, on Tuesday, March 8, 2016 at 5:00 PM, to act upon the following subjects hereinafter set forth. Voting on Article 1 shall be by official ballot. The polls shall open at 5:00 P.M. and close at 8:00 P.M. The business portion of the meeting to act upon Articles 2 through 20 shall be held at 7:00 P.M. or as soon thereafter as the moderator calls the meeting to order and declares a quorum present.

**Article 1** To elect the necessary officers: one (1) Commissioner for three (3) years, Moderator for one (1) year, Clerk for one (1) year, Treasurer for one (1) year, and one (1) Supervisor of the Checklist for two (2) years.

**Article 2** To see if the District will vote to raise and appropriate the sum of fifty-seven thousand forty-seven dollars (\$57,047) for general municipal operations, twenty-five thousand (\$25,000) to be off-set by fund balance and five thousand (\$5,000) to be off-set from the Pequawket Park Maintenance Trust Fund. Balance to date of Trust Fund is eleven thousand eight hundred thirty-six dollars and sixty-six cents (\$11,836.66).

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

**Article 3** To see if the District will vote to raise and appropriate the sum of three hundred fifty-one thousand three hundred thirty-two dollars (\$351,333) for the operation of the Water Department. This amount to be funded by water rents and revenues.

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

**Article 4** To see if the District will vote to raise and appropriate the amount of six hundred fourteen thousand nine hundred fifty-nine dollars (\$614,959) for the operation of the Sewer Department. This amount is to be funded by sewer rents and revenues.

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

**Article 5** To see if the District will vote to raise and appropriate the sum of nine hundred fifty thousand eight hundred twelve dollars (\$950,812) for the operation of the Fire Department. This amount to be off-set by seventy thousand dollars (\$70,000) in fund balance

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

**Article 6** To see if the District will vote to raise and appropriate the sum of two hundred twenty-seven thousand four hundred ninety-five dollars (\$227,495) to pay the 2010 Phase I Water Department Debt Service for the year funded by water rents and revenues. This amount may be off-set by as much as fifty-one thousand one hundred eighty-six (\$51,186.00) from State of New Hampshire SIGI grants.

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

**Article 7** To see if the District will vote to raise and appropriate the sum of two hundred seventy-eight thousand fifty-one dollars (\$278,051) to pay the 2010 Phase I Sewer Department Debt Service for the year, one hundred four thousand six hundred seventy-nine dollars (\$104,679) to come from the State of New Hampshire SAG, one hundred seventy-three thousand three hundred seventy-two dollars (\$173,372) to come from sewer rents and revenues.

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

**Article 8** To see if the District will vote to raise and appropriate the sum of one hundred ninety-one thousand three hundred thirty-five dollars (\$191,335) to pay Sewer Department Force Main Debt Service for the year, funded by taxation.

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

**Article 9** To see if the District will vote to raise and appropriate One hundred fifty thousand dollars (\$150,000) to be added to the Fire/Rescue Capital Reserve Trust Fund previously established. Balance as of December 31, 2015, one hundred eighty-two thousand six hundred seventy four dollars and twenty cents (\$182,674.20).

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

**Article 10** To see if the District will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) to be added to the Building Maintenance Trust Fund previously established. Balance as of December 31, 2015, twelve thousand twenty-four dollars and ninety-nine cents (\$12,024.99).

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

**Article 11** To see if the District will vote to raise and appropriate the sum of forty thousand dollars (40,000) for the purchase and installation of the SCADA system for the water department. This system will replace the alarm system in place now and is already in place for the sewer department. These funds to come from water rents and revenues with no amount to come from taxation.

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

**Article 12** To see if the District will vote to raise and appropriate the sum of twenty-two thousand dollars (\$22,000) to be added to Water System Improvement Trust Fund previously established. Seventeen thousand dollars (\$17,000) to be funded by connection fees collected in 2015 and five thousand dollars (\$5,000) to be funded by water rents and revenues with no amount to come from taxation. Balance as of December 31, 2015, one hundred sixty-seven thousand five hundred ninety-six dollars and thirty-two cents (\$167,596.32)

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

**Article 13** To see if the District will vote to raise and appropriate the sum of seventeen thousand dollars (\$17,000) to replace and enhance the insulation in the roof of the Fire Station.

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

**Article 14** To see if the District will vote to establish an Expendable Trust Fund under provisions of RSA 35:1 for the purpose of Force Main related Short Term Asset Replacement as per the Letter of Conditions with Rural Development and further to appoint the Commissioners as agents to expend from said fund and to raise and appropriate the sum of one hundred eight thousand three hundred thirty-five dollars (\$108,335) to be placed in this fund. This appropriation to be funded by sewer rents and revenues previously collected with no amount to come from taxation.

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

**Article 15** To see if the District will vote to discontinue the following Trust Funds:

- 1) CVFD Water Payroll Accrual with said funds along with accumulated interest to date of withdrawal to be transferred to water fund balance; balance as of December 31, 2015 seventy-five dollars and eleven cents (\$75.11).
- 2) CVFD Sewer Payroll Accrual; balance as of December 31, 2015 zero dollars (\$0.00)
- 3) CVFD Emergency Services Payroll Accrual with said funds along with accumulated interest to date of withdrawal, to be transferred to the Fire Department fund balance; balance as of December 31, 2015 eight cents (\$0.08)
- 4) CVFD Ambulance Accrual; balance as of December 31, 2015 zero dollars (\$0.00)

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

**Article 16** To see if the District will vote to discontinue the CVFD Sewer Non-CRF established in 2005 for the purpose of sewer system repair/maintenance and infrastructure upgrade, with said funds along with accumulated interest to date of withdrawal, to be transferred to the Sewer Department fund balance. Balance as of December 31, 2015 twenty-nine thousand nine hundred forty-two dollars and sixteen cents (\$29,942.16).

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

**Article 17** To see if the District will vote to establish a Sewer Debt Service Expendable Trust Fund for the purpose of off-setting sewer debt for Phases I and II as per RSA 35:15, III-a; this fund is to be funded by sewer connection fees, surplus sewer fund balance, and taxation and further, to name the commissioners as agents to expend from said fund for the sole purpose stated, and to raise and appropriate two hundred five thousand dollars (\$205,000); thirty thousand two hundred thirty-four dollars (\$30,234) to come from sewer fund balance, thirty-four thousand seven hundred sixty-six (34,766) to come from connection fees collected in 2015 and one hundred forty thousand (\$140,000) to come from taxation.

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

**Article 18** To see if the District will vote to give the commissioners the authority to construct and maintain sidewalks that was absolved at the March 2015 Annual Meeting in Article 21.

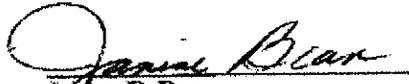
**[Recommended by the Board of Commissioners 3-0-0] (Majority vote required)**

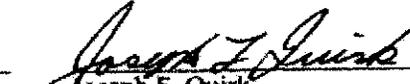
**Article 19** To see if the District will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to construct sidewalks on Pollard Street, these funds to come from the Sidewalk Capital Reserve Fund with no amount to come from taxation.

**[Recommended by the Board of Commissioners 2-1-0] (Majority vote required)**

**Article 20** To act upon any other business that may legally come before this meeting.

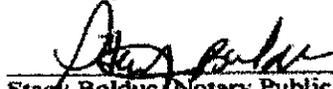
Given under our hands and seal of the Conway Village Fire District at said Conway, New Hampshire,  
this 9<sup>th</sup> day of February 2016

  
Janine E. Bean

  
Joseph F. Quirk

  
Michael Digregorio

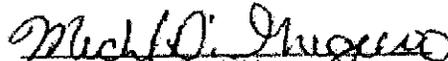
*A true copy of warrant – attest*

  
Stacy Bolduc, Notary Public

STACY BOLDUC  
NOTARY PUBLIC  
STATE OF NEW HAMPSHIRE  
MY COMMISSION EXPIRES 02/28/2018

  
Janine Bean

  
Joseph F. Quirk

  
Michael Digregorio

## 2016 Estimated Tax Impact by Warrant Article

This is an estimate only. The actual tax rate is based on a mid-year revenue estimate and property valuation. It is based on our best guess as to revenue and the 2015 valuation of \$191,939,730.

Article	Purpose	Expense	Estimated Revenue	Tax Impact	
2	General District Operating Budget	\$57,047	\$30,400	\$26,647	\$0.14
3	Water Operating Budget	\$351,333	\$351,332	\$0	\$ -
4	Sewer Operating Budget	\$614,959	\$614,959	\$0	\$ -
5	Fire Operating Budget	\$950,812	\$668,193	\$282,619	\$1.47
6	Water Dept. Debt Service	\$227,495	\$227,495	\$0	\$ -
7	Sewer Phase I Debt Service	\$278,051	\$278,051	\$0	\$ -
8	Sewer Dept. Force Main Debt Service	\$191,335	\$0	\$191,335	\$1.00
9	Fire and Rescue Equip. CRF	\$150,000	\$0	\$150,000	\$0.78
10	Building Maintenance Trust Fund	\$15,000	\$0	\$15,000	\$0.08
11	SCADA System for Water Dept.	\$40,000	\$40,000	\$0	\$ -
12	Water System Improv. Trust Fund	\$22,000	\$22,000	\$0	\$ -
13	Insulating Firehouse Ceiling	\$17,000	\$0	\$17,000	\$0.09
14	Short Lived Assets	\$108,335	\$108,335	\$0	\$ -
15	Closing Accrued Payroll Trusts	\$0	\$0	\$0	\$ -
16	Close Sewer Non-CRF Trust	\$0	\$0	\$0	\$ -
17	Establish CRF – Sewer Debt	\$205,000	\$65,000	\$140,000	\$0.73
18	Sidewalk Article	\$0	\$0	\$0	\$ -
19	Pollard Street Sidewalk	\$20,000	\$20,000	\$0	\$ -

Estimated 2016 Taxes	\$822,601.00
2015 Taxes	<u>\$664,111.00</u>
Increase	\$158,490.00
Estimated 2016 Tax rate	\$4.29
2015 Tax Rate	<u>\$3.46</u>
Increase	\$0.83
Percent increase over 2015	23.87%

## General Fund

### 2014 Expenditures, Revenues and 2015 Budget

#### EXPENDITURES

GENERAL /ADMIN	2015 Budgeted	2015 Expended	2016 Requested
Audit and Accounting	\$5,000.00	\$5,010.35	\$5,000.00
Legal/ Professional Fees	\$1,550.00	\$9,280.00	\$5,000.00
Property/ Liability Ins.	\$1,583.00	\$1,583.00	\$130.00
Annual Meeting	\$700.00	\$674.42	\$700.00
Travel Expense	\$1.00	\$0.00	\$1.00
Miscellaneous	\$1.00	\$0.00	\$1.00
Office Supplies	\$1,000.00	\$1,806.36	\$1,500.00
<b>General/Admin Total</b>	<b>\$9,835.00</b>	<b>\$18,354.13</b>	<b>\$12,332.00</b>
<b>ELECTED OFFICIALS</b>			
Payroll	\$7,950.00	\$7,950.00	\$7,950.00
FICA	\$493.00	\$483.54	\$485.00
Medicare	\$115.00	\$113.14	\$114.00
<b>Elected Officials Total</b>	<b>\$8,558.00</b>	<b>\$8,546.68</b>	<b>\$8,549.00</b>
<b>SIDEWALKS</b>			
Maintenance	\$300.00	\$73.12	\$100.00
Payroll	\$4,715.00	\$3,820.88	\$4,833.00
FICA	\$298.00	\$237.64	\$299.65
Medicare	\$70.00	\$55.60	\$70.08
Trackless Maint/fuel	\$3,200.00	\$1,480.28	\$2,000.00
Trackless Lease/Purchase	\$22,214.00	\$22,213.60	\$22,213.60
<b>Sidewalks Total</b>	<b>\$30,797.00</b>	<b>\$27,881.12</b>	<b>\$29,516.32</b>
<b>PEQUAWKET PARK</b>			
Maintenance	\$6,000.00	\$5,803.57	\$6,000.00
Electricity	\$500.00	\$680.75	\$650.00
<b>Pequawket Park Total</b>	<b>\$6,500.00</b>	<b>\$6,484.32</b>	<b>\$6,650.00</b>
<b>Total Expenditures</b>	<b>\$55,690.00</b>	<b>\$61,266.25</b>	<b>\$57,047.32</b>

## GENERAL FUND REVENUES

	2015 Anticipated	2015 Actual	2016 Anticipated
Miscellaneous	\$16,100.00	\$16,902.26	\$0.00
Interest	\$555.00	\$393.77	\$400.00
<b>Total Revenues</b>	<b>\$16,655.00</b>	<b>\$17,296.03</b>	<b>\$400.00</b>
Off-set by Fund Balance			\$25,000.00
Off-set from Pequawket Park Maintenance Trust Fund			\$5,000.00
			<u>\$30,400.00</u>

Operating expenses	\$57,047.32	
Projected Revenue	\$400.00	
Fund Balance Off-set	\$25,000.00	
Transfer from Trust Fund Off-set	\$5,000.00	
Sub Total	\$26,647.32	
Article 10 - Building Maint. TF	\$15,000.00	
<b>to be raised by taxes</b>	\$41,647.32	.21/\$1000

**Water Fund**  
**2015 Expenditures, Revenues and 2016 Budget**  
**EXPENDITURES**

<b>Administrative</b>	<b>2015 Budgeted</b>	<b>2015 Expended</b>	<b>2016 Requested</b>
Salaries - Full Time	\$140,346.00	\$134,833.74	\$142,567.00
Overtime	\$5,665.00	\$10,502.49	\$3,500.00
Insurance Benefits	\$62,000.00	\$57,046.80	\$52,603.00
FICA	\$8,702.00	\$9,102.65	\$9,148.81
Medicare	\$2,035.00	\$2,132.84	\$2,139.95
NH Retirement	\$16,200.00	\$17,156.66	\$16,315.66
Worker's Compensation	\$4,500.00	\$4,050.87	\$1,726.55
Audit/Accounting	\$5,000.00	\$5,539.74	\$5,000.00
Legal/ Professional Services	\$2,000.00	\$1,290.53	\$2,000.00
Telephone	\$5,700.00	\$5,323.99	\$5,700.00
Clothing Allowance	\$1,500.00	\$1,270.96	\$1,500.00
Cleaning Services	\$926.00	\$888.00	\$500.00
Electricity	\$32,000.00	\$34,345.37	\$32,000.00
Heat	\$8,300.00	\$4,079.33	\$7,000.00
Property Liability Insurance	\$4,600.00	\$4,550.00	\$2,416.00
Office Expenses	\$6,500.00	\$6,573.01	\$5,000.00
Unemployment Insurance	\$325.00	\$315.00	\$165.00
<b><i>TTL Administrative Expenses</i></b>	<b><i>\$306,299.00</i></b>	<b><i>\$299,001.98</i></b>	<b><i>\$289,281.98</i></b>
<b>Operating</b>			
Fuel	\$3,800.00	\$4,138.93	\$3,800.00
Operating Expenses	\$2,200.00	\$1,745.93	\$3,000.00
Parts/Inventory	\$10,000.00	\$9,359.37	\$12,000.00
Training/Licenses	\$1,500.00	\$1,845.04	\$750.00
Water Testing	\$4,500.00	\$5,298.37	\$5,000.00
NCWP bill	\$2,000.00	\$1,275.00	\$2,000.00
Chemicals	\$13,000.00	\$10,566.11	\$14,000.00
Equip. Maint. and Repair	\$7,100.00	\$7,781.56	\$7,100.00
Equip./Tools purchases	\$2,000.00	\$1,669.34	\$2,000.00
Meter Replacement	\$0.00	\$0.00	\$7,500.00
Vehicle Maintenance	\$1,800.00	\$744.43	\$1,400.00
Road Repair	\$300.00	\$1,024.78	\$2,000.00
Misc. Expenses	\$1.00	\$0.00	\$1.00
Building Maintenance	\$1,500.00	\$1,811.96	\$1,500.00

<i>TTL Operating Expenses</i>	<i>\$49,701.00</i>	<i>\$47,260.82</i>	<i>\$62,051.00</i>
<b>Total Expenditures</b>	<b>\$356,000.00</b>	<b>\$346,262.80</b>	<b>\$351,332.98</b>

### WATER REVENUES

	2015 Anticipated	2015 Actual	2016 Anticipated
User Fees	\$575,000.00	\$599,930.90	\$300,000.00
Demand Fees			\$300,000.00
Service Calls	\$3,500.00	\$4,639.31	\$3,000.00
Connection Fees	\$16,000.00	\$17,000.00	\$16,000.00
Sale of Inventory	\$5,500.00	\$5,927.28	\$5,500.00
Interest	\$140.00	\$198.80	\$225.00
Miscellaneous	\$2,000.00	\$2,147.82	\$2,000.00
Backflow prevention	\$0.00	\$0.00	\$7,000.00
System Interconnection and Groundwater Investigation (SIGI Grant)	\$51,186.00	\$51,186.00	\$51,186.00
<b>Total Revenues</b>	<b>\$653,326.00</b>	<b>\$681,030.11</b>	<b>\$684,911.00</b>

Projected Operating expenses	\$351,332.98
Article 6 - Phase 1 Debt (2010)	\$227,495.00
Article 11 - SCADA	\$40,000.00
Article 12 - Trust Fund	\$5,000.00
Sub Total	\$623,827.98
Projected Revenue	\$684,911.00
<b>Net gain</b>	<b>\$61,083.02</b>

**Sewer Fund**  
**2015 Expenditures, Revenues and 2016 Budget**

**EXPENDITURES**

<b>Administrative</b>	<b>2015 Budgeted</b>	<b>2015 Expended</b>	<b>2016 Requested</b>
Salaries - Full Time	\$145,543.00	\$148,289.88	\$155,445.00
Overtime	\$5,000.00	\$11,182.21	\$3,500.00
Insurance Benefits	\$72,000.00	\$66,098.86	\$61,507.00
FICA	\$9,024.00	\$9,950.29	\$9,948.00
Medicare	\$2,110.00	\$2,327.09	\$2,327.00
NH Retirement	\$18,000.00	\$18,782.12	\$17,754.00
Worker's Compensation	\$4,000.00	\$3,329.57	\$3,120.00
Audit/Accounting	\$5,000.00	\$5,049.97	\$5,000.00
Legal/ Professional Services	\$1,500.00	\$1,243.55	\$1,500.00
Telephone	\$7,200.00	\$6,924.64	\$7,000.00
Clothing Allowance	\$1,500.00	\$1,335.65	\$1,500.00
Cleaning Services	\$962.00	\$888.00	\$500.00
Electricity	\$95,000.00	\$112,431.07	\$90,000.00
Heat	\$4,100.00	\$2,365.50	\$3,000.00
Property Liability Insurance	\$4,300.00	\$4,250.00	\$2,272.00
Office Expenses	\$5,500.00	\$6,245.71	\$5,000.00
Unemployment Insurance	\$667.00	\$652.51	\$485.00
<b><i>TTL Administrative Expenses</i></b>	<b><i>\$381,406.00</i></b>	<b><i>\$401,346.62</i></b>	<b><i>\$369,858.00</i></b>
<b>Operating</b>			
Fuel	\$4,000.00	\$3,338.70	\$3,000.00
Operating Expenses	\$17,500.00	\$8,208.05	\$10,000.00
Training/Licenses	\$750.00	\$355.02	\$1,500.00
Sewer Testing	\$18,000.00	\$11,324.00	\$10,000.00
NCWP bill	\$40,000.00	\$0.00	\$204,000.00
Chemicals	\$4,000.00	\$3,931.40	\$4,000.00
Equip. Maint. and Repair	\$8,000.00	\$12,309.06	\$8,000.00
Equip./Tools purchases	\$1,000.00	\$1,672.69	\$900.00
Vehicle Maintenance	\$1,500.00	\$1,160.82	\$1,400.00
Road Repair	\$300.00	\$15.00	\$300.00
Misc. Expenses	\$1.00	\$0.00	\$1.00
Building Maintenance	\$1,500.00	\$2,318.04	\$2,000.00

**Fire Fund**  
**2015 Expenditures, Revenues and 2016 Budget**  
**EXPENDITURES**

	2015 Budgeted	2015 Expended	2016 Requested
Salaries-Full Time	\$320,000.00	\$315,350.90	\$327,500.00
Salaries- Part Time	\$121,000.00	\$123,163.90	\$130,000.00
Overtime	\$20,000.00	\$38,090.49	\$35,000.00
Health/Dental/Life/Disability	\$129,525.00	\$109,802.30	\$120,000.00
FICA	\$11,300.00	\$11,626.33	\$12,000.00
Medicare	\$6,700.00	\$6,940.92	\$7,100.00
NH Retirement	\$85,500.00	\$89,983.46	\$94,000.00
Workers Comp/ Unemployment	\$30,000.00	\$28,970.01	\$30,000.00
Audit and Accounting	\$5,000.00	\$5,000.00	\$5,000.00
Legal/ Professional Fees	\$1,000.00	\$48.00	\$1,000.00
Medical Expenses	\$0.00	\$0.00	\$4,800.00
Ambulance Billing	\$14,000.00	\$16,520.30	\$15,700.00
Telephone	\$4,000.00	\$3,675.36	\$4,000.00
Electricity	\$8,250.00	\$9,193.84	\$9,000.00
Heat	\$15,000.00	\$9,805.77	\$12,000.00
Building Maintenance	\$12,500.00	\$11,374.58	\$9,000.00
Property/ Liability Insurance	\$13,500.00	\$13,018.11	\$8,875.00
Training	\$8,000.00	\$6,964.63	\$8,000.00
Office Expenses	\$10,000.00	\$10,246.83	\$10,000.00
Equipment Maintenance	\$8,000.00	\$7,668.31	\$8,000.00
Radio Maintenance	\$2,000.00	\$844.54	\$2,000.00
Fire/ Rescue Supplies	\$500.00	\$417.55	\$500.00
Medical Supplies	\$10,000.00	\$11,373.43	\$11,000.00
Vehicle Fuel	\$17,000.00	\$13,045.42	\$15,000.00
Vehicle Maintenance	\$20,000.00	\$26,014.27	\$25,000.00
Uniforms	\$4,000.00	\$2,524.93	\$4,000.00
Equipment Purchase	\$20,000.00	\$17,985.75	\$30,000.00

Monitor Lease Purchase	\$13,000.00	\$12,336.88	\$12,337.00
<b>Total Expenditures</b>	<b>\$909,775.00</b>	<b>\$901,986.81</b>	<b>\$950,812.00</b>

### FIRE REVENUES

	2015 Anticipated	2015 Actual	2016 Anticipated
Albany Contract	\$105,000.00	\$105,000.00	\$105,000.00
Ambulance Billing	\$210,000.00	\$278,279.38	\$240,000.00
Ambulance Collections	\$2,000.00	\$2,872.76	\$2,500.00
Ambulance Details	\$3,000.00	\$2,817.00	\$3,000.00
Conway Amb Agreement	\$79,698.00	\$80,647.00	\$81,080.00
Fire Prevention Fees	\$750.00	\$1,200.00	\$1,000.00
Miscellaneous	\$500.00	\$3,990.14	\$500.00
Interest	\$60.00	\$172.00	\$60.00
Non-Precinct Fire	\$175,200.00	\$175,201.00	\$165,053.00
Sale of District Property	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$576,208.00</b>	<b>\$650,179.28</b>	<b>\$598,193.00</b>

	2015 Budget	2015 EOY	2016 Request	
Operating Budget	\$909,775.00	\$901,986.81	\$950,812.00	
Fire/ Rescue Capital Reserve	\$150,000.00	\$150,000.00	\$150,000.00	
Building Security	\$35,000.00	\$22,000.00	\$0.00	
Insulation	\$0.00	\$0.00	\$17,000.00	
Sub Total	\$1,094,775.00	\$1,073,986.81	\$1,117,812.00	
Projected Revenue	\$576,208.00		\$598,193.00	
Fund Balance Off-set	\$25,000.00		\$70,000.00	
<b>To be raised by taxes</b>	<b>\$493,567.00</b>	<b>\$2.57/\$1000</b>	<b>\$449,619.00</b>	<b>\$2.34/\$1000</b>

**ARREARAGES AS OF DECEMBER 31, 2015**  
**Water/Sewer Billing**

Total of unpaid accounts	\$39,627.37
Total on Lien	\$14,825.14
Total not on Lien but Shut-off	<u>\$ 4,435.05</u> ***
Subtotal owed to District from active accounts	\$20,367.18
Liened properties on payment plan	\$ 1,480.00
Active accounts on payment plan	<u>\$ 222.98</u>
Total outstanding collectable arrearages -	<b>\$18,664.20</b>

\*\*\*\$2,150.00 of “not on lien but shut off”= connection fees owed

## 2015 Debt Service

Item	Principal Balance as of 12/31/2014	Principal Paid in 2015	Interest Paid in 2015	Total Paid	Principal Balance as of 12/31/2015	Matures
<b>Phase II C</b>	<b>\$10,317.30</b>	\$10,317.30	\$226.14	\$10,543.44	\$0.00	
<b>Phase I</b>	<b><u>\$7,275,462.59</u></b>	<b><u>\$198,378.99</u></b>	<b><u>\$307,165.01</u></b>	<b><u>\$505,544.00</u></b>	<b><u>\$7,077,083.60</u></b>	<b>2037</b>
<i>Water</i>	\$3,273,958.17	\$ 89,270.54	\$138,224.25	\$227,494.81	\$3,184,687.63	
<i>Sewer</i>	\$4,001,504.42	\$ 109,108.44	\$168,940.75	\$278,049.19	\$3,892,395.98	

## Project Expenditures to Date

### Water System Improvements (authorized in 2006, Article #2)

Authorized amount:	\$14,000,000.00
Expended as of 12/31/2015:	<u>\$ 8,740,647.80</u>
Amount remaining:	\$ 5,259,352.20

### Sewer Interconnect and Improvements

(Authorized in 2006, Article #3 with a change in purpose authorized in  
2010 Article #19)

Authorized amount:	\$28,500,000.00
Expended as of 12/31/2015:	<u>\$13,304,003.77</u>
Amount remaining:	\$15,195,996.23

## **Monies Held by the Town of Conway's Trustees of the Trust Funds for Conway Village Fire District**

<u>Fund Number</u>	<u>Fund Purpose</u>	<u>Balance as of December 31, 2015</u>
18	Fire District CV Capital Reserve	\$0.00
44	Conway Village Sidewalks Capital Reserve	\$182,324.17
50	Fire/Rescue Equipment Capital Reserve	\$182,674.20
51	Water and Sewer Equipment	\$0.00
56	Water System Improvements	\$167,596.32
57	Sewer Non-CRF	\$29,942.16
59	Water Accrued Payroll	\$75.11
60	Sewer Accrued Payroll	\$0.00
61	Fire/Rescue Accrued Payroll	\$0.08
62	Ambulance Accrued Payroll	\$0.00
65	Pequawket Park Expendable Trust Fund	\$11,836.66
69	Building Maintenance Expendable Trust Fund	\$12,024.99
70	Water and Sewer Equipment	\$83,423.97
	<b>TOTAL</b>	<b>\$669,897.66</b>

## Revenues by Department

<u>Department</u>	<u>Anticipated 2015</u>	<u>Received 2015</u>	<u>Anticipated 2016</u>
General District	\$ 16,655.00	\$17,296.03	\$ 400.00
From Fund Balance (additional)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
From Trust Fund			\$ 5,000.00
<b>Total General Revenue</b>	<b>\$41,655.00</b>	<b>\$42,296.03</b>	<b>\$30,400.00</b>
Water	\$602,140.00	\$629,844.11	\$633,725.00
SIGI Grant	\$ 51,186.00	\$51,186.00	\$51,186.00
<b>Total Water Revenue</b>	<b>\$653,326.00</b>	<b>\$681,030.11</b>	<b>\$684,911.00</b>
Sewer	\$560,160.00	\$559,677.16	\$805,630.00
State Aid Grant	\$ 87,892.00	\$99,327.00	\$104,679.00
<b>Total Sewer Revenue</b>	<b>\$648,052.00</b>	<b>\$659,004.16</b>	<b>\$910,309.00</b>
Fire	\$576,208	\$650,179.28	\$598,193.00
From Fund Balance (additional)	\$ 25,000	\$ 25,000.00	\$ 70,000.00
<b>Total Fire Dept. Revenue</b>	<b>\$601,208.00</b>	<b>\$675,179.28</b>	<b>\$668,193.00</b>

## Schedule of 2015 Warrant Articles

<u>Article</u>	<u>Item</u>	<u>Authorized</u>	<u>Expended</u>	<u>Under</u>	<u>Over</u>
1	Election of Officers	N/A			
2	General District Operations	\$ 55,690.00	\$61,266.25		\$5,576.25
3	Water Department	\$356,000.00	\$346,262.80	\$9,737.20	
4	Sewer Department	\$477,958.00	\$445,979.40	\$1,977.60	
5	Fire Department	\$909,775.00	\$901,986.81	\$7,788.19	
6	Water Debt Service	\$227,495.00	\$227,495		
7	Sewer Debt Service	\$ 10,613.00	\$ 10,543.44	\$69.56	
8	Sewer Debt Service	\$278,051.00	\$278,051		
9	New Ambulance	\$145,000.00	\$113,813	\$31,187	
10	Fire/Rescue CRF	\$150,000.00	\$150,000.00		
11	CVFD Sidewalk ETF	\$ 50,000.00	\$ 50,000.00		
12	Security Upgrades – Fire/Rescue	\$ 35,000.00	\$22,080.00	\$12,920.00	
13	Building Maint. CRF	\$ 15,000.00	\$ 15,000.00		
14	Sewer Accrued Payroll	\$ 2,100.00	\$ 2,100.00		
15	Sewer System Improvement CRF	\$ 10,000.00	\$ 10,000.00		
16	Water System Improvement CRF	\$ 15,000.00	\$ 15,000.00		
17	Close Fire District CV Trust Fund	N/A			
18	Close Water/Sewer Equip.CRF	N/A			
19	Est. New Water Sewer Equip. CRF	\$ 83,316.56	\$ 83,316.56		
20	Name Commissioner Agents to Exp.	N/A			
21	Surrender Sidewalks to Town	N/A			
22	Any Other Business	N/A			

## 2015 Treasurer's Report

### GENERAL CHECKING

BEGINNING BALANCE	\$1,443,529.18
DEPOSITS/CREDITS/INTEREST	\$6,001,633.42
CHECKS	\$6,344,719.17
ENDING BALANCE	\$1,100,443.43

### CONNECTION FEE HOLDING

BEGINNING BALANCE	\$5,625.52
DEPOSITS/CREDITS/INTEREST	\$500.00
CHECKS	\$5,000.00
ENDING BALANCE	\$1,125.52

### SHORT LIVED ASSETS

BEGINNING BALANCE	\$109,657.56
DEPOSITS/CREDITS/INTEREST	\$14.81
CHECKS	
ENDING BALANCE	\$109,672.37

### AJ COLEMAN RETAINAGE

BEGINNING BALANCE	\$11,282.91
DEPOSITS/CREDITS	\$4.88
CHECKS	\$11,287.79
ENDING BALANCE	\$0.00

### WASHINGTON ST. RETAINAGE

BEGINNING BALANCE	\$13,434.24
DEPOSITS/CREDITS/INTEREST	\$10.66
CHECKS	\$13,444.90
ENDING BALANCE	\$0.00

### PAYROLL

BEGINNING BALANCE	\$27,272.99
DEPOSITS/CREDITS/INTEREST	\$857,249.30
CHECKS	\$753,962.35
ENDING BALANCE	\$130,559.94

### WATER PROJECTS

BEGINNING BALANCE	\$123,506.94
DEPOSITS/CREDITS/INTEREST	\$114,901.06
CHECKS	\$101,419.30
ENDING BALANCE	\$136,988.70

### WASTE WATER PLANT

BEGINNING BALANCE	\$174,251.37
DEPOSITS/CREDITS/INTEREST	\$3,241,035.02
CHECKS	\$3,241,011.48
ENDING BALANCE	\$174,274.91

### RURAL DEVELOPMENT

BEGINNING BALANCE	\$2,685.11
DEPOSITS/CREDITS/INTEREST	\$505,544.63
CHECKS	\$505,544.00
ENDING BALANCE	\$2,685.74

### FORCE MAIN RETAINAGE

BEGINNING BALANCE	\$114,811.77
DEPOSITS/CREDITS/INTEREST	\$159,862.25
CHECKS	\$0.00
ENDING BALANCE	\$274,674.02

# Superintendent's Report 2015

2015 proved to be another very busy year for the Conway Village Fire District. The staff was busy overseeing the construction going on in both Lamplighter's and the District.

There were some setbacks with the contractor Defelice, putting in the Force Main and building the grit removal and filtration structure. As a result we did not go on line sending sewer to North Conway in the time frame expected. They are working through the winter to get caught up and we expect in spring of 2016 to be on line with North Conway and the decommission of the treatment plant will soon follow.

I am very pleased to announce the certification of our water tech Steve Anderson as a Backflow Prevention Device Inspector/Tester. Starting in January Conway Village Fire District will be doing all backflow testing for district residents and businesses. With this certification we can provide better service to our district residents.

As we move forward meeting the needs of the district and facing the challenges of 2016, I want to thank the combined efforts of the Board of Commissioners, Fire Chief Steve Solomon, Underwood Engineering and the staff of Conway Village Fire District for all you do. I look forward to another year working with all of you and serving as Superintendent of the Conway Village Fire District.

Respectfully submitted,  
Gregg Quint  
Superintendent  
Conway Village Fire District

# Conway Fire Department

## 2015 Annual Report

In 2015, The Conway Fire Department handled 1163 emergency calls broken down as follows: That is more than 100 emergency calls more than 2014.

Building Fires/ Fires in Buildings	27	Motor Vehicle Accidents	98
Vehicle Fires	2	Emergency Medical Services	714
Brush/ Grass/ Forest Fires	11	Swift Water/ Flood Rescue	5
Illegal Burning	17	Wilderness Rescue	6
Fire Alarm Activations (No Fire)	99	Service Calls	42
Other Types of Fires	35	Weather Related Calls	45
Hazardous Materials Release	42	Other Non-Fire Calls	20

As you can see from the numbers we had a busy year. We had an increase in call volume of more than 100 calls compared to 2014. Over a longer analysis, this is right where we expected to be for call volume. It is our comfort zone and can be managed with the existing number of career staff. We could use more, active, call staff...

Again budget management was challenging in 2015. From early in the year running straight through to the end, vehicle maintenance was an issue. We overspent that line item by quite a lot, but came out within budget overall. The other budget item that was a problem was overtime. We used career staff to cover open shifts and come in off duty for calls more than we anticipated causing a large overage in that line item. This too was managed allowing us to finish the year within our budget.

We completed two other projects in 2015. We completed the Fire Station Security project for just over \$22,000.00, well under the \$35,000 authorized. We also purchased and placed in service a new ambulance.

Do to the increased call volume and changes made at our billing service, the ambulance generated revenue beyond what we projected for 2015. This money is being returned to you, the tax payers as an offset to the 2016 budget, reducing the tax burden created by the fire department.

Our personnel, both career staff and call staff, are a dedicated group and work hard for you everyday. When they are not on calls, they are doing paperwork, training, and performing maintenance on the building and equipment. Please join me in saying thank you to them for all they do.

Stephen Solomon, Chief  
Conway Fire Department

# Capital Improvement Schedules

## Fire Equipment Schedule

Vehicle	Ambulance		Ambulance	Quint 3 lease/purchase	Lease/purchase	lease/purchase and SUV
Year	2015	2016	2017	2018	2019	2020
Appropriation	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$175,000.00	\$175,000.00
Expenditure	\$113,812.00	\$0.00	\$200,000.00	\$400,000.00	\$160,000.00	\$220,000.00
Fund Balance	\$182,674.00	\$332,674.00	\$282,674.00	\$32,674.00	\$47,674.00	\$2,674.00

Vehicle	Lease/Purch	Ambulance		Forestry/Plow		Engine
Year	2021	2022	2023	2024	2025	2026
Appropriation	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
Expenditure	\$160,000.00	\$0.00	\$215,000.00	\$0.00	\$55,000.00	\$525,000.00
Fund Balance	\$17,674.00	\$192,674.00	\$152,674.00	\$327,674.00	\$447,674.00	\$97,674.00

Vehicle	Ambulance	SUV	Rescue		Ambulance	
Year	2027	2028	2029	2030	2031	2032
Appropriation	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
Expenditure	\$215,000.00	\$65,000.00	\$0.00	\$0.00	\$450,000.00	\$225,000.00
Fund Balance	\$57,674.00	\$167,674.00	\$342,674.00	\$517,674.00	\$242,674.00	\$192,674.00

Vehicle	Tanker		
Year	2033	2034	2035
Appropriation	\$175,000.00	\$175,000.00	\$175,000.00
Expenditure	\$0.00	\$450,000.00	\$0.00
Fund Balance	\$367,674.00	\$92,674.00	\$267,674.00

20 Year Fire/ Rescue Apparatus Capital Improvements  
Plan  
2016 Update

Plan subject to change

## Water and Sewer Equipment Schedule

<b>Mobile Equipment</b>		next rplcmnt	
2012 Trackless Sidewalk Tractor	2012	2024	
2004 Caterpillar Backhoe	2001	2022	
1990 Atlas Copco Compressor	1990	2025	
1987 John Deere Backhoe	1987	2020	with something smaller

<b>Other Property</b>		bought	replaced	next replacement
Generator (Caterpillar)	32 Kancamagus Hwy	2008		2030
Generator (Caterpillar)	Towle Rd	2001		2030
Generator (Caterpillar)	Eaton Rd	2003		2030
Generator (Caterpillar)	Interm. Pump Station	2009		2030
Generator (Caterpillar)	Saco Pump Station	1972	2013	2038
Heat Trace Box Mech/Controls	75 White Mnt Hwy	2009		2025
Water Meter Pit Mech/Controls	1095 White Mnt. Hwy	2009		2025

<b>Vehicles</b>		bought	miles	replace
2009 GMC Sierra 2500		2009	34,535	2020
2008 GMC Sierra		2008	46,491	2019
2006 GMC Pickup		2006	46,394	2017
2005 GMC Utility Van		2006	24,266	2021
1997 Gmc Sierra 1 Ton Service Truck		1997	31,421	2018
1989 Gmc - Dump Truck 7000 Series		1989		will not be replaced
1982 Case Uniloader Skidshovel		1982		will not be replaced
2014 Chevy Dump Truck 1 Ton	Chevy	2014	2,180	2025

## Fire Department Building Maintenance Schedule

Year	Project	Cost	
2013-2015	Replace Overhead Doors	\$18,000.00	Completed
2015	Building Security	\$22,000.00	Completed
2016	Insulation	\$17,000.00	Quote
2017	Boilers Should we examine biofuels?	\$25,000.00	Estimated
2020	Roof Any interest in Solar at that time?	\$60,000.00	Estimated

### Not Scheduled But need to be Done

Priority	Project	Cost	
1	Breathing Air Compressor	\$40,000.00	Grant Possible
1	Vehicle Exhaust Capture	\$40,000.00	Grant Possible
2	Windows (to improve energy efficiency)	\$20,000.00	Estimate
2	Exterior Paint	\$30,000.00	Estimate
3	Interior Paint (will try to do this ourselves)	\$10,000.00	(less if we do it)
3	Carpet (After interior paint)	\$10,000.00	Guess on Cost
4	Paving (waited too long on this. Now need to tear up what's there increasing cost, but reducing urgency)	\$50,000.00	
5	Replace/ Upgrade Electrical Panel (May have to be done for compressor or exhaust capture)	\$1500.00	
6	Elevator (Required by ADA when building was built)	\$40,000.00	

## Administrative Building and Garage Maintenance Schedule

Name	Street Address	Built	roof	34 windows	Carpet and Paint	Pumps Replcd	Next Replcd.
128 West Main Admin Bldg	128 West Main Street	1999	2024	3-4/year	2017/18		
Banfil Grinder Sta	31 Banfil Lane	1992				2009	2024
Chemical Building	35 Kancamagus Hwy	1992	2013				
Eaton Ejector Lift Station	256 Eaton Road	1984				2003	
Grinder Station	Prospect Street	1992				2007	2024
Grinding Station	270 East Main Street	1972				2012	
Intermediate Pump Station	527 White Mnt Hwy	2010	2030				2030
Pump House #1	32 Kancamagus Hwy	1953				1995	2025
Pump House #2	32 Kancamagus Hwy	1963					2020
Pump Station	Towle Rd	1986				2001	2021
Grit Filtration Building	270 East Main Street	2016	2041				2036
Treatment Plant	25 Vfw Street	1972	2025				

MINUTES OF ANNUAL MEETING  
CONWAY VILLAGE FIRE DISTRICT  
March 10, 2015

A quorum having been declared present, Moderator, Douglas 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 10, 2015, in the meeting room of the Conway Village Fire Station.

Present were: Commissioners Janine Bean (Chair), Joseph Quirk and Tom Bucu; Fire Chief, Steven Solomon; District Superintendent, Gregg Quint; Municipal Bookkeeper, Amy Snow; and Supervisors of the Checklist, Cynthia Thibodeau and Carole DiGregorio. There were 56 members of the general public present.

The Moderator led the Pledge of Allegiance. Mr. Burnell noted that the polls having opened at 5:00 p.m. for voting on Article 1 would remain open until 8:00 p.m. The rules by which the meeting would be conducted were explained and accepted. Mr. Burnell introduced the head table, noting that Steven Solomon and Gregg Quint are non residents of the District, but need to be allowed to speak as reference people. There were no objections.

**Article 1:** To elect the necessary officers: one Commissioner for 3 years, Moderator for one year, Clerk for one year, Treasurer for one year, and one Supervisor of the Checklist for 2 years.

The polls were declared closed at 8:05 p.m. with the following results:

Commissioner for 3 years:

**Mike DiGregorio declared Commissioner for 3 years by write-in vote.**

Moderator for 1 year:

**Douglas C. Burnell was declared Moderator for 1 year.**

Treasurer for 1 year:

**William Vose was declared Treasurer for 1 year.**

Clerk for 1 year:

**Thomas Bucu was declared Clerk for 1 year by write in-vote.**

Supervisor of the Checklist for 2 years:

**Cindy Thibodeau was declared Supervisor of Checklist for 2 years by write-in vote.**

**Motion was made by Tad Furtado, second by Mr. Gambino, to proceed out of order and take up Article 21 first.** Mr. Furtado explained there are two other Articles in the warrant that would be affected by the outcome of the vote on Article 21: Article 2, because sidewalks are in the budget, and Article 11 is a specific line item to put money into sidewalks. Voting proceeded on Mr. Furtado's motion and **The Moderator declared the motion carried.**

**Motion was then made by Mr. Furtado, second by Mr. Gambino, to adopt Article 21 as printed in the warrant.** The Moderator, noting the warrant reads "2/3 vote required" explained that that has been further considered and actually only requires a simple majority, and so declared.

**Article 21.** To see if the Conway Village Fire District will surrender responsibility for the construction and maintenance of the sidewalks within the district to the Town of Conway.

Mr. Furtado presented a written request that the vote on Article 21 be taken by secret ballot. Mr. Burnell requested that the Supervisors of the Checklist check the signatures to ascertain that they are all valid registered voters in the District.

Mr. Furtado stated he became involved in the sidewalks when he got involved during the Streetscape article. He noted the 2013 vote to bond it failed and the money had to go back to Concord. He said this article would put the responsibility for building the sidewalks on the town. A portion of our tax bill goes to the town – one piece of that pays for the sidewalks everywhere else in Conway. He stated the town did not do the best job in maintaining the sidewalks, they were contracted out and only one side got done; that is not true any more – town hall now does a really good job in maintaining the sidewalks. If we vote for this amendment we will not be paying for sidewalks twice. He said coming into Conway Village, it is the best village in the town. We have the churches with steeples, farm land, the river running through, but it does not look as nice as coming into North Conway. He stated we should be the best Conway Village we can - the town's design standards are better than the design standards of Conway Village Fire District. Mr. Furtado asked the voters to vote in favor of Article 21.

Jonathan Goodwin questioned why the Commissioners were against it. Mr. Buco said we have been trying for years to get DOT to rebuild the road going through Conway Village. He said we now have a commitment in hand for \$900,000 to rebuild the road, we have put together in a project agreement that we would rebuild the water line because of the old lead joint pipes, and do the sidewalks. We have the money in hand to do the sidewalks – 6,000 feet (3,000 ft. on either side of the road) in asphalt at a cost of \$150,000 which is what we have in the agreement. To do them in concrete would cost \$270,000, and for pavers the cost would be \$630,000, not including the curbing. He said we are talking a tremendous amount of money that we do not have in hand. If we abandon the sidewalks, then the town would have to approve an article next year and appropriate enough money to build and maintain them so it will be at least two years before the town can do that. He stated if you take away the sidewalks we can't go ahead with the project.

Sharon Frost, a non resident, said she owns the ice cream shop in the village. She supports the sidewalks. She has a vision – think of the long term benefits of creating a much nicer downtown. If people stop, it contributes to our economy. She suggested we give a little more effort and a little more money; we need to keep our businesses going.

Ms. Bean said we are not against turning the sidewalks over to the town. She said she and Mr. Buco voted against it because of the timing of the article and the timing of the contract. We have a contract that is being prepared with the State of NH; everyone who owns property within the project has to be named in the contract. If we do not do the project in 2016 she is not sure we will be able to do it. She said the State has realized they were going to spend money for the road inappropriately in 2015 to dig up the road from the railroad crossing, grind it and put it back down. It was determined that based on our water line (1935) that it would be more prudent for the State to rebuild the road at the same time, allowing us to get the water line done. Because we have enough money to do the sidewalks, we put them in the contract. Ms. Bean said as sponsors, we have to fund their portion as well as ours, we are more concerned about the 1935 water line than we are about the sidewalks – there is water running down Main Street through pipes with leaded joints. It is a great idea to turn the sidewalks over to the town. If we pass Article 11 and add \$25,000 into our sidewalk fund this year it will give us \$180,000. We can ask the engineers to spec out cement sidewalks, but we will not have enough money to build those sidewalks. Asphalt maybe not as pretty to some as cement. Ms. Bean explained the \$500,000 that we lost in the grant was a vote of this body that we could not raise any more money, we had no more

bonding authority. We tried to get money to fund that and could not. We do not want to see this project with the State to go away. Right now it specifies that all owners of property in the project have to be named and we do not have the time to get the town to take the sidewalks over in time to do this project.

Joe Peterson said if we do the sidewalks in tar and turn it over to the town they are not going to do it - he would rather wait another year and have it done right.

Mr. Bucu said we have State Aide grant money for the water and sewer projects that we have going on now. It is guaranteed by legal Statute, but we still have to fight for it -- this money is not guaranteed by legal Statute. If we wait two years the State money will go somewhere else. He stated we just finished doing Washington Street with all new asphalt sidewalks and he would challenge anyone to tell us they are no good.

Mike DiGregorio said the right thing to do would be to put in an article for next year to give the town the authority to do it. If we voted tonight to turn over the sidewalks that gives the Commissioners and Selectmen a year to enter into negotiations and to figure out how that transition would take place. He felt even if the town's name would have to be on that contract today, he does not think this would jeopardize anything because it is all negotiated in the timing. Why not just vote tonight to turn them over, Commissioners enter into negotiations with Selectmen as to how it would take place, the town could have that in their budget in October 2015 and have all their numbers in place for the April vote.

Ms. Bean said when we sign the contract with the State our engineers start June of this year to design and go out to bid in the fall/winter with construction to start April of next year. Before the warrant article is passed -- the whole town has to vote to accept and pay for these sidewalks (for cement it would be \$300,000). We are going to already be in the design phase, bidding phase, and construction phase before this even goes. She said she was pretty certain that the 1997 article didn't give the town the right to take over the sidewalks and was proven right. She said she is not 100% sure who needs to be named in the contract; if it is a State contract and we have to pay \$900,000 she would hate to see us lose over a technicality -- if something goes wrong in this contract this District has to pay all of the \$900,000. She said she is trying to be responsible with your money and not get us in a position where we have to pay for a road to be rebuilt in Conway.

Mr. Thibodeau said the fact that ownership has to be listed is moot. The town has to vote and cannot vote until 2016 so there is no owner transfer until after this project is done. The larger issue is whether we are going to be able to work together and put the sidewalks in in concrete. He said the State of NH has voiced to our town engineer it will have no bearing on what they do -- a simple memorandum of understanding will be sufficient; we do not have the authority to take them over without a vote of the entire town. We cannot begin to enter into negotiations until May of 2016. We would be smart to vote yes and move the project forward and continue on.

Ms. Bean said if this is passed and we go forward and start construction, they are going to be built in asphalt because we do not have the money to do cement. Mr. Thibodeau said you are working on some form of engineer's estimates. Ms. Bean said right. Mr. Thibodeau questioned do we not know whether it could come in under engineer's estimate and we would then have that money to put them in in concrete. Ms. Bean said it could. Ms. Snow said it is important to note that this article is to relinquish maintenance and construction responsibilities of the sidewalks to the town of Conway; this article says nothing about how they are to be built. It will take at least until the end of 2016. She has spoken to Enfield Town Manager -- they did streetscape. They had many businesses move in, then the economy went, sidewalks do not a town make. There are a lot of buildings in this town that need a lot of work. When she goes into a town it is the buildings she looks at - she does not care what the sidewalks are built out of -- new sidewalks will look good.

Mr. DiGregorio said all construction documents have alternatives – we do not start road construction jobs until April or May. There is a timing issue – as regards the quality, the town has standards. If the town were to be involved we would know exactly how they would look. The timing would be difficult, but it could happen.

Rhoda Quint said it is disappointing to be discussing hot top sidewalks because over the years it should have been made clear to the Commissioners that the residents in Conway Village are not happy with our sidewalks. The standard for the town is cement. Our sidewalks are used by the walkers in this village all the time – we are always talking about the visitors, we live here and are walking on sidewalks that are inferior and we deserve better.

Ms. Bean said she believes we understood after the Streetscape project that the village would like to have concrete sidewalks. We do not have enough money right now on this project to put in concrete sidewalks. If you want to raise and appropriate enough money to put them in, it takes all the issue away – that is another \$100,000 in Article 11. We are not opposed to concrete sidewalks or the town owning them. I have always said we should have the town take over our sidewalks now that they are doing such a great job. We have already told our engineers we want to have an alternative for cement sidewalks.

Randy Davison said this precinct is paying the same per thousand as North Conway. If the town has specifications for sidewalks we should have them. It should be a town responsibility – if it comes down to money, everyone should be paying for the town of Conway in general.

Mr. Thibodeau said it is not out of the realm of reasonable to make some assumptions. He said, as a Selectman, if we move this article forward and vote to turn the sidewalks over to the town of Conway he will do everything in his power to move forward an article to give the \$90,000 to upgrade from asphalt to concrete. If the town is to take them over, we are going to want them in concrete. The warrant article would be contingent upon the town voters accepting the sidewalks in general, which cannot be done until April 2016 anyway. At this juncture the whole thing becomes almost a non-issue – although there are no guarantees, but if we do not move forward we are going to go behind. He questioned Mr. Bucu regarding his statement in today's paper that the sidewalks will be removed from the contract if this goes forward. Mr. Bucu said it is a statement I made. He said if article 21 went through we would have to remove the sidewalks and move on with the water main and the road. He said insisting on pushing this article through is malicious. If you want to move ahead with this it will mean an additional \$125,000.

Andy Chalmers said he thinks Conway becomes the “redheaded stepchild” of North Conway. We pay our taxes, we have a town engineer we pay for, yet in the precinct we have hired an engineering firm – we pay for this service twice. He would like to see this article move forward and cannot imagine moving forward with this will kill the State's road project in the village. Ms. Bean said we actually have the services of the town engineer, he does not do design work for either North Conway Water Precinct or Conway Village District - we have to hire our own engineer. She said you are getting your money's worth from the town in providing Paul's services. She said she sees no problem with moving this forward, her concern is at the time we had the vote we had concerns and voted no – not against giving the sidewalks over. There is another issue – we have no designated right of way, we cannot determine the right of way, the State will not spend any money to determine the right of way. We are going to have to get each business owner to sign off on this project so we can do these sidewalks, so if one says “no” we are not going to fix the sidewalk in front of his business – it is complicated with federal and state money. If the Selectmen say they will get us the money, we can get the alternatives put in the contract. Vote it in and we will see what we can do – we are not opposed to the town owning the sidewalks.

Thom Steele asked are you saying there is no right of way for Main Street? Ms. Bean said we are not sure where the right of way is. Some of the businesses are sitting on what might be the right of way or might not be.

**Motion was made by Ms. MacMillan, second by Mr. Davison, to move the question.** The Moderator advised moving the question ceases debate and declared a 2/3 vote. At 7:50 p.m. the polls opened and voting then proceeded by ballot on Article 21 as written.

After confirming that all had voted who wished to vote, the Moderator declared the polls closed at 8:05 p.m. for voting on Articles 1 and 21. Mr. Burnell announced the results of the ballot vote on Article 21 as follows:

YES – 51

NO – 2

**Article 21 was declared adopted.**

**Article 2:** To see if the District will vote to raise and appropriate the sum of \$55,690 for general municipal operations. **Motion made by Mr. Bucu, second by Ms. Bean, to adopt Article 2 as written.**

There being no discussion, vote was taken and **the Moderator declared Article 2 adopted as written (\$55,690.)**

**Article 3:** To see if the District will vote to raise and appropriate the sum of \$356,000 for the operation of the Water Department. This amount to be funded by water rents and revenues. **Motion made by Mr. Quirk, seconded by Ms. MacMillan, to adopt Article 3 as written.** There being no discussion, vote was taken and **the Moderator declared Article 3 adopted as written. (\$356,000.)**

**Article 4:** To see if the District will vote to raise and appropriate the sum of \$477,958 for the operation of the Sewer Department. This amount to be funded by sewer rents and revenues. **Motion was made by Commissioner Bean, seconded by Ms. MacMillan, to adopt Article 4 as written.** There being no discussion, vote was taken and **the Moderator declared Article 4 adopted as written. (\$477,958.)**

**Article 5:** To see if the District will vote to raise and appropriate the sum of \$909,775 for the operation of the Fire Department. This amount to be offset by \$25,000 to come from Fire Department Fund Balance. **Motion made by Mr. Bucu, seconded by Ms. MacMillan, to adopt Article 5 as written.** Mr. Bamsey questioned the inclusion of a monitor lease/purchase (\$13,000) in the budget. Mr. Bucu explained this is a payment for a heart monitor we bought last year. There being no further discussion, **the Moderator declared Article 5 adopted as written (\$909,775.)**

**Article 6:** To see if the District will vote to raise and appropriate the sum of \$227,495 to pay the Water Department Debt Service for the year, funded by water rents and revenues. This amount may be offset by as much as \$51,186 from State of New Hampshire SIGI grants. **Motion by Mr. Quirk, second by Ms. Bean, to adopt Article 6 as written.**

Mr. Thibodeau said the article says “may be offset by as much as \$51,186 from NH SIGI grants” and asked “Are we not getting our SIGI payments the way we should be?” Ms. Snow stated the State is a little erratic in their payments – that is how much we are scheduled to get. Mr. Thibodeau questioned whether we got it last year. Ms. Snow said last year we received \$55,987, they have a 2-year budget, and, hopefully, they will continue to pay it – they do owe us the money. She said she did not want to commit (in the article) to something we did not have. There being no further discussion, vote was taken and **the Moderator declared Article 6 adopted as written (\$227,495.)**

**Article 7:** To see if the District will vote to raise and appropriate the sum of \$14,500, plus any residual interest, to pay off the Phase II, C Sewer Department Debt Service. This amount to be funded from sewer rents and

revenues. **Motion by Ms. Bean, second by Ms. Snow, to adopt Article 7 as written. Motion was then made by Ms. Bean, seconded by Mr. Bucu, to amend the figure to read \$10,613.** Ms. Bean explained when they put the warrant to print the figure given to the Commission was \$14,500; however, in reviewing the paperwork they realized they had not taken into account our last payment - by paying this off this year and not waiting until next year we save about \$2,500.

Voting proceeded on Ms. Bean's amendment. The amendment was declared adopted. Voting then proceed on Article 7 as amended. **The Moderator declared Article 7 adopted as amended (\$10,613.)**

**Article 8:** To see if the District will vote to raise and appropriate the sum of \$278,051 to pay the Sewer Department Debt Service for the year, \$87,892. to come from the State of New Hampshire SAG, \$95,079.50 to come from sewer rents and revenues, and \$95,079.50 to come from taxation. **Motion by Mr. Bucu, second by Ms. Snow, to adopt Article 8 as written.**

**Motion made by Mr. Bucu, second by Ms. Bean, to amend Article 8 to read: To see if the District will vote to raise and appropriate the sum of \$278,051 to pay the Sewer Department Debt Service for the year, \$99,327 to come from the State of New Hampshire SAG, \$89,362 to come from sewer rents and revenues, and \$89,362 to come from taxation.**

Mr. Bucu explained in this case the District got additional money from the State under the State Aid Grant program, an additional \$11,400, for a total of \$278,051, minus the \$99,327, with \$89,362 to come from sewer rents and revenues and \$89,362 to come from taxation.

**Voting proceeded on Mr. Bucu's motion to amend. The motion was declared carried. Voting then proceeded on Article 8 as amended. The Moderator declared that Article 8 passed as amended. (\$278,051.)**

**Article 9:** To see if the District will vote to raise and appropriate \$145,000 for the purchase of a new ambulance and ambulance stretcher. This money to come from the Fire/Rescue Capital Reserve Account. **Motion by Mr. Quirk, second by Ms. Bean, to adopt Article 9 as written.** There being no discussion, voting proceeded on Article 9 and **the Moderator declared the article adopted as written. (\$145,000.)**

**Article 10:** To see if the District will vote to raise and appropriate \$150,000 to be added to the Fire/Rescue Capital Reserve Account previously established. **Motion made by Ms. Bean, seconded by Ms. MacMillan, to adopt Article 10 as written.** Mr. Bamsey questioned the purchase of the ambulance and whether it is coming out of the reserve in Article 10. He was told it is. Mr. Bamsey wished to know how they came up with the amount for the reserve. Ms. Bean stated historically we put \$150,000 in the Capital Reserve Fund every year; because we are always needing to replace vehicles, we take it out because if we do not use all of the money it stays in the fund. We are just replacing it for future purchases that we are planning on getting over the next few years. If we do not use it all it would stay in the Capital Reserve. Mr. Solomon stated we are behind on our Capital Reserve Funding because last year we did not put any money in. If we can, for instance, get the ambulance for \$130,000 we would leave the extra \$15,000 in there to help offset other purchases. Ms. Bean said we are looking at replacing a couple of different vehicles; this is the cost of the vehicles we need to have.

Mr. Davison questioned whether there is a cap on the fund. Mr. Solomon stated they have a 20-year plan for capital improvements for fire apparatus and we are behind enough now that in 2017 we need to buy a new fire truck and will need a short lease/purchase to make it happen. There is no actual cap, it is just a capital improvements plan. Mr. Davison suggested they have a spreadsheet in the booklet so the taxpayers know what they are paying on. Mr. Solomon agreed they could print it in the book if that is what the voters choose to do.

Rhoda Quint stated we have asked for the impact on the tax rate to be printed in the booklet. She was referred to Pg. 8 of the booklet. Mr. Solomon agreed also to print the capital improvement plan information as well. There being no further discussion, voting proceeded on the Motion and **the Moderator declared Article 10 adopted as written. (\$150,000.)**

**Article 11:** To see if the District will vote to raise and appropriate the sum of \$50,000 to be added to the Conway Village Sidewalk Trust Fund previously established, \$25,000 to come from fund balance. **Motion made by Commissioner Bucu, seconded by Ms. Bean, that Article 11 be adopted as written.** Mr. DiGregorio said despite the vote we already have, we should go forward with business as normal – go forward with the Commissioners’ plan. Mr. Bailey questioned if we get rid of the sidewalks, what happens to the Capital Reserve Fund? Ms. Bean said this is the money we designated to go toward the project, we need the \$180,000 for this if we have to go for the cement rather than the asphalt. She said we are going to start building sidewalks in April of 2016, we need \$180,000 to put into those sidewalks; the town will not take them over until they can get the money in their budget. She noted Conway Village will build the sidewalks on Main Street and the town will take them over and maintain them. She stated it is a saving to the precinct voters of \$10,000, just for the labor and maintenance of the sidewalks. We need the \$50,000 in this article for the sidewalks.

Mr. Furtado said there is only \$25,000 in there. He stated if this was handled better years ago, it wouldn’t be in here. Mr. Burnell said this money is going for the Main Street reconstruction project. Mr. Davison said he believes the whole town should be paying for the sidewalks. One citizen questioned whether we can take a loan out for the sidewalks and have the town take them over and pay that money off. Ms. Bean stated CVFD cannot take out any more loans, we are maxed out on our bonding authority because of the water/sewer project we have been doing over the last few years. Mr. DiGregorio said no one knows what our final cost would be, it is all part of negotiations, but we still need to move forward on this article. Ms. Bean said we need the \$25,000 from the fund balance that was raised last year and the additional \$25,000 for this year. There being no further discussion, voting proceeded on Article 12 as written and **the Moderator declared Article 11 adopted as written (\$25,000.)**

**Article 12:** To see if the District will vote to raise and appropriate the sum of \$35,000 for security upgrades at the fire station. **Motion made by Mr. Quirk, second by Ms. Snow, to adopt Article 12 as written.**

Mr. Davison questioned what type of system it is that would cost \$35,000. Mr. Solomon said it is a large building, it has a lot of activity, \$2 million in equipment sitting on the floor, it is not uncommon that we go out on a call and come back and find people in the building who may or may not belong here. The program would include creating a partition wall outside our dispatch area so that it would create kind of a lobby, four cameras, proximity card door locks. He stated two years ago we were going to go for a grant, it got turned down, we have no other option but to ask the voters for the money. Presently we have regular key locks, sometimes the doors do not get locked when the men leave on calls.

Mr. Gambino questioned what it would cost to have a security guard while out on calls. Mr. Solomon it would cost more than the \$35,000 every year; this security system will provide cameras so we can keep on track of things. Also citizens groups use the meeting room, we can program the system to lock and unlock the meeting room. Mr. Bamsey questioned what if you just put in hardware where doors are always locked? Mr. Solomon said we have a lot of public that come into the building and if locked it would discourage the public from coming in. He said someone using this room needs to be able to access this area and the bathrooms. Sharon Frost wished to know why the grant was denied. Mr. Solomon said they felt it was not a regional enough application.

Andrew Airey said the P card systems after the \$35,000 cost will have maintenance fees and there are current wireless applications that could be administered via cell phone and would be a lot less expensive – there are a lot of options. Mr. Solomon said we use Pope Security as does the town of Conway; the owner is a member of the Fire Dept., there is a small amount of maintenance fee that would be within the operating budget. We do not need the fancy controls like the high school has. We are considering four fixed cameras; one for the parking lot, one for the new lobby area, and two across the front of the bays. We are hoping we are going to be under this price, but this was the recommendation. Mr. Airey asked whether they have requested quotes from other than Pope. Mr. Solomon said we did not put it out to bid. The problem is all these systems end up working together and we can't have somebody working on our fire system and a different company doing the rest. We will also have the same contractor that the town of Conway uses for all of their systems.

There being no further discussion, voting proceeded on Article 12 as written and the **Moderator declared Article 12 adopted as written. (\$35,000.)**

**Article 13:** To see if the District will vote to raise and appropriate the sum of \$15,000 to be added to the Building Maintenance Trust Fund previously established. **Motion was made by Ms. Bean, seconded by Ms. MacMillan, to adopt Article 13 as written.** Ms. Masters questioned what building this is for and was told it is for both buildings. There being no further discussion, voting proceeded on Ms. Bean's motion and the **Moderator declared Article 13 adopted as written. (\$15,000.)**

**Article 14:** To see if the District will vote to raise and appropriate the sum of \$2,100 to be added to the Sewer Accrued Payroll account previously established, this amount to be funded by sewer rents and revenues. **Motion made by Mr. Buco, second by Ms. Bean, to adopt Article 14 as written.** There being no discussion, voting proceeded on Mr. Buco's motion and the **Moderator declared Article 14 adopted as written. (\$2,100.)**

**Article 15:** To see if the District will vote to raise and appropriate the sum of \$10,000 to be added to the Sewer System Improvements Trust Fund previously established, this amount to be funded by sewer rents and revenues. **Motion made by Mr. Quirk, second by Ms. MacMillan, to adopt Article 15 as written.** Mr. Thibodeau asked for explanation of the purpose of this fund. Mr. Buco said it is for sewer system improvements, general repairs made during the year. Ms. Snow stated it is all the other systems throughout the village except for the new interconnect. There being no further discussion, voting proceeded on Mr. Quirk's motion and the **Moderator declared Article 15 adopted as written. (\$10,000.)**

**Article 16:** To see if the District will vote to raise and appropriate the sum of \$15,000 to be added to the Water System Improvements Trust Fund previously established, \$5,000 to be funded by connection fees collected in 2014, \$10,000 to be funded by water rents and revenues. **Motion by Ms. Bean, second by Ms. MacMillan, to adopt Article 16 as written.** Ms. Bean explained this is a maintenance article for the water system. Mr. Thibodeau said we have \$152,379 sitting in the fund, what do we have planned and does this include scheduled maintenance/improvements? What are we planning to do with this money that will require us to put another \$15,000 into it? Mr. Quint explained it will be for water improvements down at the chemical building at the water pump station, roof, and upgrading some of the equipment at the well yard. Mr. Davison said there needs to be an itemized list of what will be done and when. Ms. Snow said she will see that that is listed in the future. There being no further discussion, voting proceeded on Ms. Bean's motion and the **Moderator declared Article 16 adopted as written. (\$15,000.)**

**Article 17:** To see if the District will vote to discontinue the Fire District CV Trust Fund-date established unknown, purpose unknown (no warrant article found establishing fund), with said funds, along with accumulated interest to date of withdrawal, to be transferred to water and sewer fund balances. Amount as of

12/31/14 (\$28,176.99) **Motion made by Mr. Bucu, second by Ms. Snow, that Article 17 be adopted as written.**

Ms. Snow stated Articles 17, 18 and 19 all go together and are housekeeping articles. We want to close two and reopen one equipment purchasing fund for water and sewer equipment in Article 19. Ms. Frost suggested if we have this extra money that is the taxpayers' money, why not put that into the sidewalk fund? Ms. Snow stated next year that would completely blow our maintenance fund for water and sewer out the window. We do know the money is intended for equipment, but there are no records of when established; we are trying to get funds set up correctly so the money can be spent correctly.

Mr. Davison said it is giving the Commissioners' the right to spend that money for whatever they choose. Ms. Snow stated it is for equipment purchases. Mr. Davison said he wants to know what those funds are being used for. Ms. Snow said the Commissioners are agents to spend on every other article except Article 20. If we do not have them designated to spend, we would have to wait for the next annual meeting or hold a special meeting if we need to repair equipment. There being no further discussion, voting proceeded on Mr. Bucu's motion and the **Moderator declared Article 17 adopted as written.**

**Article 18:** To see if the District will vote to discontinue the CVFD Water and Sewer Equipment Capital Reserve Fund – date established unknown, purpose unknown (no article found establishing fund), with said funds, along with accumulated interest to date of withdrawal, to be transferred to water and sewer fund balances. Amount as of 12/31/14 \$28,176.99. **Motion by Mr. Quirk, second by Ms. MacMillan, to adopt Article 18 and written.** There being no discussion, voting proceeded on Mr. Quirk's motion and the **Moderator declared Article 18 adopted as written.**

**Article 19:** To see if the District will vote to establish a new Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing water and sewer equipment and to raise and appropriate the sum of \$83,316.56 to be placed in this fund and further, to name the Commissioners as agents to expend from said fund. \$73,316.56 to come from water and sewer fund balance and \$10,000 to come from water and sewer rents and revenues. **Motion made by Ms. Bean, second by Ms. MacMillan, to adopt Article 19 as written.**

Mr. Davison said we just moved a significant amount of money into that new fund, is there a reason why we are adding an additional \$10,000 from the water rents? Ms. Snow said we have on schedule to buy a new water service truck in the next year or two which will cost at least \$60,000. You will see it in next year's annual report. There being no further discussion, voting proceeded on Article 19 and the **Moderator declared Article 19 adopted as written.**

**Article 20:** To see if the District will vote to appoint the Commissioners as agents to expend from the Fire/Rescue Equipment Capital Reserve Fund previously established in 1998. **Motion made by Mr. Bucu, second by Ms. Snow, to adopt Article 20 as written.** There being no discussion, voting proceeded on Mr. Bucu's motion and the **Moderator declared Article 20 adopted as written.**

**Article 21:** See Page 1 of these Minutes.

**Article 22:** To act upon any other business that may legally come before this meeting. Ms. MacMillan, noting that we have a really small precinct, said she understands people like secret ballots, but no one here would care which way you voted. She asked "do we really need a secret ballot?" stating she is asking people to think long and hard before doing that. She noted she wished to be on the record also to express her concern for Pollard Street sidewalks.

Rhoda Quint asked whether someone could tell her what is owed for water and sewer. She was referred to Pg. 17 of the annual report; however, Ms. Snow reported that as of the end of February there is about \$32,000, about \$25,000 of that are people on payment plans or their property has been liened and foreclosed on, leaving it at about \$7,000. Ms. Snow agreed to include that information in next year's annual report.

There being no further business to come before the meeting, **Motion was made by Ms. Bean, seconded by Ms. Snow, that the meeting be dissolved. The Moderator declared the meeting dissolved at 9:05 p.m.**

Respectfully submitted,

Gail T. Currier  
Recording Secretary



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

To the Board of Commissioners  
Conway Village Fire District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Conway Village Fire District, as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Conway Village Fire District's basic financial statements, and have issued our report thereon dated August 14, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Conway Village Fire District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Conway Village Fire District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Conway Village Fire District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Conway Village Fire District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Vachon Clukay & Company PC*

Manchester, New Hampshire  
August 14, 2015

**Annual Report**  
of the  
Officers of the  
**Conway Village Fire District**  
Conway, New Hampshire



For the Year Ending December 31<sup>st</sup>

**2014**

# Conway Village Fire District

## Annual Report for the year ending December 31, 2014 and 2015 Warrant

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# **Conway Village Fire District Elected Officials**

## **Commissioners**

Janine E. Bean, Chairman  
Joseph F. Quirk  
Thomas L. Bucu

Term Expires 2017  
Term Expires 2016  
Term Expires 2015

## **Moderator**

Douglas C. Burnell

Term Expires 2015

## **Clerk**

Mark Hounsell

Term Expires 2015

## **Treasurer**

William Vose

Term Expires 2015

## **Supervisors of the Checklist**

Cynthia Thibodeau  
Carole Digregorio

Term Expires 2015  
Term Expires 2016

# **Letter from the Board of Commissioners**

The year 2014 proved to be another busy one for Conway Village Fire District. We saw the start and substantial completion of the Washington Street Water project. This was done in conjunction with the Town rebuilding the entire street enabling the Village to also rebuild the sidewalks on both sides of the street. We began the West Main Street Water Phase with surveying during the fall and the project completion date projected in November 2015. The Phase II Wastewater Interconnect Project began spring of 2014 with the contractor installing 11,800 feet of pipeline during the construction season. This project is currently in winter shutdown and is scheduled to recommence April 2015 with online flow to NCWP expected during Nov/Dec 2015. One of the last projects scheduled is a combined project with the State of NH. The State will be rebuilding Main Street in Conway Village during 2016 and the CVFD will be constructing new water line and sidewalks. This project will enable us to replace the last of the 1935 lead joint water pipes that are in the district.

The Ambulance Service continues to be the one service that is difficult to sustain due to funding issues. The funding sources are more complex and less funded causing the District to increase taxes to keep the service for the residents. We, the commissioners and employees, continue to investigate alternative ways to find necessary funds. The chief is continuing to apply for grants, low interest loans, etc to supplement local funds.

We continue to strive to provide the CVFD citizens with a clear and general overview of the District's financial position and, to also provide a level of accountability for daily operations. Your employees work daily to provide the services with a high degree of integrity and skill. Again, I hope that this letter has given you that overview and look forward to meeting with you in March once again.

Janine Bean, Chair

Board of Commissioners

**Conway Village Fire District  
2015 Annual Meeting Warrant**

To the inhabitants of the Conway Village Fire District, located in the Towns of Conway and Albany, Carroll County, State of New Hampshire, who are qualified to vote in the affairs of the district:

You are hereby notified to meet at the Conway Fire Station, 97 Main St, Conway NH, on Tuesday, March 10, 2015 at 5:00 PM, to act upon the following subjects hereinafter set forth. Voting on Article 1 shall be by official ballot. The polls shall open at 5:00 P.M. and close at 8:00 P.M. The business portion of the meeting to act upon Articles 2 through 21 shall be held at 7:00 P.M. or as soon thereafter as the moderator calls the meeting to order and declares a quorum present.

Article 1 To elect the necessary officers: one (1) Commissioner for three (3) years, Moderator for one (1) year, Clerk for one (1) year, Treasurer for one (1) year, and one (1) Supervisor of the Checklist for two (2) years.

Article 2 To see if the District will vote to raise and appropriate the sum of fifty-five thousand six hundred ninety dollars (\$55,690.00) for general municipal operations.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 3 To see if the District will vote to raise and appropriate the sum of three hundred fifty-six thousand dollars (\$356,000) for the operation of the Water Department. This amount to be funded by water rents and revenues.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 4 To see if the District will vote to raise and appropriate the sum of four hundred seventy-seven thousand nine hundred fifty-eight dollars (\$477,958) for the operation of the Sewer Department. This amount to be funded by sewer rents and revenues.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 5 To see if the District will vote to raise and appropriate the sum of nine hundred nine thousand seven hundred seventy-five dollars (\$909,775) for the operation of the Fire Department. This amount to be off-set by twenty-five thousand dollars (\$25,000) to come from Fire Department Fund Balance.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 6 To see if the District will vote to raise and appropriate the sum of two hundred twenty-seven thousand four hundred ninety-five dollars (\$227,495) to pay the Water Department Debt Service for the year funded by water rents and revenues. This amount may be off-set by as much as fifty-one thousand one hundred eighty-six (\$51,186.00) from State of New Hampshire SIGI grants.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 7 To see if the District will vote to raise and appropriate the sum of fourteen thousand five hundred dollars (\$14,500), plus any residual interest, to pay-off the Phase II C Sewer Department Debt Service. This amount to be funded by sewer rents and revenues.  
**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 8 To see if the District will vote to raise and appropriate the sum of two hundred seventy-eight thousand fifty-one dollars (\$278,051) to pay the Sewer Department Debt Service for the year, eighty-seven thousand eight hundred ninety-two dollars (\$87,892) to come from the State of New Hampshire SAG, ninety-five thousand seventy-nine dollars and fifty cents (\$95,079.50) to come from sewer rents and revenues, and ninety-five thousand seventy-nine dollars and fifty cents (\$95,079.50) to come from taxation.

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 9 To see if the District will vote to raise and appropriate One hundred forty-five thousand dollars (\$145,000) for the purchase of a new ambulance and ambulance stretcher. This money to come from the Fire/ Rescue Capital Reserve Account.

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 10 To see if the District will vote to raise and appropriate One hundred fifty thousand dollars (\$150,000) to be added to the Fire/Rescue Capital Reserve Account previously established. Balance as of December 31, 2014, one hundred forty-six thousand three hundred fifteen dollars and ten cents (\$146,315.10).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 11 To see if the District will vote to raise and appropriate the sum of fifty thousand dollars (\$50,000) to be added to the Conway Village Sidewalk Trust Fund previously established, twenty-five thousand (\$25,000) to come from fund balance. Balance as of December 31, 2014, one hundred thirty-two thousand eighty-nine dollars and forty-four cents (\$132,089.44).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 12 To see if the District will vote to raise and appropriate the sum of thirty-five thousand dollars (\$35,000) for security upgrades at the fire station.

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 13 To see if the District will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) to be added to the Building Maintenance Trust Fund previously established. Balance as of December 31, 2014, five thousand dollars (\$5000.00).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 14 To see if the District will vote to raise and appropriate the sum of two thousand one hundred dollars (\$2,100) to be added to the Sewer Accrued Payroll account previously established; this amount to be funded by sewer rents and revenues. Balance as of December 31, 2014 is six thousand one hundred thirteen dollars and twenty-eight cents (\$6,113.28).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 15 To see if the District will vote to raise and appropriate the sum of ten thousand dollars (\$10,000) to be added to the Sewer System Improvements Trust Fund previously established; this amount to be funded by sewer rents and revenues. Balance as of December 31, 2014, twenty-five thousand six hundred fifty-eight dollars and eighty-eight cents (\$25,658.88).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 16 To see if the District will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) to be added to the Water System Improvements Trust Fund previously established, five thousand dollars (\$5,000) to be funded by connection fees collected in 2014, ten thousand dollars (\$10,000) to be funded by water rents and revenues. Balance as of December 31, 2014, one hundred fifty-two thousand three hundred seventy-nine dollars and ninety-four cents (\$152,379.94).

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 17 To see if the District will vote to discontinue the Fire District CV Trust Fund– date established unknown, purpose unknown (no warrant article found establishing fund), with said funds along with accumulated interest to date of withdrawal, to be transferred to water and sewer fund balances. Amount as of 12/31/2014, twenty-eight thousand one hundred seventy-six dollars and ninety-nine cents (\$28,176.99)

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 18 To see if the District will vote to discontinue the CVFD Water and Sewer Equipment Capital Reserve Fund – date established unknown, purpose unknown (no article found establishing fund), with said funds along with accumulated interest to date of withdrawal, to be transferred to water and sewer fund balances. Amount as of 12/31/2014, forty-five thousand one hundred thirty-nine dollars and fifty-seven cents (\$45,139.57)

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 19 To see if the District will vote to establish a new Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing water and sewer equipment and to raise and appropriate the sum of eighty-three thousand three hundred sixteen dollars and fifty-six cents (\$83,316.56) to be placed in this fund and further, to name the commissioners as agents to expend from said fund. Seventy-three thousand three hundred sixteen dollars and fifty-six cents (73,316.56) to come from water and sewer fund balance, and ten thousand dollars (\$10,000) to come from water and sewer rents and revenues.

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 20 To see if the District will vote to appoint the commissioners as agents to expend from the Fire/Rescue Equipment Capital Reserve Fund previously established in 1998.

**[Recommended by the Board of Commissioners 2-0-0] (Majority vote required)**

Article 21 To see if the Conway Village Fire District will surrender responsibility for the construction and maintenance of the sidewalks within the district to the Town of Conway. Submitted by petition.

**[Not recommended by the Board of Commissioners 0-2-0] (2/3 vote required)**

Article 22 To act upon any other business that may legally come before this meeting.

Given under our hands and seal of the Conway Village Fire District at said Conway, New Hampshire, this 20<sup>th</sup> day of February 2015

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Janine E. Bean

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Joseph F. Quirk

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Thomas L. Buco

*A true copy of warrant – attest*

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Paula M. Abraham, Notary Public

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Janine E. Bean

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Thomas L. Buco

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Joseph F. Quirk



# General Fund

## 2014 Expenditures, Revenues and 2015 Budget

### EXPENDITURES

General/Admin	2014 Budgeted	2014 Expended	2015 Requested
Audit and Accounting	\$5,500.00	\$10,610.15	\$5,000.00
Legal/ Professional Fees	\$1,000.00	\$1,512.00	\$1,550.00
Property/ Liability Ins.	\$800.00	\$1,439.61	\$1,583.00
Annual Meeting	\$1,000.00	\$678.96	\$700.00
Travel Expense	\$500.00	\$0.00	\$1.00
Miscellaneous			\$1.00
Office Supplies	\$1,000.00	\$920.43	\$1,000.00
Tax Anticipation Note	\$1,000.00	\$0.00	\$0.00
<b>Elected Officials</b>			
Payroll	\$7,950.00	\$7,950.00	\$7,950.00
FICA	\$800.00	\$492.00	\$493.00
Medicare	\$200.00	\$115.29	\$115.00
<b>Sidewalks</b>	<b>\$31,000.00</b>	<b>\$8,296.09</b>	<b>\$8,583.00</b>
<i>Maintenance</i>	<i>\$21,000.00</i>	<i>\$117.10</i>	<i>\$300.00</i>
<i>Payroll</i>	<i>\$5,500.00</i>	<i>\$4,635.62</i>	<i>\$4,715.00</i>
<i>FICA</i>		<i>\$292.64</i>	<i>\$298.00</i>
<i>Medicare</i>		<i>\$68.47</i>	<i>\$70.00</i>
<i>Trackless Maint/fuel</i>	<i>\$4,500.00</i>	<i>\$3,182.26</i>	<i>\$3,200.00</i>
Trackless Lease/Purchase	\$22,214.00	\$22,214.00	\$22,214.00
<b>Pequawket Park</b>			
Electricity	\$1,000.00	\$456.28	\$500.00
Maintenance	\$6,000.00	\$6,054.58	\$6,000.00
<b>Totals</b>	<b>\$79,964.00</b>	<b>\$60,739.39</b>	<b>\$55,690.00</b>

### REVENUES

	2014 Anticipated	2014 Actual	2015 Anticipated
PILOT	\$200.00	\$0.00	\$0.00
Miscellaneous	\$75.00	\$15,592.35	\$16,100.00
Interest	\$0.00	\$555.42	\$555.00
<b>Totals</b>	<b>\$275.00</b>	<b>\$16,147.77</b>	<b>\$16,655.00</b>
Off-set from Fund Balance			\$25,000.00

## Explanation of Revenues

### 2014 unanticipated – General Fund

<b>Revenue Source</b>	<b>Total Refund</b>	<b>To Employees</b>	<b>District Share</b>
Health Trust Refund	\$8978.10.	\$2,683.95	\$6,294.14
Health Trust Refund	\$11,416.49	\$3,281.61	\$8,134.88
IRS Refund	1,030.06	\$0.00	\$1,030.06
IRS Refund	\$1,808.72	\$0.00	\$1,808.72
IRS Refund	\$35.79	\$0.00	35.79
<b>Total</b>			<b>\$15,491.87</b>

### 2015 estimates

Health Trust Refund	\$22,823.19	\$6847.00	\$15,976.00
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## Water Fund

### 2014 Expenditures, Revenues and 2015 Budget

#### EXPENDITURES

Administration	2014 Budgeted	2014 Expended	2015 Requested
Salaries - Full Time	\$138,000.00	\$137,622.28	\$140,346.00
Overtime	\$7,000.00	\$5,250.21	\$5,665.00
Insurance Benefits	\$55,690.00	\$61,537.60	\$62,000.00
FICA	\$9,300.00	\$9,104.64	\$8,702.00
Medicare	\$2,300.00	\$2,134.21	\$2,035.00
NH Retirement	\$15,000.00	\$15,775.69	\$16,200.00
Worker's Compensation	\$3,100.00	\$4,741.95	\$4,500.00
Audit/Accounting	\$5,500.00	\$7,854.62	\$5,000.00
Legal/ Professional Services	\$3,000.00	\$147.19	\$2,000.00
Telephone	\$5,955.00	\$5,134.11	\$5,700.00
Clothing Allowance	\$1,500.00	\$1,173.88	\$1,500.00
Cleaning Services	\$750.00	\$925.00	\$926.00
Electricity	\$34,100.00	\$29,846.00	\$32,000.00
Heat	\$8,100.00	\$7,862.32	\$8,300.00
Property Liability Insurance	\$8,000.00	\$4,313.90	\$4,600.00
Office Expenses	\$8,000.00	\$5,006.51	\$6,500.00
Unemployment Insurance	\$500.00	\$326.01	\$325.00
Fuel	\$3,500.00	\$4,457.47	\$3,800.00
Operating Expenses	\$2,000.00	\$3,073.15	\$2,200.00
Parts/Inventory	\$10,000.00	\$9,927.83	\$10,000.00
Training/Licenses	\$1,500.00	\$986.14	\$1,500.00
Water Testing	\$4,500.00	\$3,328.49	\$4,500.00
NCWP bill	\$3,000.00	\$1,250.00	\$2,000.00
Chemicals	\$13,000.00	\$11,553.04	\$13,000.00
Equip. Maint. and Repair	\$8,100.00	\$8,774.66	\$7,100.00
Equip./Tools purchaces	\$2,000.00	\$1,154.61	\$2,000.00
Vehicle Maintenance	\$1,000.00	\$1,699.11	\$1,800.00
Road Repair	\$300.00	\$8,550.03	\$300.00
Misc. Expenses	-	\$0.00	\$1.00
Building Maintenance	\$3,700.00	\$2,199.88	\$1,500.00
<b>Totals</b>	<b>\$358,395.00</b>	<b>\$355,710.53</b>	<b>\$356,000.00</b>

## Water Fund REVENUES

	2014 Anticipated	2014 Actual	2015 Anticipated
User Fees	\$600,000.00	\$574,658.11	\$575,000.00
Service Calls	\$3,500.00	\$3,577.72	\$3,500.00
Connection Fees	-	\$4,627.07	\$16,000.00
Sale of Inventory	\$5,500.00	\$7,081.92	\$5,500.00
Interest	\$0.00	\$143.24	\$140.00
Miscellaneous	\$1,000.00	\$2,054.09	\$2,000.00
System Interconnection and Groundwater Investigation (SIGI Grant)	\$72,868.00	\$55,987.67	\$51,186.00
<b>Totals</b>	<b>\$682,868.00</b>	<b>\$648,129.82</b>	<b>\$653,326.00</b>

### Explanation of Water Department Revenues:

Total Due from DES	\$51,186
Total Received in 2014	\$55,988
Difference	\$4802 – owed from 2013 (catch-up)

## Sewer Fund

### 2014 Expenditures, Revenues and 2015 Budget

#### EXPENDITURES

<b>Administration</b>	<b>2014 Budgeted</b>	<b>2014 Expended</b>	<b>2015 Requested</b>
Salaries - Full Time	\$150,000.00	\$143,110.24	\$145,543.00
Overtime	\$7,000.00	\$4,091.34	\$5,000.00
Insurance Benefits	\$64,740.00	\$70,713.82	\$72,000.00
FICA	\$10,000.00	\$9,800.07	\$9,023.67
Medicare	\$2,500.00	\$2,287.65	\$2,110.38
NH Retirement	\$16,500.00	\$17,236.08	\$18,000.00
Worker's Compensation	\$2,100.00	\$3,354.77	\$4,000.00
Audit/Accounting	\$5,500.00	\$7,559.66	\$5,000.00
Legal/ Professional Services	\$4,000.00	\$147.20	\$1,500.00
Telephone	\$6,500.00	\$7,676.16	\$7,200.00
Clothing Allowance	\$1,500.00	\$1,473.41	\$1,500.00
Cleaning Services	\$750.00	\$925.00	\$962.00
Electricity	\$98,000.00	\$90,617.36	\$95,000.00
Heat	\$2,200.00	\$4,083.95	\$4,100.00
Property Liability Insurance	\$5,500.00	\$4,239.66	\$4,300.00
Office Expenses	\$8,000.00	\$4,751.21	\$5,500.00
Unemployment Insurance	\$400.00	\$496.68	\$667.00
Fuel	\$4,000.00	\$4,080.15	\$4,000.00
Operating Expenses	\$10,000.00	\$6,129.42	\$17,500.00
Training/Licenses	\$1,500.00	\$1,645.18	\$750.00
Sewer Testing	\$19,000.00	\$17,559.89	\$18,000.00
NCWP bill	-	\$0.00	\$40,000.00
Chemicals	\$7,500.00	\$3,539.60	\$4,000.00
Equip. Maint. and Repair	\$15,250.00	\$7,698.30	\$8,000.00
Equip./Tools purchases	\$1,200.00	\$797.79	\$1,000.00
Vehicle Maintenance	\$1,500.00	\$984.31	\$1,500.00
Road Repair	-	\$90.15	\$300.00
Misc. Expenses	-	\$0.00	\$1.00
Building Maintenance	\$5,000.00	\$3,428.11	\$1,500.00
<b>Totals</b>	<b>\$450,140.00</b>	<b>\$418,517.16</b>	<b>\$477,957.05</b>

## **Sewer Fund**

### **REVENUES**

	<b>2014 Anticipated</b>	<b>2014 Actual</b>	<b>2015 Anticipated</b>
User Fees	\$520,000.00	\$511,073.65	\$512,000.00
Connection Fees	-	\$5,765.00	\$36,800.00
NCWP	-	-	\$11,000.00
Interest	-	\$160.31	\$160.00
Miscellaneous	\$1,000.00	\$151.00	\$200.00
State Aide Grant (SAG)	-	\$87,892.00	\$87,892.00
	<b>\$521,000.00</b>	<b>\$605,041.96</b>	<b>\$648,052.00</b>

## Conway Fire Department

### 2014 Budget with 2015 Request

	2014 Budgeted	2014 Expended	2015 Requested
Salaries-Full Time	\$260,750.00	\$259,101.38	\$320,000.00
Salaries- Part Time	\$151,000.00	\$109,246.37	\$121,000.00
Shift Stipends	\$36,000.00	\$34,940.00	\$0.00
Overtime	\$13,500.00	\$19,013.73	\$20,000.00
Health/Dental/Life/Disability	\$104,500.00	\$102,989.99	\$129,525.00
FICA	\$15,000.00	\$12,578.41	\$11,300.00
Medicare	\$6,500.00	\$6,217.12	\$6,700.00
NH Retirement	\$67,000.00	\$66,828.80	\$85,500.00
Workers Comp/ Unemployment	\$30,000.00	\$26,824.58	\$30,000.00
Audit and Accounting	\$5,500.00	\$4,724.25	\$5,000.00
Legal/ Professional Fees	\$1,000.00	\$624.00	\$1,000.00
Ambulance Billing	\$17,500.00	\$11,679.03	\$14,000.00
Telephone	\$4,000.00	\$3,514.14	\$4,000.00
Electricity	\$8,000.00	\$6,989.63	\$8,250.00
Heat	\$15,000.00	\$14,857.07	\$15,000.00
Building Maintenance	\$10,000.00	\$13,027.58	\$12,500.00
Property/ Liability Insurance	\$12,500.00	\$11,932.50	\$13,500.00
Training	\$8,000.00	\$6,631.41	\$8,000.00
Office Expenses	\$10,000.00	\$10,577.49	\$10,000.00
Equipment Maintenance	\$8,000.00	\$4,966.87	\$8,000.00
Radio Maintenance	\$2,000.00	\$413.11	\$2,000.00
Fire/ Rescue Supplies	\$500.00	\$104.70	\$500.00
Medical Supplies	\$10,000.00	\$8,649.28	\$10,000.00
Vehicle Fuel	\$16,000.00	\$14,455.44	\$17,000.00
Vehicle Maintenance	\$17,500.00	\$28,021.05	\$20,000.00
Uniforms	\$4,000.00	\$4,827.48	\$4,000.00
Equipment Purchase	\$20,000.00	\$14,634.05	\$20,000.00
Monitor Lease Purchase			\$13,000.00
<b>Totals</b>	<b>\$853,750.00</b>	<b>\$798,369.46</b>	<b>\$909,775.00</b>

# Conway Fire Department

## REVENUES

	2014 Anticipated	2014 Actual	2015 Anticipated
Non-Precinct Fire	\$155,423.00	\$155,423.00	\$175,200.00
Albany	\$80,000.00	\$80,000.00	\$105,000.00
Fire Prevention Fees	\$1,000.00	\$750.00	\$750.00
Conway Ambulance	\$79,777.00	\$79,268.00	\$79,698.00
Ambulance Billing	\$240,000.00	\$180,000.00	\$210,000.00
Ambulance Collections	\$7,500.00	\$1,500.00	\$2,000.00
Ambulance Details	\$7,500.00	\$6,000.00	\$3,000.00
Miscellaneous	\$200.00	\$1,800.00	\$500.00
PILOT	\$840.00	\$840.00	\$0.00
Interest	\$60.00	\$60.00	\$60.00
Sale of Surplus Property	\$7,000.00	\$7,000.00	\$0.00
	<hr/>	<hr/>	<hr/>
<b>Totals</b>	\$579,300.00	\$512,641.00	\$576,208.00
Off-set from Fund Balance			\$25,000.00
<b>Total</b>			\$601,208.00

## 2015 Debt Service

Item	Principal Balance as of 12/31/2014	Principal	Interest	Total	Matures
<b>Phase II C</b>	<b>\$10,317.30</b>	<b>\$6794.90</b>	<b>\$778.58</b>	<b>\$7,573.48</b>	<b>2017</b>
<b>Phase I</b>	<b><u>\$7,275,462.59</u></b>	<b><u>\$190,209.22</u></b>	<b><u>\$315,334.78</u></b>	<b><u>\$505,544.00</u></b>	<b>2037</b>
<i>Water</i>	<i>\$3,273,958.17</i>	<i>\$ 85,594.16</i>	<i>\$141,900.65</i>	<i>\$227,494.81</i>	
<i>Sewer</i>	<i>\$4,001,504.42</i>	<i>\$ 104,615.06</i>	<i>\$173,434.13</i>	<i>\$278,049.19</i>	

## Encumbered Funds

### Water System Improvements (authorized in 2006, Article #2)

Authorized amount:	\$14,000,000.00
Expended as of 12/31/2014:	<u>\$ 8,640,246.00</u>
Amount remaining:	\$ 5,359,754.00

### Sewer Treatment Plant and Improvements

(Authorized in 2006, Article #3 with a change in purpose authorized in 2010 Article #19)

Authorized amount:	\$28,500,000.00
Expended as of 12/31/2014:	<u>\$ 9,632,446.00</u>
Amount remaining:	\$18,867,554.00

## Monies Held by the Town of Conway's Trustees of the Trust Funds for Conway Village Fire District

<u>Fund Number</u>	<u>Fund Purpose</u>	<u>Balance as of December 31, 2014</u>
18	Fire District CV Capital Reserve	\$ 28,176.99
44	Conway Village Sidewalks Capital Reserve	\$132,089.44
50	Fire/Rescue Equipment Capital Reserve	\$146,315.10
51	Water/Sewer Capital Reserve	\$ 45,139.57
56	Water System Improvements	\$152,379.94
57	Sewer Non-CRF	\$ 25,658.88
59	Water Accrued Payroll	\$ 12,290.02
60	Sewer Accrued Payroll	\$ 6,113.28
61	Fire/Rescue Accrued Payroll	\$ 2,847.87
62	Ambulance Accrued Payroll	\$ 851.00
65	Pequawket Park Expendable Trust Fund	\$ 11,821.92
69	Building Maintenance Expendable Trust Fund	\$ 5,000.00

## Revenues by Department

<u>Department</u>	<u>Anticipated 2014</u>	<u>Received 2014</u>	<u>Anticipated 2015</u>
General District	\$ 275.00	\$ 16,147.93	\$ 16,655.00
Water	\$610,000.00	\$592,142.15	\$602,140.00
SIGI Grant	\$ 72,868.00	\$ 55,987.67	\$ 51,186.00
<b>Total Water Revenue</b>	<b>\$682,868.00</b>	<b>\$648,129.82</b>	<b>\$653,326.00</b>
Sewer	\$521,000.00	\$517,149.96	\$560,160.00
State Aid Grant		\$ 87,892.00	\$ 87,892.00
<b>Total Sewer Revenue</b>		<b>\$605,041.96</b>	<b>\$648,052.00</b>
Fire	\$579,300.00	\$512,641.00	\$576,208
From Fund Balance			\$ 25,000

## Schedule of 2014 Warrant Articles

<u>Article</u>	<u>Item</u>	<u>Authorized</u>	<u>Expended</u>	<u>Under</u>	<u>Over</u>
1	Election of Officers	N/A			
2	General District Operations	\$ 79,964.00	\$ 60,739.39	\$ 19,224.61	
3	Water Department	\$358,395.00	\$355,710.53	\$ 2,684.47	
4	Sewer Department	\$450,140.00	\$418,517.16	\$ 31,622.84	
5	Fire Department	\$853,750.00	\$798,369.46	\$ 55,380.54	
6	Water Accrued Payroll	\$ 1,000.00	\$ 1,000.00		
7	Sewer Accrued Payroll	\$ 1,000.00	\$ 1,000.00		
8	Fire Accrued Payroll	\$ 2,000.00	\$ 2,000.00		
9	Water Debt Service	\$227,495.00	\$227,495.00		
10	Sewer Debt Service	\$285,624.00	\$285,624.00		
11	Water/Sewer Dump Truck	\$ 43,000.00	\$ 39,937.40	\$ 3,062.60	
12	Lease/purchase Cardiac Monitors	\$ 20,000.00	\$ 20,000.00		
13	Establish Building Maint. CRF	\$ 5,000.00	\$ 5,000.00		
14	Water System CRF	\$139,534.60	\$139,534.60		
15	Other Business	N/A			

# 2014 Treasurer's Report

## GENERAL CHECKING

BEGINNING BALANCE	\$0.00
DEPOSITS/CREDITS/INTEREST	\$6,277,914.01
CHECKS	\$4,882,917.96
ENDING BALANCE	\$1,394,996.05

## COMMISSIONER'S CHECKING

BEGINNING BALANCE	\$395,490.44
DEPOSITS/CREDITS/INTEREST	\$0.00
CHECKS	\$395,490.44
ENDING BALANCE	\$0.00

## WATER

BEGINNING BALANCE	\$405,246.79
DEPOSITS/CREDITS/INTEREST	\$0.00
CHECKS	\$405,246.79
ENDING BALANCE	\$0.00

## SEWER

BEGINNING BALANCE	\$265,668.14
DEPOSITS/CREDITS/INTEREST	\$0.00
CHECKS	\$265,668.14
ENDING BALANCE	\$0.00

## FIRE

BEGINNING BALANCE	\$162,983.11
DEPOSITS/CREDITS/INTEREST	\$20,003.75
CHECKS	\$182,986.86
ENDING BALANCE	\$0.00

## DN TANKS RETAINAGE

BEGINNING BALANCE	\$11,910.41
DEPOSITS/CREDITS	\$290.21
CHECKS	\$12,200.62
ENDING BALANCE	\$0.00

## CONNECTION FEE HOLDING (FKA water capital improvements)

BEGINNING BALANCE	\$140,519.60
DEPOSITS/CREDITS/INTEREST	\$5,640.52
CHECKS	\$140,534.60
ENDING BALANCE	\$5,625.52

## SHORT LIVED ASSETS

<b>(FKA sewer capital improvements)</b>	
BEGINNING BALANCE	\$110,142.77
DEPOSITS/CREDITS/INTEREST	\$1,204.79
CHECKS	\$1,690.00
ENDING BALANCE	\$109,657.56

## AJ COLEMAN RETAINAGE

BEGINNING BALANCE	\$11,271.63
DEPOSITS/CREDITS	\$11.28
CHECKS	\$0.00
ENDING BALANCE	\$11,282.91

## WASHINGTON ST. RETAINAGE

BEGINNING BALANCE	\$0.00
DEPOSITS/CREDITS/INTEREST	\$52,831.47
CHECKS	\$39,397.23
ENDING BALANCE	\$13,434.24

## 2014 Treasurer's Report Continued

### AMBULANCE

BEGINNING BALANCE	\$55,444.88
DEPOSITS/CREDITS/INTEREST	\$27,784.42
CHECKS	<u>\$83,229.30</u>
ENDING BALANCE	\$0.00

### PAYROLL

BEGINNING BALANCE	\$46,397.54
DEPOSITS/CREDITS/INTEREST	\$758,894.77
CHECKS	<u>\$787,350.84</u>
ENDING BALANCE	\$17,941.47

### WATER PROJECTS

BEGINNING BALANCE	\$127,929.87
DEPOSITS/CREDITS/INTEREST	\$794,036.89
CHECKS	<u>\$798,459.82</u>
ENDING BALANCE	\$123,506.94

### WASTE WATER PLANT

BEGINNING BALANCE	\$179,828.72
DEPOSITS/CREDITS/INTEREST	\$1,432,951.35
CHECKS	<u>\$1,438,528.70</u>
ENDING BALANCE	\$174,251.37

### RURAL DEVELOPMENT

BEGINNING BALANCE	\$6,463.04
DEPOSITS/CREDITS/INTEREST	\$509,339.55
CHECKS	<u>\$513,117.48</u>
ENDING BALANCE	\$2,685.11

### FORCE MAIN RETAINAGE

BEGINNING BALANCE	\$0.00
DEPOSITS/CREDITS/INTEREST	\$114,811.77
CHECKS	<u>\$0.00</u>
ENDING BALANCE	\$114,811.77

### COMMISSIONER'S SAVING

BEGINNING BALANCE	\$9,956.07
INTEREST	\$2.70
CHECKS/DEBITS	<u>9958.77</u>
ENDING BALANCE	\$0.00

## **Superintendent's Report 2015**

The staff of the Conway Village Fire District found themselves very busy in the 2014 construction season. Between night work leaks and all the construction, we were able to finish Pollard Street and discontinue and replace an old water line in Cranmore Shores. Washington Street was completed with all new 12" ductile iron water main with new hydrants and water services to each building.

The sewer force main interconnect to the North Conway Water Precinct began in September on Route 16 with the North Conway end being completed on October 1<sup>st</sup>. This project should be complete by the end of the 2015 construction season, barring any unforeseen complications.

I would like to give a big thank you to the staff of the Conway Village Fire District, Fire Chief Steve Solomon and the staff at Underwood Engineering. With this combined effort, we are moving forward to provide better service to our district residents.

Respectfully submitted,  
Gregg Quint  
Superintendent  
Conway Village Fire District

# Conway Fire Department

## 2014 Annual Report

In 2014, The Conway Fire Department handled 1043 emergency calls broken down as follows: This year I have added "weather" as a category to show how many weather related events we respond to.

Building Fires/ Fires in Buildings	22	Motor Vehicle Accidents	106
Vehicle Fires	5	Emergency Medical Services	646
Brush/ Grass/ Forest Fires	21	Swift Water/ Flood Rescue	2
Illegal Burning	18	Wilderness Rescue	1
Fire Alarm Activations (No Fire)	87	Service Calls	27
Other Types of Fires	9	Weather Related Calls	39
Hazardous Materials Release	52	Other Non-Fire Calls	8

July 1, 2014 we began our new schedule with the two additional career staff. We were fortunate to be able to hire two existing call firefighters and move them to career status. This makes the transition easier on both the career staff and the call staff. We also had a long time career firefighter move onto another department leading to a second round of hiring in 2014. We were again fortunate to have an existing call member qualified to move to career status.

During the year I became aware of two budgetary concerns. First, the ambulance billing revenue was going to fall far short of prediction. My best analysis is that this is a combination of about 60 ambulance transports less than predicted and the continued struggle to get paid for the service. Second, we were going to overspend on vehicle maintenance. Our Tower truck is very expensive to keep on the road. It is a 1989 and requires specialized and expensive repairs. Furthermore, it is an out of production model and parts are sparsely available. We managed to come in under budget by \$50,000.00 which at least reduced the impact of the poor revenue number.

Toward the end of 2014, we made changes at COMSTAR, our billing company that will hopefully help with the billing revenue. We moved to what is referred to in the industry as a more aggressive billing posture. In addition, we have contracted with a collections agent who specializes in medical billing. Decisions as to whether to abate an ambulance bill or send it to collections remains with the Commissioners as it always has, but should they decide to send non-paying service users to collections, this agency has been given the authority to use multiple tools to collect on the bill. This was all done to try and stem the cost-shifting tide from the Federal Government, State Government, and Commercial Insurance that are trying to force more and more of these costs onto the local taxpayer.

As always, we appreciate your support and will continue to work hard for you.

Stephen Solomon, Chief  
Conway Fire Department

MINUTES OF ANNUAL MEETING  
CONWAY VILLAGE FIRE DISTRICT  
March 11, 2014

A quorum having been declared present, Moderator, Douglas 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 11, 2014, in the meeting room of the Conway Village Fire Station.

Present were: Commissioners Janine Bean (Chair), Joseph Quirk and Tom Buco; Fire Chief, Steven Solomon; District Superintendent, Gregg Quint; Administrative Assistant, Paula Abraham; Municipal Bookkeeper, Amy Snow; and Supervisors of the Checklist, Cynthia Thibodeau and Carole DiGregorio. There were 27 members of the general public present.

The Moderator noted that the polls having opened at 5:00 p.m. for voting on Article 1 would remain open until 8:00 p.m. The rules by which the meeting would be conducted were explained and accepted. Mr. Burnell introduced the head table, noting that Steven Solomon and Gregg Quint are non residents of the District, but need to be allowed to speak as reference people. There were no objections.

**Article 1:** To elect the necessary officers: one Commissioner for 3 years, Moderator for one year, Clerk for one year, Treasurer for one year, and one Supervisor of the Checklist for 2 years.

The polls were declared closed at 8:20 p.m. with the following results:

Commissioner for 3 years:

**Janine Bean was declared Commissioner for 3 years.**

Moderator for 1 year:

**Douglas C. Burnell was declared Moderator for 1 year.**

Treasurer for 1 year:

**William Vose was declared Treasurer for 1 year.**

Clerk for 1 year:

**Thomas Steele was declared Clerk for 1 year. [Write In Vote]**

Supervisor of the Checklist for 2 years:

**Carole DiGregorio was declared Supervisor of Checklist for 2 years. [Write In Vote]**

**Article 2:** To see if the District will vote to raise and appropriate the sum of \$54,964 for General District Operations. **Motion made by Ms. Bean, second by Ms. MacMillan, to adopt Article 2 as written.**

**Motion was then made by Tad Furtado to amend Article 2 to read: To see if the District will vote to raise and appropriate the sum of \$79,964 for General District Operations, of which \$25,000 shall be added to the Sidewalk Maintenance budget request. These funds, if unexpended by the District during the year, shall be transferred to the Conway Village Sidewalks Capital Reserve Fund (Fund number 44) for future use.**

Mr. Furtado stated for the past several years the District has put aside \$25,000 for upgrade of sidewalks to be eligible for a grant. He asked the Commissioners and voters to support the amendment. He said he has been told we would be better off to do it on our own; if we are going to pay for it ourselves we are better off to put the money aside. He stated any excess money would be put into the sidewalk fund, if we are going to do the sidewalk and streetscape repairs ourselves; if we do not put the money aside, we can not do it, or can go after grants and jump through the same hoops we jumped through before.

Steve Bamsey asked the Commissioners why the money was not put into the budget this year as it has been in the past. Mr. Bucu stated they did have \$25,000 put aside; however, in an effort to lower the tax rate, and because there is already \$128,000 in that fund, they voted not to ask the voters to appropriate that money this year.

Lucy Philbrick questioned whether we have to reimburse the State for the engineering money we spent. Ms. Bean stated we do not, the State found we were qualified to keep the money they have given us. She said also we have plans to do Washington Street; Pollard Street is on the list, but we are waiting for the reconstruction of that street to be done before doing that. She reported a new material has been tried on the corner of Washington and Main Streets and it is holding up very well, so we felt after the public hearing that we would not spend the \$25,000 this year. Ms. Philbrick questioned whether the town is paying for the sidewalks on Washington Street. Ms. Bean said we were planning to do some of it curb-to-curb, but because they are doing the rebuilding, they have to rebuild the sidewalks too. Ms. Philbrick questioned the amount. Chief Solomon stated it is about 50/50 and we are doing it within the water project. Ms. Bean said they will not be taking money out of the Capital Reserve Fund for the sidewalks on Washington Street. Mr. Bucu explained a large portion of the town money is state funding to do the road, so when they discussed this with the Town Engineer they were told the State has money set aside to do that road, including the sidewalks. Ms. Bean stated the Precinct is doing the sidewalks on one side of the road and the State is doing the other side.

Mr. Furtado questioned after Washington Street is done and paid for, will the \$128,000 in the sidewalk Capital Reserve Fund be used there? Ms. Bean said the \$6,000 in the request is for our general use of the sidewalks, none of that will go toward building the sidewalks – we will use some of the Capital Reserve money to rebuild the Washington Street sidewalks. She explained we are doing water improvement on Washington Street, water money comes out of the reconstruction of the water and construction, and sidewalk money is coming out of the Capital Reserve. Mary Seavey wished to know the amount. Ms. Bean stated we do not yet have that figure.

Jill MacMillan said we still do not have sidewalks on Pollard Street, we have been told we are on the list for years. Ms. Bean suggested she go to the town because the precinct is ready to do the sidewalks and the town keeps putting the road construction off. Mr. DiGregorio commented the town keeps putting it off because there is no collaboration between the town and the precinct. He said the project on Washington Street is a collaborative between the town and the State for about \$900,000 - the State owns that road down to the bridge, when the project is over the town will own it. Ms. Bean said Pollard Street will probably have one sidewalk, and the reason it is not being done this year is because Washington Street is - Pollard Street is scheduled to be done in 2015. Mr. Quirk noted that 20 years ago he wanted this, succeeded in getting the money for the business district, got a \$600,000 project and the voters decided not to accept the money, and it still needs to be done. He suggested keeping the \$25,000 in there because the work is not going away. Mr. DiGregorio said he agrees with continuing to put money aside for maintenance, but we missed the filing deadline twice, which is why that project fell apart. Mr.

Furtado suggested putting the \$25,000 into the current year operational budget and, if it is not spent at the end of the year, it would go into that Capital Reserve Fund.

**Voting proceeded on Mr. Furtado's amendment. The Moderator declared the amendment adopted. Voting then proceeded on Article 2 as amended. Article 2 was declared adopted as amended (\$79,964).**

**Article 3:** To see if the District will vote to raise and appropriate the sum of \$358,395 for the operation of the Water Department. This amount to be funded by water rents and revenues. **Motion made by Mr. Bucu, seconded by Ms. MacMillan, to adopt Article 3 as written.** There being no discussion, vote was taken and the **Moderator declared Article 3 adopted as written.**

**Article 4:** To see if the District will vote to raise and appropriate the sum of \$450,140 for the operation of the Sewer Department. This amount to be funded by sewer rents and revenues. **Motion was made by Commissioner Quirk, seconded by Ms. Bean, to adopt Article 4 as written.** Ms. MacMillan questioned the amount being budgeted for heat since it was less than actual spent in 2013. Ms. Bean said we spent less in electricity by \$16,000 and are only asking for \$6,000, hoping we are going to spend about the same, but it is not a line item budget so we could keep the budget down – we went high on the electricity and low on the heat in our attempt to be more realistic. Ms. MacMillan questioned operating supplies noting \$33,000 was budgeted, in 2013 \$3,863 was used, and \$10,000 is being budgeted in 2014. Ms. Bean pointed out there was nothing budgeted in 2013 for sewer chemicals. There being no further discussion, vote was taken and the **Moderator declared Article 4 adopted as written.**

**Article 5:** To see if the District will vote to raise and appropriate the sum of \$853,750 for the operation of the Fire Department. **Motion made by Ms. Bean, seconded by Mr. Quirk, to adopt Article 5 as written.** Ms. Bean called attention to the detailed 2013 Combined Fire/Ambulance Expenditures and 2014 Fire Department Budget and deferred to Chief Solomon for a power point presentation. [See attached].

Mr. Solomon said six years ago we applied for a grant and it was awarded; however, the voters voted it down. We have four full time employees working Friday, Saturday, Sunday and Monday; however, they do not work every weekend and it is not fair to expect them to. He said he has tried hiring part time staff which fell apart for the same reason; he hired per diem staff, but has not had success with that. He stated they have tried increasing the call staff shift stipend (currently paying \$100 to cover night shift plus paying an hourly rate for call time, and during the day a 12-hour shift) as call staff said they were not getting paid what other departments do. He stated there are problems with on-call staff as some work full time elsewhere. Mr. Solomon said if we are going to continue to run an ambulance service we have to put two people on a shift; there are problems getting drivers for fire trucks because of the liability. He stated they should have a call roster of 45 people, they currently have 27, which leaves them doing day to day operations with 9 people showing up and they still have open shifts every weekend. The Chief said there has been question of "why not get rid of the ambulance?" and last year voters voted to keep it.

Ms. DiGregorio questioned total tax impact to the precinct. Mr. Solomon referred her to the 2014 Estimated Tax Impact on Pg. 4, calling attention to the \$25,000 added by the adoption of amendment to Article 2 tonight. Ms. Bean stated without the \$25,000 we had decreased it by \$.32 per \$1000 for this year, the tax rate would have been \$2.82 without the \$25,000. She said even with voting in two new people, the taxes will go down. Chief Solomon advised that it is an estimate because the rate is not set

until October; however, if the voters accepted every article presented tonight, we would have seen a tax decrease. Ms. DiGregorio questioned water and sewer \$4 million hook up fee. Ms. Bean stated the water and sewer rates did not increase this year they are the same as last year. Ms. DiGregorio wished to know when all is said and done how are we going to be impacted in this village? Ms. Bean stated in 2006 for the water system (Article 2 of that year) was \$6,269,702, of that we received \$3,561,702 in grant money. She stated we have not started to receive any of the State funds because they have put us on a delayed and deferred payment. She said regarding Article 4 in 2006, well ground water evaluation, we spent \$125,000 and received \$31,259 in grants, and Article 3 for wastewater was for \$28,500,000 – we spent \$6,121,840 and received \$3,238,151 in grants or 52.9% grant money. Ms. Bean said we have completed Phase I (sewer north of the Saco), Phase 1A (Bald Hill, Fairview Ave., etc.) and the I/I improvements in the sewer. Phase II and III are uncompleted and projected to cost \$12,353,997 and we will receive 61.0% in grants. She noted this is all speculation because there might be more grant money out there, but that is where it stands right now.

Ms. MacMillan referred to 2013 Combined Fire/Ambulance Expenditures and 2014 Fire Department Budget stating it looks like we are adding about \$100,000 in salaries and benefits, we are saving about a third of that in overtime and shifts – next year it will be over \$200,000. She stated once these people are in there they are in there. She said if we vote this in we are looking at only one half year. Secondly, when discussing money that the other towns are paying, what she cares about is the tax base. Referring to North Conway, she said even if we cost less we have so much smaller tax base. Her concern is about where this will put us down the line. Mark Hounsell said he is more concerned about the safety and well being of the people who live in the District. He noted last year we decided we needed to merge fire department with ambulance service and we need an ambulance service. He said the Commissioners have come up with the best solution for us; there are much bigger issues here than the tax base - he has no problem in hiring two people.

Mr. Solomon said he understands that Conway Village is small, but we cover 6,000 people. When we spread that out over more people, we get money from Albany and non precinct, and ambulance revenues. Ms. Snow said we have a choice: to keep our ambulance and fire services and man it and have a good department, or give it to the town. She said 55% of our tax bill is from the school, 15% is from the District. They do a really good job trying to keep the budget in line and if they are asking for more people we should consider it strongly – either give our ambulance and fire department what they need or give it up.

Paul MacMillan said he feels the Commission should look at townwide fire. Wolfeboro, Bow, Epping are towns with huge tax base that can support that, we are a village. We need to look at townwide fire department. We should find out if it is worthwhile for the town to be funding it. Ms. Bean said we are not talking here about a townwide fire department, we are talking about an ambulance service in the village and we cannot staff it with the current fire people because we do not have enough people that will pick up the shifts. She said last year we were told to keep the ambulance service and fund it in the future. She agrees it is two people and they will never go away. She stated if the ambulance service goes away your fire budget is going to sky rocket because it will lose the revenue from the ambulance service. Ms. MacMillan said we have a wonderful department. She questioned whether we have had calls where no one has shown up. Mr. Solomon said he had to call someone from another department on Friday because there was just him showing up.

Ms. MacMillan said we come here for a hearing to debate this warrant and go away from it and the warrant totally changes when we get to the meeting. She questioned the fact that the ambulance is no longer in the budget. Ms. Bean said at the hearing we heard you people say “we cannot afford two

people.” We came back and discussed how to make it feasible, and we came up with not doing an ambulance warrant article this year. We cut the sidewalks out, cut security out, we listened to what you said.

Mr. DiGregorio thanked the Commissioners for listening. He questioned Mr. Solomon as to how many shifts have been missed. Mr. Solomon said we post a schedule, people pick up the shifts they want and then they start contacting people about filling in the gaps. They try to get someone from the call department on the weekend because it costs less. Then Keith Noble and the Chief end up doing it. We fill the shifts because we have to, but it comes down to Keith and myself doing it. Mr. DiGregorio said if you and Keith are covering shifts do you get overtime for that? Mr. Solomon said they get paid at night the same as anyone else, during the day it would be overtime. He said last year they added a policy where they could force people in where we need to, but find that does not work either. All are getting offered those shifts. Mr. DiGregorio said it does not seem as though we are doing what we can aggressively to recruit new people and questioned what programs we have in place to build up the staff. The Chief acknowledged that recruitment and retention of volunteers is a huge problem in volunteer service. He said we have a partnership with SOLO and gain people through them and have recruited a few from there. We have an Explorer program through the high school of people between age 14 and 18 to try to encourage that participation, and are trying to work with the high school health program to come up with an EMT program. He is hopeful that at least two of those people will work into something.

Ms. DiGregorio said the expenditures versus revenues is going down, hiring new people is not going to capture more money for the department. She said several people that do all the extra shifts and if that goes away that will affect their budgets. By getting involved with two new people you will pull a lot of money away from these families. Mary Seavey questioned if the two new hires would be for ambulance service. Mr. Solomon said they would be cross-trained. She said she hopes that if it goes forth that these people are hired with the fact in mind that that is built around those shifts.

Mr. Solomon cautioned if the voters vote this budget down we will not have a fire department any more. He said if we get more people we can rotate the schedule so they are not working every weekend which will keep the employees so they will stay here. That is the goal.

**After confirming that all had voted who wished to vote, the Moderator declared the polls closed on Article 1 at 8:20 p.m.**

Ms. Seavey asked “will you rotate all the schedule for everyone?” Mr. Solomon said existing employees will have to go into a rotating schedule. Lucy Philbrick questioned benefits? Mr. Solomon explained the existence of two groups which each have different salary/benefits structure. Upon question of the District’s contribution to health insurance, Mr. Solomon said they currently pay 80% of the health care, the employee pays 20% - a family plan costs the District \$22,000 a year.

Mr. Goodwin questioned the effect of putting just one new employee on this year. Mr. Solomon said putting one on would fill four more shifts than what they are covering right now; it would help, but not as much – in round numbers it would reduce the amount of Article 5 to about \$800,000 for this year. He noted if we have less full time people we can take money away, but then have to add money back in for call staff. Ms. MacMillan said she takes issue with Ms. Bean saying we listened to everybody because we were all for the ambulance if that was what you needed. She said at the hearing we said yes to the ambulance and to the security system – the Commissioners took them both out.

**Motion was made by Ms. MacMillan, seconded by Ms. Philbrick, to amend Article 5 to reduce the amount to \$800,000, reducing the bottom line by \$53,750.**

Paul MacMillan questioned whether the Commissioners have pursued raising contracts with Albany and the town to cover this. Mr. Solomon said we are locked into the town of Conway Ambulance contract until 2017 which has a cost of living clause written into it; with Albany we do a 3-year contract which is up Dec. 2014 and is based on assessed value and population. Mr. MacMillan noted if they do not enter into a contract it increases our cost because we lose that revenue. Mr. DiGregorio said the town never discussed a townwide ambulance contract, it would have to be initiated by one of the precincts.

Josh MacMillan said the biggest issue is people surviving and making extra off those shifts, noting he has made \$20,000 off part time and stipend shifts in one year. He noted if we put two full time staff members on that would alleviate some of the problems of staffing, but we would lose part time people. Ms. Bean said we are still going to have eight shifts that need to be covered; it would be nice to hire two new people and have them have an income and support a family. She pointed out the voters just added \$25,000 for sidewalks, and you want to take out \$53,000 to staff the ambulance service. She stated our Fire Chief did not take a vacation last year because he couldn't cover the shifts; you want us to have an ambulance service, but you want us to cut \$53,000 and not fund it. Mr. Solomon said the best scenario would be to gain a half dozen more EMS providers to take up shifts. He stated we are not taking away all of everybody's shifts, he cannot staff the fire and ambulance service based on two people. Paul MacMillan requested that the precinct Commissioners break out the budget so we can see what the salaries and benefits are -- he wants to see the exact costs for each employee, adding that it is not necessary to name names.

**Voting proceeded on Ms. MacMillan's amendment to change the amount of Article 5 to \$800,000. The amendment was declared defeated.**

**Motion was made by Paul MacMillan to reduce the budget so it is for only one new person to go to the fire department – one fire fighter/paramedic. There was no second.** Mr. Solomon said you can only change the number and proceeded to set forth the cost: \$44,928 proposed salary plus overtime, health insurance, retirement, vacation - \$83,480 for two; cost for one person = \$41,740. **Motion was made by Mr. Bamsey, seconded by Paul MacMillan, to amend Article 5 to read \$812,010.** Mr. DiGregorio questioned if under other business a motion could be made to direct the Commission to hire just one person? He was advised it would be non binding.

**Voting proceeded on Motion to amend to \$812,010. Motion was declared defeated.**

Chad McCarthy, a non resident, was given permission to speak. Mr. McCarthy said he has been with the CVFD for many years and if this passes he would be losing \$4,000 a year.

**Motion was made by Ms. MacMillan, seconded by Mr. Bamsey, to amend Article 5 to reduce the amount to \$773,000 which would take out both people.** Mr. DiGregorio wished to hear from people from outside the District as to whether they are getting all the shifts they could or are they being denied shifts? He was told they are not. Mr. McCarthy said he has never been denied a shift.

**Voting proceeded on Ms. MacMillan's motion to amend Article 5 to read \$773,000. The motion was declared defeated.**

Ms. MacMillan questioned if it passes as written, at the end of the meeting can we make an amendment that instead of putting it toward new personnel it would go to an ambulance and security system. The Moderator advised it would be non binding.

Ryan Smith said he does a regular Friday shift every week. Last year he used it as supplemental income, if this changes he could lose up to \$16,000. Mr. Solomon said if this article is defeated it would force the District to hold a special meeting just to address the fire department issue at a cost of about \$5,000.

Cynthia Thibodeau questioned if they put in the two new people whether there is a conflict? Mr. Solomon acknowledged that they have call people who are strongly against it and if they change their schedule they could leave. He said the problem is we are not covering the shifts. Ms. DiGregorio said everyone wants the ambulance to be satisfactory, but cannot afford to pay for it, and requested one more year to try to come up with a better plan so to get the department to run differently and not impact our taxes. Ms. Bean stated last year the motion that was made read "to be funded and operated" - we are trying to fund and operate it like you told us to do last year.

**Voting then proceeded on Article 5 as written. The Moderator declared Article 5 adopted as written (\$853,750.)**

**Article 6:** To see if the District will vote to raise and appropriate the sum of \$1,000 to be added to the Water Accrued Payroll Capital Reserve Fund previously established. This amount is to be funded from water rents and revenues. Balance as of December 31, 2013 is \$15,883.40. **Motion by Mr. Bucu, second by Mr. Quirk, to adopt Article 6 as written.** There being no discussion, vote was taken and the **Moderator declared Article 6 adopted as written (\$1,000.)**

**Article 7:** To see if the District will vote to raise and appropriate the sum of \$1,000 to be added to the Sewer Accrued Payroll Capital Reserve Fund previously established. This amount to be funded from sewer rents and revenues. Balance as of December 31, 2013 \$14,286.06. **Motion by Mr. Quirk, second by Ms. Bean, to adopt Article 7 as written.** There being no discussion, vote was taken and the **Moderator declared Article 7 adopted as written (\$1,000).**

**Article 8:** To see if the District will vote to raise and appropriate the sum of \$2,000 to be added to the Fire Department Accrued Payroll Capital Reserve Fund previously established. Balance as of December 31, 2013 is \$7,154. **Motion by Ms. Bean, second by Mr. Furtado, to adopt Article 8 as written.** Mr. Goodwin requested an explanation. Mr. Solomon said it is program where unused sick leave is rolled into a year to year accruing fund. We need this to meet the liability in the event several people were to leave. The liability as of Dec. 31<sup>st</sup> was \$9,133. **Voting proceeded on Article 8 as written, and the Moderator declared Article 8 adopted as written. (\$2,000.)**

**Article 9:** To see if the District will vote to raise and appropriate the sum of \$227,495 for the Water Department Debt Service for the year and to seek reimbursement of a portion of this expense from the State of New Hampshire. This amount to be funded by water rents and revenues. **Motion made by Mr. Bucu, second by Ms. Bean, to adopt Article 9 as written.** Mr. Bamsey questioned the portion to be reimbursed by the State of NH. Mr. Bucu said it is the water portion of the Phase I interconnect north of the Saco and we would be reimbursed 25% of the amortization payment by the State. Ms. Bean said we are anticipating in the budget \$72,868. **Voting proceeded on Article 9 and the Moderator declared Article 9 adopted as written (\$227,495).**

**Article 10:** To see if the District will vote to raise and appropriate the sum of \$285,624 for the Sewer Department Debt Service for the year and to seek reimbursement of a portion of this expense from the State of New Hampshire. **Motion made by Mr. Quirk, second by Mr. Bucu, to adopt Article 10 as written.** Ms. Philbrick questioned how it will be funded and if the bonds are going to be paid by general taxation or sewer fees. Mr. Quirk stated typically it has been funded over the years by general taxation and will be carried over by the new bond. **Voting proceeded on the Motion and the Moderator declared Article 10 adopted as written. (\$285,624)**

**Article 11:** To see if the District will vote to raise and appropriate the sum of \$43,000 to purchase a new dump truck for the water/sewer departments. This amount to be funded by water and sewer revenues. **Motion made by Commissioner Bean, seconded by Mr. Quirk, that Article 11 be adopted as written.** Mr. Goodwin questioned whether we have a Capital Reserve Fund for buying new equipment. Mr. Solomon said this is instead of a Capital Reserve article. Ms. Bean explained the Capital Reserve Fund will be left as is, this does not raise taxes, it is through user fees. Mr. Solomon stated there is only \$28,000 in that account. Mr. DiGregorio questioned why not use that \$28,000. Water Supt., Gregg Quint, said he wanted to use it, but was advised against it. Ms. Bean said they wanted to keep the Capital Reserve Fund intact in case they had to buy something next year and could buy the dump truck this year with revenues from the sewer department instead of using the \$28,000 and adding to it and putting in more money next year. Mr. Quint said he wants to start a vehicle schedule, also he felt they could get more out of a one-ton and go with a smaller truck since they are finding they are not doing as big jobs as they used to do and do not need so many larger trucks. He said it is time for it to be replaced.

Mr. DiGregorio questioned whether the Commissioners are opposed to using a portion of the Capital Reserve Fund. Ms. Bean said when discussing this we figured we would be able to do it out of revenue and user fees; if we use the Capital Reserve Fund we would still have to put in \$15,000 and would then impact the tax rate. **Motion was made by Ms. MacMillan, seconded by Mr. DiGregorio, to amend Article 11 to take \$13,000 from the CRF and the \$30,000 remainder to be funded by water and sewer revenues. The Moderator declared the amendment carried and voting proceeded on Article 11 as amended. The Moderator declared Article 11 carried as amended (\$13,000 from CRF and \$30,000 from water and sewer fees).**

**Article 12:** To see if the District will allow the Commissioners to enter into a five year lease/purchase agreement in the amount of \$64,506 for the purpose of purchasing two new cardiac monitors, and to raise and appropriate the sum of \$20,000 for the first year payment. \$7,000 to come from sale of the old monitors with \$13,000 to come from general taxation. Future years' payments of \$13,000 will be included in the Fire Department operating budget. **Motion made by Mr. Quirk, second by Ms. MacMillan, to adopt Article 12 as written.**

Mr. Solomon said they replaced the older cardiac monitor this year. It is \$36,000 for one, but by doing the lease/purchase offered it works out to be a better deal – buying one now and 5 years later buying another one. Mr. Bamsey asked whether these are going into the ambulances and whether there is a schedule for these types of devices. Mr. Solomon said they had an overall plan of buying an ambulance with new stretcher and new cardio monitor every five years, then the ambulance article “went away.” However, this is a much better deal and solves the issue of having different brands of monitors.

Mr. DiGregorio questioned the difference between what we have now and what we will be purchasing. Mr. Solomon explained the difference in the much improved system, it does multiple things whereas the old style is limited, and also the new ones will have long service life. Mr. DiGregorio questioned

whether it will internet to the hospital. Mr. Solomon stated if we had a cardiac care center we would internet; however, Memorial Hospital is not capable of doing that. **Voting proceeded on the motion. The Moderator declared Article 12 adopted as written.**

**Article 13:** To see if the District will vote to establish a capital reserve fund under the provisions of RSA 35:1 for maintenance of the administration building and the fire station, to name the Commissioners as agents to expend from this fund, and to raise and appropriate the sum of \$5,000 to be placed into this fund. **Motion was made by Mr. Bucu, seconded by Ms. MacMillan, to adopt Article 13 as written.**

Mr. Furtado wished to hear from the Commissioner who voted in the negative. Mr. Quirk said he voted no because he believes it should be separated so that there is a capital reserve fund for the fire station and one for the District building. Mr. Bucu said we have major investments in the fire station and the administration building; they are both 14 to 15 years old and no maintenance has been done on them - this is restricted to the fire station and the administration building. Mr. DiGregorio questioned why all the properties that the Commission is in charge of are not included. Mr. Bucu said the other buildings get maintenance through water and sewer departments. **Voting proceeded on the Motion. The Moderator declared Article 13 adopted as written. (\$5,000.)**

**Article 14:** To see if the District will vote to raise and appropriate the sum of \$139,534.60 to be placed in the water system capital reserve fund previously established. This sum to come from water connection fees already collected and not from general taxation. **Motion made by Ms. Bean, second by Ms. MacMillan, to adopt Article 14 as written.** Mr. DiGregorio questioned the balance in the Capital Reserve Fund. Mr. Solomon said it is \$12,824.67. He said since the Commissioners instituted the connection fees, they belong in this account but have been going into the checking account. Ms. Snow said this account was opened in 2008, the money has been accumulating in a checking account and was never deposited in the correct account (capital reserve). **Voting proceeded on the motion. The Moderator declared Article 14 adopted as written.**

**Article 15:** To act upon any other business that may legally come before this meeting.

Ms. MacMillan expressed her displeasure that she had attended the public hearing on the budget and then gets to the meeting to find out that everything we discussed at the hearing, and the majority at that hearing thought the two new employees were not needed. She said she felt blind-sided when she received the booklet. She stated the Commissioners took out the warrant articles and she felt it was duplicitous, she was offended by that. She asked if they are going to have a hearing at night that they listen to what the people say and not change things around to get what they want. Mr. Quirk said the Commission listened to the public that night and the public was "hammering" about the tax rate. He said he voted to keep the ambulance, security system, and sidewalk; however, this was the overriding feeling of the public.

Kathy Burnell said she would be interested in having us do a townwide fire and ambulance service and asked that the Commissioners investigate the feasibility of creating a townwide department. She was advised to submit a petition, that it has to come from the people. Mr. Solomon said we now have all the five fire departments speaking to each other; it is going to have to come from the voters. He stated he is all for it, it is a great idea. Paul MacMillan stated it has to come from the precinct, the precinct controls fire/rescue/ ambulance, the town has no control over what you do. He said if we had a full time department they could respond any place in the town, it could be spread out. Mr. DiGregorio concurred that it has to come from the Commissioners. He said the general feeling is we do not want to step on

anybody's toes – it either has to come from a petitioned article or the Commissioners, someone has to have the courage to bring it forward. Amy Snow said it does not have to come from the town, “it has to come from you guys.”

**Motion was made by Amy Snow, seconded by Janine Bean, that the Commissioners write a letter to the town, at the request of the legislative body at this annual meeting, to open up discussions on a townwide fire department, to include the other fire departments for all other precincts involved in Conway.**

Ms. Bean stated historically the town precincts entities do not work well together, but we have made progress because North Conway and Conway are working very well together as regards water and sewer; however, she feels it is going to take more than us writing a letter. She said we are different entities and are governed by different rules; it will take a lot of work from the voters to get everybody on board with it.

Mary Seavey said she supports that statement – it is a great thought and she would like to see it happen, but unless all the citizens do it, it is not going any place. Ms. Snow said she hears a lot of talk about townwide fire and rescue; however, those who have been here for generations say it is not going to work. She said we have to get those people who are in favor of it to work on it. Mr. Furtado suggested sending a copy of the letter to the Mt. Washington Valley Regional Collaborative, Chambers of Commerce, Economic Council, Board of Realtors. **Voting proceeded on Ms. Snow's motion and the Moderator declared the motion carried by unanimous vote.**

There being no further business to come before the meeting, **Motion was made by Ms. Bean, seconded by Ms. Snow, that the meeting be adjourned. The Moderator declared the meeting dissolved at 9:40 p.m.**

Respectfully submitted,

Gail T. Currier  
Recording Secretary

# VACHON CLUKAY & COMPANY PC

## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

### Independent Auditor's Report

To the Board of Commissioners  
Conway Village Fire District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Conway Village Fire District, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Conway Village Fire District's basic financial statements, and have issued our report thereon dated September 26, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Conway Village Fire District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Conway Village Fire District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Conway Village Fire District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we considered to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as finding #2013-01 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as finding #2013-02 to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Conway Village Fire District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Conway Village Fire District's Response to Findings**

The Conway Village Fire District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Conway Village Fire District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Vachon Clukay & Company PC*

Manchester, New Hampshire  
September 26, 2014

# **Annual Report**

**of the**

**Officers of the**

# **Conway Village Fire District**

**Conway, New Hampshire**



**For the Year Ending December 31<sup>st</sup>**

# **2013**

# Conway Village Fire District

## Annual Report for the year ending December 31, 2013 and 2014 Warrant

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# Conway Village Fire District Elected Officials

## Commissioners

Janine E. Bean, Chairman  
Thomas L. Bucu  
Joseph F. Quirk

Term Expires 2014  
Term Expires 2015  
Term Expires 2016

## Moderator

Douglas C. Burnell

Term Expires 2014

## Clerk

Carl J. Thibodeau

Term Expires 2014

## Treasurer

William Vose

Term Expires 2014

## Supervisors of the Checklist

Carol Digregorio  
Cynthia Thibodeau

Term Expires 2014  
Term Expires 2015

## **Letter from the Board of Commissioners**

Once again, the Conway Village Fire District had a very busy year working on the water and sewer projects voted on in 2006. Throughout the spring and summer of 2013, part of Phase III and the Bald Hill Tank were completed. The third part of Phase III was the water main loop that began and was completed over the summer. This enlarged and extended the water line down Route 16 into Albany across Route 16 and through Brookside into Cranmore Shores where it connected to the line that was laid in 2012.

One last water project will happen during 2014 as the District works with the Town of Conway in the building of the water line, drainage, sidewalks and road on Washington St. The biggest project that we have planned is the Phase II Waste Water Interconnect. This went out to bid January 2014 and is scheduled to begin April 2014. The goal is to reach substantial competition in the fall of 2014, with it going on line by the fall of 2015.

The biggest challenge facing the District now is restructuring the fire and ambulance services. Last year the voters discussed the viability to continue running the ambulance service. After much discussion, a motion was made and it passed directing the commissioners to "fund and operate an ambulance service in the years to come and that this Ambulance Service would be combined with the Fire Department service starting January 1, 2014 "(see minutes of last year's meeting at the end of this book). This year's proposed Fire/Ambulance budget does what the voters directed. If we are to continue the Ambulance Service we need to staff it. The commissioners have been telling the voters for 5 years that we need to have more full time staff to ensure coverage for the Ambulance. We have exceptional people that fill shifts but there are not enough to cover all shifts. In the planning to combine the services, we looked at a number of options and none worked as well as adding the full time positions. After this year's budget hearing, we went back and took another look at the warrant and made the decision to not bring forward money for capital equipment or building security in an attempt to keep the tax rate level. You will see that we have in fact come in with a decrease (estimate) on the tax rate.

Janine Bean, Chair  
Board of Commissioners

## 2014 Estimated Tax Impact by Warrant Article

This is an estimate only. The actual tax rate is based on a mid-year revenue estimate and property valuation that has not been conducted at this time. This estimate is based on our best guess as to revenue and the 2013 valuation.

Article	Description	Expense	Estimated Revenue	Tax Impact
2	General Dist Operating Budget	\$ 54,964.00	\$ -	\$ 54,964.00
3	Water Operating Budget	\$ 358,395.00	\$ 358,395.00	\$ -
4	Sewer Operating Budget	\$ 450,140.00	\$ 450,140.00	\$ -
5	Fire Operating Budget	\$ 853,750.00	\$ 587,917.00	\$ 265,833.00
6	Water Accrued Payroll	\$ 1,000.00	\$ 1,000.00	\$ -
7	Sewer Accrued Payroll	\$ 1,000.00	\$ 1,000.00	\$ -
8	Fire Accrued Payroll	\$ 2,000.00	\$ -	\$ 2,000.00
9	Water Debt Service	\$ 227,495.00	\$ 227,495.00	\$ -
10	Sewer Debt Service	\$ 285,624.00	\$ 80,000.00	\$ 205,624.00
11	Dump Truck	\$ 43,000.00	\$ 43,000.00	\$ -
12	Cardiac Monitors	\$ 20,000.00	\$ 7,000.00	\$ 13,000.00
13	Building Maintenance Reserve	\$ 5,000.00	\$ -	\$ 5,000.00
14	Water System Capital Reserve	\$ 139,534.60	\$ 139,534.60	\$ -
			Estimated Taxes	\$ 546,421.00
			2013 Taxes	\$ 608,341.00
			<b>Decrease</b>	<b>\$ 61,920.00</b>
			<b>Estimated Rate</b>	<b>\$ 2.82</b>
			2013 Rate	\$ 3.14
			<b>Decrease/ \$1000</b>	<b>\$ 0.32</b>

# Conway Village Fire District 2014 Annual Meeting Warrant

To the inhabitants of the Conway Village Fire District, located in the Towns of Conway and Albany, Carroll County, State of New Hampshire, who are qualified to vote in the affairs of the district:

You are hereby notified to meet at the Conway Fire Station, 97 Main St, Conway NH, on Tuesday, March 11, 2014 at 5:00 PM, to act upon the following subjects hereinafter set forth. Voting on Article 1 shall be by official ballot. The polls shall open at 5:00 P.M. and close at 8:00 P.M. The business portion of the meeting to act upon Articles 2 through 15 shall be held at 7:00 P.M. or as soon thereafter as the moderator calls the meeting to order and declares a quorum present.

**Article 1:** To elect the necessary officers: one Commissioner for three (3) years, Moderator for one (1) year, one Clerk for one (1) year, one Treasurer for one (1) year, and one Supervisor of the Checklist for two (2) years.

**Article 2:** To see if the District will vote to raise and appropriate the sum of fifty-four thousand nine hundred sixty four dollars (\$54,964) for General District Operations. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

**Article 3:** To see if the District will vote to raise and appropriate the sum of three hundred fifty-eight thousand three hundred ninety five dollars (\$358,395) for the operation of the Water Department. This amount is to be funded by water rents and revenues. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

**Article 4:** To see if the District will vote to raise and appropriate the sum of four hundred fifty thousand one hundred forty dollars (\$450,140) for the operation of the Sewer Department. This amount is to be funded by sewer rents and revenues. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

**Article 5:** To see if the District will vote to raise and appropriate the sum of eight hundred fifty three thousand seven hundred fifty dollars (\$853,750) for the operation of the Fire Department. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

**Article 6:** To see if the district will vote to raise and appropriate the sum of one thousand dollars (\$1,000) to be added to the Water Accrued Payroll Capital Reserve Fund previously established. This amount is to be funded from water rents and revenues. Balance as of December 31, 2013 is fifteen thousand eight hundred eighty three dollars and forty cents (\$15,883.40). **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

**Article 7:** To see if the district will vote to raise and appropriate the sum of one thousand dollars (\$1,000) to be added to the Sewer Accrued Payroll Capital Reserve Fund previously established. This amount is to be funded from sewer rents and revenues. Balance as of December 31, 2013 fourteen thousand two hundred eighty six dollars and six cents (\$14,286.06). **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**

- Article 8:** To see if the district will vote to raise and appropriate the sum of two thousand dollars (\$2,000) to be added to the Fire Department Accrued Payroll Capital Reserve Fund previously established. Balance as of December 31, 2013 is Seven thousand one hundred fifty four dollars (\$7,154). **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**
- Article 9:** To see if the District will vote to raise and appropriate the sum of two hundred twenty-seven thousand four hundred ninety-five dollars (\$227,495) for the Water Department Debt Service for the year and to seek reimbursement of a portion of this expense from the State of New Hampshire. This amount is to be funded by water rents and revenues. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**
- Article 10:** To see if the District will vote to raise and appropriate the sum of two hundred eighty-five thousand six hundred twenty-four dollars (\$285,624) for the Sewer Department Debt Service for the year and to seek reimbursement of a portion of this expense from the State of New Hampshire. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**
- Article 11:** To see if the District will vote to raise and appropriate the sum of forty three thousand dollars (\$43,000) to purchase a new dump truck for the water/ sewer departments. This amount to be funded by water and sewer revenues. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**
- Article 12:** To see if the District will allow the Commissioners to enter into a five year lease/purchase agreement in the amount of sixty four thousand five hundred six dollars (\$64,506) for the purpose of purchasing two new cardiac monitors, and to raise and appropriate the sum of twenty thousand dollars(\$20,000) for the first year payment. Seven thousand (\$7000) to come from sale of the old monitors with thirteen thousand (\$13,000) to come from general taxation. Future year's payments of thirteen thousand dollars (\$13,000) will be included in the Fire Department operating budget. **[Recommended by the Board of Commissioners 3-0] (2/3 Majority Vote Required)**
- Article 13:** To see if the District will vote to establish a capital reserve fund under the provisions of RSA 35:1 for maintenance of the administration building and the fire station, to name the Commissioners as agents to expend from this fund, and to raise and appropriate the sum of five thousand dollars (\$5000) to be placed into this fund. **[Recommended by the Board of Commissioners 2-1] (Majority Vote Required)**
- Article 14:** To see if the district will raise and appropriate the sum of One hundred thirty nine thousand five hundred thirty four dollars and sixty cents (\$139,534.60) to be placed in the water system capital reserve fund previously established. This sum to come from water connection fees already collected and not from general taxation. **[Recommended by the Board of Commissioners 3-0] (Majority Vote Required)**
- Article 15:** To act upon any other business that may legally come before this meeting.

## General District Budget 2013 Expenditures and 2014 Budget

	2013 Budgeted	2013 Expended	2014 Requested
Audit and Accounting	\$ 4,500.00	\$ 3,740.00	\$ 5,500.00
Annual Meeting	\$ 1,000.00	\$ 713.75	\$ 1,000.00
Tax Anticipation Note	\$ 1,000.00	\$ -	\$ 1,000.00
Payroll- Elected Officials	\$ 7,950.00	\$ 7,949.56	\$ 7,950.00
Social Security	\$ 500.00	\$ 715.30	\$ 800.00
Medicare	\$ 120.00	\$ 167.38	\$ 200.00
Legal/ Professional Fees	\$ 1,000.00	\$ 1,155.86	\$ 1,000.00
Prop/ Liab Ins	\$ 800.00	\$ 636.15	\$ 800.00
Office Expenses	\$ 1,000.00	\$ 2,596.12	\$ 1,000.00
Park Electricity	\$ 1,000.00	\$ 711.15	\$ 1,000.00
Park Maintenance	\$ 5,875.00	\$ 4,986.30	\$ 6,000.00
Sidewalk Maintenance	\$ 3,800.00	\$ 5,054.93	\$ 6,000.00
Travel Expense	\$ 3,000.00	\$ 228.55	\$ 500.00
Lease/ Purchase Trackless	\$ 22,214.00	\$ 22,213.60	\$ 22,214.00
<b>Total</b>	<b>\$ 53,759.00</b>	<b>\$ 50,868.65</b>	<b>\$ 54,964.00</b>

## General District Revenue

	2013 Anticipated	2013 Actual	2014 Anticipated
PILOT	\$ 700.00	\$ 198.55	\$ 200.00
Miscellaneous	\$ 50.00	\$ 78.48	\$ 75.00
<b>Total Revenue</b>	<b>\$ 750.00</b>	<b>\$ 277.03</b>	<b>\$ 275.00</b>

# Water Department

## 2013 Expenditures and 2014 Budget

	2013 Budgeted	2013 Expended	2014 Requested
Salaries-Full Time	\$ 139,565.00	\$ 133,673.47	\$ 138,000.00
Overtime	\$ 8,500.00	\$ 4,613.55	\$ 7,000.00
Health Insurance	\$ 51,500.00	\$ 52,881.14	\$ 55,690.00
Social Security	\$ 9,200.00	\$ 8,906.17	\$ 9,300.00
Medicare	\$ 2,100.00	\$ 2,087.21	\$ 2,300.00
NH Retirement	\$ 15,500.00	\$ 13,563.98	\$ 15,000.00
Workers Comp	\$ 3,100.00	\$ 3,045.96	\$ 3,100.00
Unemployment	\$ 500.00	\$ 330.46	\$ 500.00
NCWP Interconnect	\$ 3,000.00	\$ 1,325.00	\$ 3,000.00
Audit/ Accounting	\$ 6,300.00	\$ 3,740.00	\$ 5,500.00
Legal/ Professional	\$ 3,000.00	\$ 122.99	\$ 3,000.00
Telephone	\$ 5,955.00	\$ 4,685.57	\$ 5,955.00
Cleaning	\$ -	\$ 925.50	\$ 750.00
Electricity	\$ 34,100.00	\$ 30,899.82	\$ 34,100.00
Heat	\$ 9,100.00	\$ 6,979.46	\$ 8,100.00
Prop/ Liab Insurance	\$ 8,000.00	\$ 6,361.47	\$ 8,000.00
Training	\$ 2,000.00	\$ 836.50	\$ 1,500.00
Office Expenses	\$ 8,000.00	\$ 10,866.91	\$ 8,000.00
Equipment Repair/ Maint	\$ 7,000.00	\$ 14,362.88	\$ 8,100.00
Fuel	\$ 4,100.00	\$ 2,523.92	\$ 3,500.00
Vehicle Maintenance	\$ 3,000.00	\$ 148.42	\$ 1,000.00
Equipment/ Small Tools	\$ 4,000.00	\$ 418.74	\$ 2,000.00
Water Testing	\$ 4,500.00	\$ 6,781.66	\$ 4,500.00
Water Chemicals	\$ 10,000.00	\$ 11,936.47	\$ 13,000.00
Building Maintenance	\$ 4,450.00	\$ 3,593.39	\$ 3,700.00
Road Repair	\$ 400.00	\$ 2,262.96	\$ 300.00
Shop Supplies	\$ 2,000.00	\$ 1,951.14	\$ 2,000.00
Clothing Allowance	\$ 1,500.00	\$ 568.10	\$ 1,500.00
Water Inventory	\$ 13,500.00	\$ 9,376.36	\$ 10,000.00
Miscellaneous	\$ -	\$ 2,269.86	\$ -
<b>Total</b>	<b>\$ 363,870.00</b>	<b>\$ 342,039.06</b>	<b>\$ 358,395.00</b>

## Water Department Revenues

	2013 Budgeted	2013 Actual	2014 Anticipated
User Fees	\$ 590,666.00	\$ 620,972.06	\$ 600,000.00
Inventory	\$ 5,500.00	\$ 7,153.70	\$ 5,500.00
Service Calls	\$ 3,500.00	\$ 3,663.50	\$ 3,500.00
Miscellaneous	\$ 1,000.00	\$ 3,786.49	\$ 1,000.00
SIGI	\$ -	\$ 57,581.00	\$ 72,868.00
<b>Total</b>	<b>\$ 600,666.00</b>	<b>\$ 693,156.75</b>	<b>\$ 682,868.00</b>

# Sewer Department

## 2013 Expenditures and 2014 Budget

	2013 Budgeted	2013 Actual	2014 Requested
Salaries-Full Time	\$ 149,865.00	\$ 143,801.44	\$ 150,000.00
Overtime	\$ 8,000.00	\$ 4,641.24	\$ 7,000.00
Health Insurance	\$ 60,000.00	\$ 61,105.89	\$ 64,740.00
Social Security	\$ 9,850.00	\$ 9,586.00	\$ 10,000.00
Medicare	\$ 2,250.00	\$ 2,246.01	\$ 2,500.00
NH Retirement	\$ 16,500.00	\$ 14,733.79	\$ 16,500.00
Workers Comp	\$ 2,100.00	\$ 1,929.89	\$ 2,100.00
Unemployment	\$ 400.00	\$ 330.46	\$ 400.00
Audit/ Accounting	\$ 6,300.00	\$ 3,740.00	\$ 5,500.00
Legal/ Professional	\$ 4,000.00	\$ 2,010.49	\$ 4,000.00
Telephone	\$ 7,325.00	\$ 5,804.25	\$ 6,500.00
Cleaning		\$ 925.50	\$ 750.00
Electricity	\$ 108,600.00	\$ 92,872.43	\$ 98,000.00
Heat	\$ 3,000.00	\$ 2,868.97	\$ 2,200.00
Prop/ Liab Insurance	\$ 5,500.00	\$ 4,453.02	\$ 5,500.00
Training	\$ 2,000.00	\$ 470.50	\$ 1,500.00
Office Expenses	\$ 8,000.00	\$ 10,001.45	\$ 8,000.00
Licenses/ Permits	\$ 500.00	\$ 754.00	\$ 0.00
Equipment Repair/ Maint	\$ 15,000.00	\$ 11,211.61	\$ 15,250.00
Fuel	\$ 4,250.00	\$ 4,052.73	\$ 4,000.00
Vehicle Maintenance	\$ 1,500.00	\$ 988.72	\$ 1,500.00
Equipment/ Small Tools	\$ 1,500.00	\$ 1,318.17	\$ 1,200.00
Operating Supplies	\$ 33,000.00	\$ 3,863.62	\$ 10,000.00
Sewer Testing		\$ 18,303.74	\$ 19,000.00
Sewer Chemicals		\$ 8,423.99	\$ 7,500.00
Building Maintenance	\$ 7,750.00	\$ 3,155.84	\$ 5,000.00
Clothing Allowance	\$ 1,500.00	\$ 1,310.31	\$ 1,500.00
<b>Total</b>	<b>\$ 458,690.00</b>	<b>\$ 414,904.06</b>	<b>\$ 450,140.00</b>

## Sewer Department Revenues

	<b>2013 Budgeted</b>	<b>2013 Actual</b>	<b>2014 Anticipated</b>
User Fees	\$ 495,122.00	\$ 519,390.74	\$ 520,000.00
Sale of Inventory	\$ -	\$ 2,008.50	\$ -
Miscellaneous	\$ 1,000.00	\$ 599.94	\$ 1,000.00
<b>Total</b>	<b>\$ 496,122.00</b>	<b>\$ 521,999.18</b>	<b>\$ 521,000.00</b>

# Conway Fire Department

## 2013 Expenditures

(2014 Budget on Page 14 as Combined Fire/ Ambulance Budget)

	2013 Budgeted	2013 Expended
Audit and Accounting	\$ 4,500.00	\$ 3,740.00
Legal/ Professional	\$ 1,000.00	\$ 994.40
Telephone	\$ 2,000.00	\$ 1,903.46
Electricity	\$ 8,400.00	\$ 7,338.54
Heat	\$ 14,000.00	\$ 14,837.83
Building Maintenance	\$ 6,000.00	\$ 7,752.49
Property/ Liability Ins	\$ 7,900.00	\$ 6,804.84
Office Expense	\$ 6,000.00	\$ 6,514.76
Uniforms	\$ 1,500.00	\$ 2,539.04
Equipment Maintenance	\$ 5,000.00	\$ 4,112.62
Radio Maintenance	\$ 1,500.00	\$ 1,096.73
Fire/ Rescue Supplies	\$ 500.00	\$ 1,059.72
Fuel	\$ 8,000.00	\$ 5,844.89
Vehicle Maintenance	\$ 15,000.00	\$ 10,390.47
New Equipment	\$ 18,000.00	\$ 16,604.26
Payroll	\$ 181,100.00	\$ 170,706.08
Overtime	\$ 10,000.00	\$ 11,520.60
Training	\$ 4,000.00	\$ 2,900.00
Health/Dent/Life/ Dis	\$ 22,300.00	\$ 26,715.29
FICA	\$ 6,325.00	\$ 5,787.04
Medicare	\$ 2,625.00	\$ 2,712.69
Retirement	\$ 42,600.00	\$ 45,638.00
Workers Comp/ Unemp	\$ 12,450.00	\$ 12,088.39
Total	\$ 380,700.00	\$ 369,602.14

## 2013 Fire Department Revenue

	2013 Anticipated	2013 Actual
Non-Precinct Contract	\$ 151,960.00	\$ 151,960.00
Albany Contract	\$ 69,000.00	\$ 69,000.00
Fire Prevention	\$ 1,250.00	\$ 996.65
PILOT	\$ -	\$ 846.45
<b>Total Revenue</b>	<b>\$ 222,210.00</b>	<b>\$ 222,803.10</b>

# Conway Ambulance

## 2013 Expenditures

(2014 Budget on Page 14 as Combined Fire/ Ambulance Budget)

	2013 Budgeted	2013 Expended
Audit and Accounting	\$ 4,500.00	\$ 3,740.00
Legal/ Professional	\$ 500.00	\$ 1,114.40
Telephone	\$ 2,000.00	\$ 1,626.66
Property/ Liability Ins	\$ 4,100.00	\$ 3,392.77
Office Expense	\$ 5,000.00	\$ 3,426.63
Equipment Maintenance	\$ 2,500.00	\$ 2,082.97
Radio Maintenance	\$ -	\$ 46.20
Medical Supplies	\$ 10,000.00	\$ 9,119.03
Fuel	\$ 6,000.00	\$ 7,038.29
Vehicle Maintenance	\$ 6,500.00	\$ 10,522.04
New Equipment	\$ 4,000.00	\$ 91.98
Payroll	\$ 211,600.00	\$ 213,997.60
Overtime	\$ 3,500.00	\$ 9,571.23
Training	\$ 2,000.00	\$ 1,560.00
Health/Dent/Life/ Dis	\$ 32,000.00	\$ 35,113.29
FICA	\$ 8,225.00	\$ 8,234.62
Medicare	\$ 3,070.00	\$ 3,287.79
Retirement	\$ 5,490.00	\$ 5,975.34
Workers Comp/ Unemp	\$ 11,050.00	\$ 10,932.41
Ambulance Billing	\$ 16,000.00	\$ 18,976.07
<b>Total</b>	<b>\$ 338,035.00</b>	<b>\$ 349,849.32</b>

## Ambulance Revenues

	2013 Anticipated	2013 Actual
Albany Contract	\$ 11,000.00	\$ 11,000.00
Conway Contract	\$ 77,981.75	\$ 78,212.75
Billing	\$ 230,000.00	\$ 240,409.91
Collections	\$ -	\$ 7,315.66
Details	\$ 8,000.00	\$ 6,825.00
Miscellaneous	\$ 200.00	\$ 195.00
<b>Total Revenue</b>	<b>\$ 327,181.75</b>	<b>\$ 343,958.32</b>

## 2013 Combined Fire/ Ambulance Expenditures and 2014 Fire Department Budget

	<b>2013 Combined Budgets</b>	<b>2013 Actual</b>	<b>2014 Proposed</b>
Salaries-Full Time	\$ 210,700.00	\$ 213,214.04	\$ 260,750.00
Salaries- Part Time	\$ 122,000.00	\$ 107,024.64	\$ 151,000.00
Shift Stipends	\$ 60,000.00	\$ 64,465.00	\$ 36,000.00
Overtime	\$ 13,500.00	\$ 21,091.83	\$ 13,500.00
Health/Dental/Life/Disability	\$ 54,300.00	\$ 61,828.58	\$ 104,500.00
FICA	\$ 14,550.00	\$ 14,021.66	\$ 15,000.00
Medicare	\$ 5,695.00	\$ 6,000.48	\$ 6,500.00
NH Retirement	\$ 48,090.00	\$ 51,613.34	\$ 67,000.00
Workers Comp/ Unemployment	\$ 23,500.00	\$ 23,020.80	\$ 30,000.00
Audit and Accounting	\$ 9,000.00	\$ 7,480.00	\$ 5,500.00
Legal/ Professional Fees	\$ 1,500.00	\$ 2,108.80	\$ 1,000.00
Ambulance Billing	\$ 16,000.00	\$ 18,976.07	\$ 17,500.00
Telephone	\$ 4,000.00	\$ 3,530.12	\$ 4,000.00
Electricity	\$ 8,400.00	\$ 7,338.54	\$ 8,000.00
Heat	\$ 14,000.00	\$ 14,837.83	\$ 15,000.00
Building Maintenance	\$ 6,000.00	\$ 7,752.49	\$ 10,000.00
Property/ Liability Insurance	\$ 12,000.00	\$ 10,197.61	\$ 12,500.00
Training	\$ 6,000.00	\$ 4,460.00	\$ 8,000.00
Office Expenses	\$ 11,000.00	\$ 9,941.39	\$ 10,000.00
Equipment Maintenance	\$ 7,500.00	\$ 6,195.59	\$ 8,000.00
Radio Maintenance	\$ 1,500.00	\$ 1,142.93	\$ 2,000.00
Fire/ Rescue Supplies	\$ 500.00	\$ 1,059.72	\$ 500.00
Medical Supplies	\$ 10,000.00	\$ 9,119.03	\$ 10,000.00
Vehicle Fuel	\$ 14,000.00	\$ 12,883.18	\$ 16,000.00
Vehicle Maintenance	\$ 21,500.00	\$ 20,912.51	\$ 17,500.00
Uniforms	\$ 1,500.00	\$ 2,539.04	\$ 4,000.00
Equipment Purchase	\$ 22,000.00	\$ 16,696.24	\$ 20,000.00
<b>Total Combined Budget</b>	<b>\$ 718,735.00</b>	<b>\$ 719,451.46</b>	<b>\$ 853,750.00</b>

## 2013 Combined Fire/ Ambulance Revenue and 2014 Fire Department Anticipated Revenue

	2013 Predicted	2013 Actual	2014 Estimated
Non-Precinct Fire Contract	\$ 151,960.00	\$ 151,960.00	\$ 155,423.00
Albany Contract	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Fire Prevention Fees	\$ 1,250.00	\$ 996.65	\$ 1,000.00
Conway Ambulance Agreement	\$ 77,981.75	\$ 78,212.75	\$ 79,777.00
Ambulance Billing	\$ 230,000.00	\$ 240,409.91	\$ 240,000.00
Ambulance Collections	\$ -	\$ 7,315.66	\$ 7,500.00
Ambulance Details	\$ 8,000.00	\$ 6,825.00	\$ 7,000.00
Miscellaneous Revenue	\$ 200.00	\$ 195.00	\$ 200.00
Interest	\$ -	\$ 67.18	\$ 60.00
PILOT	\$ -	\$ 846.45	\$ 840.00
 Fund Balance			 \$ 16,117.14
Sale of Old Monitors	\$ -	\$ -	\$ 7,000.00
 <b>Total Revenue</b>	 <b>\$ 549,641.00</b>	 <b>\$ 566,828.60</b>	 <b>\$ 594,917.14</b>

## 2014 Debt Service

Item	Principal Balance as of 12/31/2013	Principal Paid	Interest Paid	Total Paid	Matures
<b>Phase II C</b>	<b>\$17,112.20</b>	<b>\$6,479.16</b>	<b>\$1,094.32</b>	<b>\$7,573.48</b>	<b>2017</b>
<b>Phase I</b>	<b><u>\$7,465,671.81</u></b>	<b><u>\$182,375.89</u></b>	<b><u>\$323,168.11</u></b>	<b><u>\$505,544.00</u></b>	<b>2037</b>
<i>Water</i>	\$3,359,552.32	\$ 82,069.15	\$145,425.65	\$227,494.81	
<i>Sewer</i>	\$4,106,119.50	\$100,306.74	\$177,742.46	\$278,049.19	

## Encumbered Funds

### Water System Improvements (authorized in 2006, Article #2)

Authorized amount:	\$14,000,000.00
Expended as of 12/31/2012:	<u>\$ 7,830,958.43</u>
Amount remaining:	\$ 6,169,041.57

### Sewer Treatment Plant and Improvements

(Authorized in 2006, Article #3 with a change in purpose authorized in 2010 Article #19)

Authorized amount:	\$28,500,000.00
Expended as of 12/31/2012:	<u>\$ 7,821,673.85</u>
Amount remaining:	\$20,678,326.15

## Monies Held by the Trustees of the Trust Funds

<u>Fund Number</u>	<u>Fund Purpose</u>	<u>Balance as of December 31, 2013</u>
18	Water/Sewer Equipment Capital Reserve	\$28,171.34
44	Conway Village Sidewalks Capital Reserve	\$128,738.60
50	Fire/Rescue Equipment Capital Reserve	\$46,288.06
51	Water/Sewer Capital Reserve	\$45,698.16
56	Water System Improvements	\$12,825.67
57	Sewer Non-CRF	\$25,653.56
59	Water Accrued Payroll	\$15,883.40
60	Sewer Accrued Payroll	\$14,286.06
61	Fire/Rescue Accrued Payroll	\$4,075.44
62	Ambulance Accrued Payroll	\$3,078.56
65	Pequawket Park Expendable Trust Fund	\$11,820.04

\*\* 2013 Deposits did not get credited until January 2014 and are not included in these numbers.

## Revenues by Department

<u>Department</u>	<u>Anticipated 2013</u>	<u>Received 2013</u>	<u>Anticipated 2014</u>
General District	\$750.00	\$277.03	\$275.00
Water	\$600,600.00	\$693,156.75	\$682,868.00
Sewer	\$496,122.00	\$521,999.18	\$521,000.00
Fire	\$222,210.00	\$222,803.10	\$594,917.00
Ambulance	\$327,181.75	\$343,958.32	(included in fire)
Sewer Debt Service	\$0.00	\$0.00	\$80,000.00

## Schedule of 2013 Warrant Articles

<u>Article</u>	<u>Item</u>	<u>Authorized</u>	<u>Expended</u>	<u>Under</u>	<u>Over</u>
1	Election of Officers	n/a			
2	Streetscape Bond	n/a			
3	General District	\$53,759.00	\$50,868.65	\$2,890.35	
4	Water Department	\$363,870.00	\$342,039.06	\$21,830.94	
5	Sewer Department	\$458,690.00	\$414,904.06	\$43,785.94	
6	Fire Department	\$380,700.00	\$369,602.14	\$11,097.86	
7	Ambulance Department	\$338,035.00	\$349,879.32		\$11,844.32
8	Water Accrued Payroll	\$1,000.00	\$1,000.00		
9	Sewer Accrued Payroll	\$1,000.00	\$1,000.00		
10	Ambulance Accrued Payroll	\$1,000.00	\$1,000.00		
11	Water Debt Service	\$227,495.00	\$227,495.00		
12	Sewer Debt Service	\$285,624.00	\$285,624.00		
13	Water/Sewer Equipment CRF	\$15,000.00	\$15,000.00		
14	Fire/Rescue Equipment CRF	\$100,000.00	\$100,000.00		
15	Sander	\$4,600.00	\$4,600.00		
16	Sidewalk CRF	\$3,325.51	\$3,325.51		
17	Streetscapes Project Mgr	n/a			
18	Ambulance Question	n/a			
19	Other Business	n/a			

## 2013 Treasurer's Report

### COMMISSIONER'S

BEGINNING BALANCE	\$115,220.19
DEPOSITS/CREDITS/INTEREST	\$987,670.07
CHECKS	<u>\$707,399.82</u>
ENDING BALANCE	\$395,490.44

### WATER

BEGINNING BALANCE	\$300,001.07
DEPOSITS/CREDITS/INTEREST	\$687,755.68
CHECKS	<u>\$582,509.96</u>
ENDING BALANCE	\$405,246.79

### SEWER

BEGINNING BALANCE	\$310,167.92
DEPOSITS/CREDITS/INTEREST	\$663,406.45
CHECKS	<u>\$707,906.23</u>
ENDING BALANCE	\$265,668.14

### FIRE

BEGINNING BALANCE	\$135,845.39
DEPOSITS/CREDITS/INTEREST	\$452,900.85
CHECKS	<u>\$425,763.13</u>
ENDING BALANCE	\$162,983.11

### AMBULANCE

BEGINNING BALANCE	\$52,858.57
DEPOSITS/CREDITS/INTEREST	\$358,274.15
CHECKS	<u>\$355,687.84</u>
ENDING BALANCE	\$55,444.88

**PAYROLL**

BEGINNING BALANCE	\$32,369.62
DEPOSITS/CREDITS/INTEREST	\$759,308.36
CHECKS	<u>\$741,207.85</u>
ENDING BALANCE	\$50,470.13

**PROJECTS**

BEGINNING BALANCE	\$35,606.13
DEPOSITS/CREDITS/INTEREST	\$1,946,515.99
CHECKS	<u>\$1,851,536.85</u>
ENDING BALANCE	\$130,585.27

**WASTE WATER PLANT**

BEGINNING BALANCE	\$73,428.52
DEPOSITS/CREDITS/INTEREST	\$1,147,387.24
CHECKS	<u>\$982,474.16</u>
ENDING BALANCE	\$238,341.60

**RURAL DEVELOPMENT**

BEGINNING BALANCE	\$176,409.95
DEPOSITS/CREDITS/INTEREST	\$746,986.91
CHECKS	<u>\$916,933.82</u>
ENDING BALANCE	\$6,463.04

**DN TANKS RETAINAGE**

BEGINNING BALANCE	\$0.00
DEPOSITS/CREDITS	\$43,110.13
CHECKS	<u>\$31,199.72</u>
ENDING BALANCE	\$11,910.41

**WATER CAPITAL IMPROVEMENTS**

BEGINNING BALANCE	\$137,950.25
DEPOSITS/CREDITS/INTEREST	\$1,569.35
CHECKS	<u>\$0.00</u>
ENDING BALANCE	\$139,519.60

**SEWER CAPITAL IMPROVEMENTS**

BEGINNING BALANCE	\$108,398.90
DEPOSITS/CREDITS/INTEREST	\$5,533.80
CHECKS	<u>\$5,479.93</u>
ENDING BALANCE	\$108,452.77

**AJ COLEMAN RETAINAGE**

BEGINNING BALANCE	\$0.00
DEPOSITS/CREDITS	\$27,525.83
CHECKS	<u>\$16,254.20</u>
ENDING BALANCE	\$11,271.63

**COMMISSIONER'S SAVING**

BEGINNING BALANCE	\$9,946.12
INTEREST	<u>\$9.95</u>
ENDING BALANCE	\$9,956.07

# Superintendent's Report 2013

Construction year 2013 has yet again found the CVFD staff doing a multitude of tasks throughout the District starting with the new cement tank on Bald Hill Rd. This project started in the fall of 2012 with the removal of the old steel tank. The new construction started the end of April and by the end of July the project had reached substantial completion. During this time, beginning on June 24th, Alvin J. Coleman & Son began the water loop project on Route 16 and Bridge St. in which 2,100 feet of 8" and 2,370 feet of 12" water line was constructed.

District employees started, after years of delays, replacing Pollard Street water services which had good results until the asphalt plant was ready to close. So, with a little luck that street will be finished this year!

There will be many projects happening simultaneously in 2014. DeFelice Construction will be building the Force Main from the Saco Pump Station following the river to the Route 16 Bridge, then moving north to Mountain Valley Boulevard with a new grit and filtration building, while at the same time; they will be installing a new water main on Washington Street, assisting the town with rebuilding the road and drainage from the four corners to Hillside Avenue. The road work will be performed in conjunction with the water main. So needless to say, it is going to be a busy summer.

I would like to give a big thank you to the staff of the Conway Village Fire District, Fire Chief Steve Solomon and the staff at Underwood Engineering. With this combined effort, we are moving forward to provide better service to our district residents.

Respectfully submitted,  
Gregg Quint  
Superintendent  
Conway Village Fire District

# Conway Fire Department 2013 Annual Report

In 2013, The Conway Fire Department handled 1,151 emergency calls, broken down as follows:

Building Fires/ Fires in Buildings	29	Motor Vehicle Accidents	113
Vehicle Fires	6	Emergency Medical Services	760
Brush/ Grass/ Forest Fires	12	Swift Water/ Flood Rescue	5
Illegal Burning	26	Wilderness Rescue	8
Fire Alarm Activations (No Fire)	67	Service Calls	35
Other Types of Fire	10	Other	42
Hazardous Materials Releases	38		

For a number of years now, the Fire and Ambulance have struggled with staffing issues. 2013 was the worst year yet. The call staff is doing what it can, but we still ended up with full-time staff being forced to take extra shifts to maintain a 2 person minimum staffing level. This caused overtime and ambulance payroll to run over budget.

There were budget issues beyond staffing as well in 2013. We had a benefits over-run, caused by an employee picking up health insurance through us that had not previously had it. We had an over-run on ambulance vehicle maintenance due to a mechanical failure not covered under warranty. We had over-runs in heat, building maintenance, and office expenses as well. We did our best to absorb these other places in the budgets, but there is little to no fat in the budget meaning absorbing over-runs in one line means we are not doing something planned in another. But, even with these issues, we managed to eke out a little more money from ambulance billing, and changed some collection strategies which resulted in a little extra collections money as well. This results in a small surplus being generated that will go forward to help offset 2014 taxes.

The Department continues to be involved locally and at the State level with issues that effect our residents and guests. We have helped shape the State's program to train and respond to swift water/ flood rescue incidents. We continue to participate in the regional haz-mat response team which allows specialists from several departments to work together and help protect all. I have met with local legislators as well as Senator Shaheen's office and Representative Carol Shea Porter to discuss the problems The Affordable Care Act is causing for Conway Village and how we can resolve them. In short, we do not sit idly by but are actively working for you on emergency responses, inspection activities, and in the political arena every day.

We appreciate all the support we receive from you every year and will continue to work hard for your benefit.

Stephen Solomon, Chief  
Conway Fire Department

MINUTES OF ANNUAL MEETING  
CONWAY VILLAGE FIRE DISTRICT  
March 12, 2013

A quorum having been declared present, Moderator, Douglas 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, 2013, in the meeting room of the Conway Village Fire Station.

Present were: Commissioners Janine Bean (Chair), Joseph Quirk and Tom Buco; Fire Chief, Steven Solomon; District Superintendent, Gregg Quint; Administrative Assistant, Paula Abraham; Municipal Bookkeeper, Leah Valladares; and Supervisors of the Checklist, Cynthia Thibodeau and Carole DiGregorio. Josh McAllister of H.E. Bergeron Engineering was present as a reference person. There were 27 members of the general public present.

The Moderator noted that the polls had been opened at 5:00 p.m. for voting on Article 1 and that Article 2, being a bond issue, would be voted on by ballot; the polls would remain open after discussion of that Article for one hour. The rules by which the meeting would be conducted were explained and accepted.

**Article 1:** To elect the necessary officers: one Commissioner for 3 years, Moderator for one year, Clerk for one year, Treasurer for one year, and one Supervisor of the Checklist for 2 years.

The polls were declared closed at 8:15 p.m. with the following results:

Commissioner for 3 years:

**Joseph Quirk was declared Commissioner for 3 years. [11 votes]**

Moderator for 1 year:

**Douglas C. Burnell was declared Moderator for 1 year. [23 votes]**

Treasurer for 1 year:

**Amy Snow was declared Treasurer for 1 year. [23 votes]**

Clerk for 1 year:

**Carl Thibodeau was declared Clerk for 1 year. [22 votes]**

Supervisor of the Checklist for 2 years:

**Cynthia Thibodeau was declared Supervisor of Checklist for 2 years. [22 votes]**

**Article 2:** To see if the District will vote to raise and appropriate the sum of \$509,180.00 for operation of the construction phase of the Phase I Streetscape Project and to authorize the issuance of up to \$509,180.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33). No more than \$509,180.00 will be raised by Long Term Bonds or Notes in accordance with provisions of the Municipal Finance Act (RSA Chapter 33) for the duration of construction. (2/3 ballot vote required.) [Recommended by the Board of Commissioners 2-1-0.]

**Motion made by Mr. Quirk, second by Ms. Bean, to accept Article 2 as written.**

Amy Snow noted one Commissioner voted in the negative and questioned who and why. Mr. Buco said he voted against it because it is additional debt, it is intended to be a line of credit and will not be long term debt, but we have some major projects going on – it is too much additional debt. Mark Hounsell noted at the public hearing it was noted the State would issue a letter guaranteeing that we would receive funds to cover this note. [Written information was then distributed by the Chair to all present, including a copy of an email from Robert Hudson of NHDOT which stated he could not send a letter guaranteeing money.] Ms. Bean then requested that Josh McAllister, a non voter in the District, be allowed to speak. There were no objections raised.

Lucy Philbrick inquired as to why Article 17 of the 2011 meeting didn't do what the Commissioners are asking the body to do tonight. Ms. Bean said when looking at the funding this past year we found that the District has gotten permission to raise and appropriate the funds, but not to borrow them. When they tried to find the money they found they do not have that much for cash flow and needed authorization from this body to borrow to keep the cash flow going for a few months a year from this spring through the summer. She said we do not expect to borrow the entire amount. Ms. Philbrick questioned why it says "long term bonds." Ms. Bean stated that is according to DRA requirements. Ms. Snow said if the article is defeated what would happen. Ms. Bean stated we would then owe the State \$42,690. – the amount they have reimbursed us.

Janice Crawford, Director of Mt. Washington Valley Chamber of Commerce, requested permission to speak as a non-voter of the District. There were no objections. Ms. Crawford said the Mt. Washington Valley Preservation Committee has experienced the raising of funds prior to being reimbursed, some of that through a "paver program." The Preservation Association has authorized her to provide \$40,000 in cash flow funds to the District out of their budget because they believe in the need for beautification and to revitalize the Conway area. She said it is important to the future of Conway Village and it is her hope that people feel comfortable to take out the loan, noting there is a committee ready to start the paver fundraising program.

Josh MacMillan questioned why some of the reimbursement (May of 2011) did not get reimbursed until Feb. 2012 – why is there such a varied time frame? Mr. McAllister said there was some confusion about some of the invoices presented - the State questioned reimbursement of some of the engineering portion; however, he has been assured by Bob Hudson of DOT that he will do his best to make sure there is no more than a six weeks turn around. Ms. Snow questioned whether the \$40,000 offered by Ms. Crawford's Committee would offset some of the \$509,180. Ms. Crawford stated it is not a donation, it is for cash flow purposes – an opportunity to be able to pay a bill, get it back, and start the process. It would be interest-free. It would get paid back at the end of the project. Ms. Bean said the reason for the line of credit is for cash flow; with the \$40,000 we might not have to tap into a line of credit. She said Mr. Hudson would not let us go further in committing to this project without guaranteeing that we would be able to have the money – this \$40,000 will help us with that cash flow. Ms. Crawford said also the granite paver project would go along with that as a way to raise some money. Ms. Bean said the project that we have on the books is the north side of the road and part of the south side.

Mr. MacMillan questioned whether all the easements have been obtained and if the environmental review has been completed. Mr. McAllister said there is no defined right of way of Rt. 16 through Conway Village; the Fire District is pursuing an option of getting sign off of property owners along the route. He said the next step of this project would be to complete preliminary design. Mr. MacMillan questioned whether if there are issues with obtaining easements there is a possibility that we could lose these funds if all does not come together as planned. Mr. McAllister said this is standard wording; if we

did not have property owner permission that is something we would have to work with. Mr. Quirk said if that were the case the project would stop there and they would leave a space. Mr. McAllister said with the new protocol in managing these projects there are some opportunities that a soldier's course of brick pavers like in North Conway could be put in line as blanks; these pavers could be sold and the money used as cash flow and then would come back and put them in after the fact.

Carole DiGregorio questioned where the engineering costs are to finish this whole project. Mr. McAllister stated the \$509,180 is a cash flow thing, the Fire District has enough money in its account to handle all the costs of the project all the way up until construction starts. He listed costs: engineering/preliminary design \$12,500; \$20,000 for permitting; \$12,500 for final design; \$5500 for bidding; \$15,800 for engineering reimbursement costs. Mr. Hounsell said there is no letter from the State guaranteeing the money, the letter states "funds at risk" should the project not keep within the schedule and program requirements. He suggested it looks like we might be not keeping up with the schedule. He questioned in order to accept the \$40,000 from the beautification people, whether the body has to vote to authorize to accept it. Mr. McAllister stated we are on schedule, design will be ready for construction in 2014. Ms. Bean said we are not borrowing from the Preservation Committee, they have offered to lend it to us interest-free. Carl Thibodeau said the article does not say what institution you are tied to borrow from. It was his opinion this article covers the borrowing from a private entity.

Thom Steele said while this project is incredibly important, there are sidewalks that are incredibly dangerous and there are other infrastructure projects to be taken care of, and asked people to consider those other projects. He said he agrees with Mr. Buco that this is probably not something we want to go out on at this point. Mr. Quirk pointed out this has been a ten year process, we have already raised and appropriated the money, we have a small quagmire – do it, pay for it, wait six weeks to maybe six months to get the money back. He said we need to get the bonding authority to move the project forward.

Ms. Bean said last year we discussed this. This body decided this was what they wanted to do. We now find we cannot fund it because one of the requirements was to fund a \$509,000 cash flow. We can only do that with the authorization from this body to go forward with what they said last year they wanted. She said we have raised the required 20% of the project. If authorized to borrow the money it might cost \$20,000 for interest. We are asking you to authorize us to borrow the money to finish this project that you authorized last year.

Mr. MacMillan stated that authorization was before we had this information, noting that authorization passed only by one vote. Ms. Bean stated it will cost us \$42,000+ to pay back to the state. Ms. Snow noted we only raised and appropriated \$97,000 in Article 16 last year. Ms. Bean stated the entire project is \$509,180, our portion was 20%. Steve Solomon said there were two warrant articles – one from last year and one from the year before - \$509,180 is just construction. Mr. Hounsell said the article is to authorize the Commissioners to borrow a half million dollars. He questioned whether we can trust the state or the federal government and whether it is a safe bet that that money is there. He said we are putting the District at risk for a half million dollars for paved sidewalks and questioned do we want to put the District at risk for that amount?

Mr. McAllister explained the reimbursement process and acknowledged there are a couple of pitfalls that could jeopardize the project; however, that money will be available. We have up to the start of construction to see if that money comes in. He is reasonably confident that the money is there. Ms. Bean said the Transportation Enhancement money is federal money and it is there for this project, we





just have to make sure we do everything according to hoyle and that is why Messrs. Bucu and Quint have taken a class to make sure all the i's are dotted and the t's crossed. This gives us the ability to fund this project. Mr. Quirk said Mr. Hudson cannot guarantee it because he cannot guarantee we will do what we are supposed to do – as long as we do what we are supposed to do, the money is there. Mr. Hounsell said, given what he has heard, he will vote to support this article authorizing the Commissioners, but hopes he does not have to come back and say “what are you going to do now if you find out that we are one half million dollars in debt and cannot trust the state or federal government to reimburse?”

Mr. MacMillan said his concern is we have no defined rights of way, no easements, and the Environmental Impact Study has not been done yet. Mr. McAllister said we had conversations regarding rights of way – we are not changing the curb line so if there was a question, we would just put the sidewalk back where it was. Ms. Bean said the Governor has put money in the budget for 2014 to start paying back that money - they have not paid their bills, but are looking at how they are going to pay their bills..

Mr. Steele said in the beginning there was an issue about the face of the granite curbing. Over the years when the state has over-paved and over-paved there are places where there is a scant inch showing. He questioned the impact on what has been done on our sidewalks. Mr. McAllister stated this has been reviewed with the DOT, a survey has been done, there is enough grade to raise that curbing and still grade away for the sidewalk. If they do come through here and do anything with Rt. 16, those sidewalks will be protected – they have to return them to previously existing condition. Mr. Steele said there was a question about the use of the existing granite and whether it could be used again. Mr. McAllister said we want to use it if possible.

Mr. Bucu said the letter has a project number on it, DOT has already made disbursements from the account. He said he supported it originally, but what scared him was we did not know we had to put the money up front and have the cash flow for the construction bills and then get reimbursed; also, if they decide we are not eligible for reimbursement, whatever we spend from this point on we have to pay them back for anything they have put forth. He said we have so many other projects going on that he did not want to incur any more debt, but does have confidence that the money is there. Mr. Quirk said before we go to the next step they have to approve what we are doing. Mr. Steele said he does not have a concern at all that the project will be done incorrectly, but it is the dollars that concern him.

There being no further comment, the Moderator declared the polls open at 8:02 p.m. for voting by ballot on Article 2.

**Article 3:** To see if the District will vote to raise and appropriate the sum of \$53,759.00 for General District Operations. **Motion made by Ms. Bean, seconded by Ms. MacMillan, to adopt Article 3 as written.** Mr. Thibodeau questioned who the District is buying its electricity from. Mr. Quint stated it was from American New Energy at a rate of \$0.729 per kwh (approximately \$.02 per kwh less than Public Service). **Vote was taken and the Moderator declared Article 2 adopted as written by unanimous vote.**

**Article 4:** To see if the District will vote to raise and appropriate the sum of \$363,870.00 for the operation of the Water Department. This amount to be funded by water rents and revenues. **Motion was made by Commissioner Bucu, seconded by Amy Snow, to adopt Article 4 as written.** There being no discussion, vote was taken and the **Moderator declared Article 4 adopted as written by unanimous vote.**

**Article 5:** To see if the District will vote to raise and appropriate the sum of \$458,690.00 for the operation of the Sewer Department. This amount to be funded by sewer rents and revenues. **Motion made by Mr. Quirk, seconded by Ms. MacMillan, to adopt Article 5 as written.** Ms. Snow questioned why the District is anticipating a lower revenue this year than last. She was advised the rates had gone down. There being no further discussion, vote was taken and the **Moderator declared Article 5 adopted as written.**

**Article 6:** To see if the District will vote to raise and appropriate the sum of \$380,700.00 for the operation of the Fire/Rescue Department. \$151,960.00 to come from the Non-Precinct Fire Contract and \$69,000.00 to come from the Albany Contract, with the remaining \$159,740.00 to be raised by general taxation. **Motion by Commissioner Bean, second by Ms. MacMillan, to adopt Article 6 as written.** Ms. Philbrick questioned whether the Fire District is taking over expenses for the Ambulance service. Chief Solomon said they have picked up the heat and electricity and absorbed 100% instead of 50% in an effort to keep the ambulance service afloat as they would have those expenses even if they did not have an ambulance service. **The Moderator declared Article 6 adopted as written.**

After confirming that all had voted who wished to vote, the Moderator declared the polls closed for voting on Article 1 at 8:15 p.m.

**Article 7:** To see if the District will vote to raise and appropriate the sum of \$328,035.00 for the operation of the Ambulance Department. This amount to be funded by ambulance user fees and revenues. **Motion by Mr. Bucu, second by Ms. MacMillan, to adopt Article 7 as written.**

Mr. Hounsell noted this article was a reduction from last year and wonders if we are sacrificing services at this point and can make it go another year. Mr. Bucu said this is a one year budget, the ambulance cannot continue on a budget like this; they have cut heat and electricity and put them into the fire budget and have made some other cuts – there are no appropriations in here for new equipment or medical supplies. Mr. Hounsell suggested waiting until after discussion of Article 18 before taking a vote on Article 7.

Mr. Thibodeau questioned if everything in this warrant passes what the tax rate will be. Ms. Bean said it will drop by \$.34 per thousand, from \$3.71 to \$3.37. Mr. Thibodeau said for every \$100,000 we raise how does that impact the tax rate. Chief Solomon said about \$.48.

**Motion was made by Mr. Thibodeau, seconded by Ms. MacMillan, to amend Article 7 to read \$378,035.00 for operation of the ambulance service.** He noted this would not take quite all of the decrease that we see in our tax rate, it would nearly level fund the tax rate and gives the money needed to move on into the next year, and actually reduces it by about \$.02. He stated we are not going to be able to sustain the ambulance much longer; there are a lot of elderly people in the village that depend on that service, they do a great job, and he is not in favor of abandoning the ambulance service and having it run by a private service who does not know the area or the people. He said we need to get behind it as much as we can afford to sustain it.

After a great deal of discussion **Motion was made by Mr. Hounsell, seconded by Ms. Bean, to make this motion a special order of business after discussion of Article 18.** Mr. Hounsell said the motion takes Mr. Thibodeau's motion making it a special order of business after Article 18, the intent being to discuss Article 18 now and then come back to Article 7, basically taking Article 18 out of order.

Chief Solomon questioned whether we can do that because DRA dictates that nonfunding articles have to be at the end. Mr. Hounsell said the warrant was printed the way it was supposed to be, but this is our meeting and we can do what we want to with it. Ms. Bean said the DRA has told us before that the body made a decision in their democratic process and that is what they wanted to go by. Voting proceeded on Mr. Hounsell's motion to consider Article 18 out of order. The Moderator rules that this motion supersedes the motion on the floor. **The Moderator declared the motion carried.**

**Article 18.** Should the District continue to fund and operate an ambulance service in the years to come. This article is non-binding and for discussion purposes only.

Mr. Hounsell said he agrees with Mr. Thibodeau in that Conway Village is an aging community and at any given time there will be a call for ambulance service and he would feel terrible if we did not allow ourselves the equipment and personnel sufficient to come to their rescue and aid. We do not want to see us go with a private company, we need to have a well-funded and maintained ambulance service for the people of the District.

Ms. Snow said her concern is how short staffed we are and questioned if we continue to run an ambulance service will we have people here to run it in 3 or 5 years? Mr. Solomon said everyone is having issues with staffing. We call them volunteers, we pay them, but it is not a job; most people work more than one job. He said the level of training is 100 times what it was when he got into the service so when putting a new person on they have to go to school for six months to a year. He said if we cannot do it completely internally with volunteers, he has reached out to Center Conway and in the event our duty crew is out on a call and a second call comes in, Center Conway will aid us at that point.

Ms. Snow noted since Article 7 is just for this year, would the proposed \$50,000 help you substantially for this year? She has been saying we are looking at a huge increase with the school tax, if you can live within that \$3.28 she feels it would be a nice relief. Mr. Solomon said he appreciates just the suggestion, but would not feel comfortable taking an extra \$50,000. \$50,000 will not come close to covering an ambulance. He suggested a better choice might be to increase the Capital Reserve account. He said as regards merging the two budgets together, that is a decision of the voters. We did not put any money in the budget for new equipment so if anything breaks this year we cannot replace it. He noted he would be happy with a couple thousand to help with equipment.

Mr. Hounsell suggested since this is a non money article that we use it to direct the District to combine the fire and ambulance services together and to adequately fund the 2014 budget capital expenditure contribution for future purchasing of an ambulance and the Commissioners include for next year's budget a capital reserve amount that is appropriate for a new ambulance. Mr. Thibodeau questioned how we could merge those budgets and keep them separate in that one is a tax revenue account, the other an enterprise account. Mr. Solomon said they would all be one with revenue from the ambulance offsetting the tax rate. Ms. Philbrick said what about the non-precinct fire contract? Mr. Solomon said the Selectmen would have to agree to the modification. Ms. Snow questioned whether that would have to be done first before any decisions could be made about the merger. Mr. Solomon felt we could modify the existing contract as long as they agree to it.

Mr. Thibodeau suggested taking gross fire and ambulance budgets and subtracting ambulance revenues, the portion remaining would be what would be what the remainder would be based on. Keith Noble said he agrees as regards keeping the ambulance, but if we cut money in another year or two are we going to have to start playing catch up? Mr. Solomon cited as an example the need for car seats in the ambulance, stating he has applied for a grant for car seats. He said he agrees with Mr. Noble that we

cannot continue to do this year after year, but can we squeeze through one year? Probably. Ms. Bean suggested putting an additional \$10,000 in Article 7.

Mr. Thibodeau said that is a revenue account, can we add money to that article? Mr. Solomon referred him to the Fire Department article wording. **Motion was made by Mr. Hounsell, seconded by Mr. Thibodeau, that the District continue to fund and operate an ambulance service in the years to come and that this ambulance service would be combined with the Fire Department service starting January 1, 2014. The Moderator declared the motion carried.**

**Ms. MacMillan withdrew her second, Mr. Thibodeau withdrew his motion. Motion was then made by Mr. Thibodeau, seconded by Ms. MacMillan, to amend Article 7 to read to raise and appropriate \$378,035.00, with \$328,035.00 to be raised by user fees and \$50,000.00 to be raised by general taxation. The motion was defeated.**

**Motion was then made by Ms. MacMillan, seconded by Ms. DiGregorio, to amend Article 7 to read to raise and appropriate the sum of \$338,035.00 for the operation of the ambulance department with \$328,035.00 to be raised by ambulance user fees and \$10,000.00 to be raised by general taxation. The motion carried.**

**Voting then proceeded on Article 7 as amended. The Moderator declared Article 7 carried as amended. [\$338,035.00]**

**Article 8:** To see if the District will vote to raise and appropriate the sum of \$1,000.00 to be added to the Water Accrued Payroll Capital Reserve Fund previously established. This amount to be funded from water rents and revenues. **Motion made by Mr. Quirk, second by Ms. Snow, to adopt Article 8 as written.** Ms. Philbrick questioned the amount of the accrued liability. Ms. Valladares reported as follows: Water - \$15,346.80; Sewer - \$15,695.16; Fire - \$3,755.50; Ambulance - \$3,755.50. Ms. Snow questioned whether this would be increasing next year and was told it goes up every year. Ms. Snow questioned whether \$1,000. would be enough to cover any increases over next year and was told it will. There being no further discussion, vote was taken and the **Moderator declared Article 8 adopted as written.**

**Article 9:** To see if the District will vote to raise and appropriate the sum of \$1,000.00 to be added to the Sewer Accrued Payroll Capital Reserve Fund previously established. This amount to be funded from sewer rents and revenues. **Motion made by Ms. Bean, second by Mr. Steele, to adopt Article 9 as written. The Moderator declared Article 9 adopted as written.**

**Article 10:** To see if the District will vote to raise and appropriate the sum of \$1,000.00 to be added to the Ambulance Accrued Payroll Capital Reserve Fund previously established. This amount is to be funded from ambulance user fees and revenues. **Motion was made by Commissioner Bucu, seconded by Ms. Snow, to adopt Article 10 as written.** Mr. MacMillan questioned why there was not a similar article for the Fire Department. Ms. Bean stated there is enough in that account already and none has to be added this year. **The Moderator declared Article 10 adopted as written.**

The Moderator declared the polls closed for voting on Article 2 at 9:02 p.m. The results of the ballot vote were reported as follows: **Yes – 10 No – 12. The Moderator declared Article 2 defeated.**

**Article 11:** To see if the District will vote to raise and appropriate the sum of \$227,495.00 for the Water Department Debt Service for this year. This amount is to be funded by water rents and revenues.

**Motion was made by Ms. Snow, seconded by Mr. Steele, to adopt Article 11 as written.** There was no discussion, vote was taken, and the **Moderator declared Article 11 adopted as written.**

**Article 12:** To see if the District will vote to raise and appropriate the sum of \$285,624.00 for the Sewer Department Debt Service for the year, and to seek State of New Hampshire reimbursement for a portion of that amount. **Motion was made by Ms. Bean, seconded by Mr. Steele, to adopt Article 12 as written.** There was no discussion, vote was taken, and the **Moderator declared Article 12 adopted as written.**

**Article 13:** To see if the District will vote to raise and appropriate the sum of \$15,000.00 to be added to the Water/Sewer Equipment Capital Reserve Fund previously established. **Motion was made by Mr. Bucu, seconded by Mr. Steele, to adopt Article 13 as written.** Ms. Snow questioned whether there is a cap on this. Mr. Quint said he was under the impression there is not. There being no further discussion, the **Moderator declared Article 13 adopted as written.**

**Article 14:** To see if the District will vote to raise and appropriate the sum of \$100,000.00 to be added to the Fire/Rescue Equipment Capital Reserve Fund previously established. **Motion made by Ms. Bean, second by Ms. Snow, to adopt Article 14 as written.** Mr. Hounsell questioned whereas on January 1, 2014 the ambulance will be part of the Fire/Rescue, would it qualify under the Capital Reserve Fund to put money away for this? Mr. Solomon said he had inquired of DRA whether this Capital Reserve Fund would be O.K. to put money in or take out and they said yes. He noted we do have a Capital Improvements Plan for the fire equipment which calls for a new forestry/plow truck; however, the plow truck is not going to last long so will probably have to do it this year. There being no further discussion, vote was taken and the **Moderator declared Article 14 adopted as written.**

**Article 15:** To see if the District will vote to raise and appropriate the sum of \$4,600.00 to purchase a new sander. **Motion by Ms. Bean, second by Mr. Steele, to adopt Article 15 as written.** The **Moderator declared Article 15 adopted as written.**

**Article 16:** To see if the District will vote to raise and appropriate the sum of \$34,507.00 to be added to the Sidewalk Capital Reserve Fund previously established. **Motion made by Mr. Bucu, second by Ms. Bean, to adopt Article 16 as written.** Mr. Hounsell questioned whether this is where the Commissioners will take out the \$42,690.86 to give back to NHDOT. Mr. Bucu said this is to pay H.E. Bergeron who was hired to be project manager to oversee the Streetscape Project, and was paid \$34,500 out of the sidewalk fund but it was not part of the project. Mr. Hounsell noted then the \$42,690.86 will come out of the Sidewalk Capital Reserve Account. Ms. Bean said we have \$96,674.49 presently in the sidewalk fund of which \$42,690.86 will have to be paid back to the State.

Ms. Snow questioned when this fund was established and what for. Mr. Thibodeau said it was for maintenance and repair of sidewalks and was established in the early 1900s for that purpose - over the years it was used for anything relative to sidewalks – engineering, maintenance, etc. He said his question is, if we are going to send \$42,690.86 back to the State of New Hampshire, do we even need to appropriate this money? Ms. Bean said she questions that as well, but if we want to fund the sidewalk maintenance Capital Reserve Fund we probably want to put back the \$34,000.; if we are comfortable with keeping it at \$42,000 after we pay the State back, we can go back another year to see what we can do.

Ms. Snow questioned whether we could put a lesser amount in. Ms. Bean said we spent \$27,000 to repair the sidewalks on the north side, we know the south side sidewalk needs some major repair so that

will wipe out that account if we do that. Ms. Seavey questioned what fund the \$42,000 is coming from. Ms. Bean said we raised \$120,000 for the matching funds and have been using that money to pay our invoices. T.E. has reimbursed us the \$42,000, and we have to pay that back.

**Motion was made by Mr. Hounsell, seconded by Ms. Bean, to amend Article 16 to read \$3,325.51 to round it off to bring it to a balance of \$100,000.** Mr. Hounsell said he understands we have to pay the \$42,000, he does not see any need for the \$34,000. Mr. MacMillan questioned whether we owe the \$34,000 and was told no, we have paid it. Voting proceeded on Mr. Hounsell's motion to amend to \$3,325.51. **The Moderator declared the motion carried.** Voting then proceeded on Article 16 as amended. **The Moderator declared Article 16 carried as amended. [\$3,325.51]**

**Article 17:** To see if the District will vote to raise and appropriate the sum of \$30,000 to hire a project manager for the remainder of the Streetscape Project. This appropriation shall be non-lapsing until December 31, 2015. **Motion was made by Mr. Quirk, seconded by Ms. Bean, to adopt Article 17 as written. Motion was then made by Mr. Quirk, seconded by Ms. Bean, to amend Article 17 to read \$0 in view of the fact that Article 2 was defeated.** Voting proceeded on Mr. Quirk's motion to amend. **The Moderator declared the motion to amend carried.** Voting then proceeded on Article 17 as amended. **The Moderator declared Article 17 carried as amended. [\$0]**

**Article 19.** To act upon any other business that may legally come before this meeting. It was Mr. Hounsell's opinion that the Albany Selectmen are trying to "fleece" us for money to fix Bald Hill Road because they have poor drainage. He stated Albany is planning to resurface the road and expects Conway to pay for the top coat with the claim that we damaged the road when putting the sewer project in. He said we need to not give in to the Albany Selectmen's demands and also should advise them to stop calling our engineer, that if they need an engineer they can hire their own. The Moderator said this will be taken under advisement.

There being no further business to come before the meeting, **Motion was made by Ms. Bean, seconded by Mr. Steele, that the meeting be adjourned. The Moderator declared the meeting dissolved at 9:35 p.m.**

Respectfully submitted,

Gail T. Currier  
Recording Secretary

*J. Harding & Company, PLLC*  
*Certified Public Accountants*

John C. Harding, CPA

\_\_\_\_\_  
John F. Fullerton

13 Town West Rd., Suite B-3

Plymouth, NH 03264

(603)536-4441

Fax (603) 536-4442

## INDEPENDENT AUDITORS REPORT

To the Board of Commissioners  
Conway Village Fire District  
Conway, New Hampshire

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Conway Village Fire District as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

*Member of the American Institute of Certified Public Accountants*

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Conway Village Fire District, as of December 31, 2012, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### **Required Supplementary Information**

Management has omitted the management discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the basic financial statements.

The combining and individual fund financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated September 17, 2013, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering District's internal control over financial reporting and compliance.

*J. Harding & Company, PLLC*

Plymouth, New Hampshire  
September 17, 2013

# Appendix A

## Licenses

- A1..... EMS Service License, State of NH
- A2..... CLIA Certificate, Center for Medicare and Medicaid Services
- A3..... Vehicle registration and EMS Inspection Certificate, 12 Ambulance 1
- A4..... Vehicle registration and EMS Inspection Certificate, 12 Ambulance 1
- A5..... EMS Provider Licenses

# State of New Hampshire

## Department of Safety

Division of Fire Standards & Training & Emergency Medical Services

# Transport License

In accordance with the provisions of RSA 153-A and the  
Regulations

CONWAY FIRE DEPARTMENT

to operate a unit known as

CONWAY FIRE DEPARTMENT

and located at

97 MAIN STREET, CONWAY, NH 03818

This license is valid only for the period 11/23/2015 through 12/31/2017.

License Number 0229

*Robert A. Bergeron*

Director, Division of Fire Standards & Training  
& Emergency Medical Services

**CENTERS FOR MEDICARE & MEDICAID SERVICES**  
**CLINICAL LABORATORY IMPROVEMENT AMENDMENTS**  
**CERTIFICATE OF WAIVER**

**LABORATORY NAME AND ADDRESS**  
CONWAY RESCUE AMBULANCE SERVICE  
128 W MAIN STREET  
CONWAY, NH 03818

**CLIA ID NUMBER**  
30D0906680

**EFFECTIVE DATE**  
10/04/2015

**LABORATORY DIRECTOR**  
KEITH B NOBLE

**EXPIRATION DATE**  
10/03/2017

Pursuant to Section 353 of the Public Health Services Act (42 U.S.C. 263a) as revised by the Clinical Laboratory Improvement Amendments (CLIA), the above named laboratory located at the address shown hereon (and other approved locations) may accept human specimens for the purposes of performing laboratory examinations or procedures.

This certificate shall be valid until the expiration date above, but is subject to revocation, suspension, limitation, or other sanctions for violation of the Act or the regulations promulgated thereunder.



*Karen W. Dyer*  
Karen W. Dyer, Acting Director  
Division of Laboratory Services  
Survey and Certification Group  
Center for Clinical Standards and Quality

State of New Hampshire

REGISTRATION CERTIFICATE

0210A0096090

Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.

PLATE G08652 TYPE PERM CD 0 VSN0014966 GWV 14200  
MAKE CHEV MODEL G4500 BODY STL AMBU CLR RED  
YEAR 2015 FD AXLES 2 LP NEW 99250 VIN 1GB6G5CL3F1111769

EX P 03/31/2020

PP# PP TYPE SP#  
DOB/ID LAST NAME SUFFIX FIRST NAME M  
CYVEFEDT01 CONWAY VILLAGE FIRE DIST



N.H.S.D. - M.V.  
OFFICIAL DIRECTOR  
VALIDATION # 1815

TRANSFER REGISTRATION

CTA: 021000000396  
14SEP2015 5003.0002 0210 9828 1 \$0.00

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:

RSA 266:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 30 days after the date of transfer.

RETAIN FOR TAX PURPOSES

STATE FEES

REGISTRATION \$0.00  
STATE PARK PLATE \$0.00  
TITLE \$0.00  
TOTAL DUE \$0.00

MUNICIPAL FEES

MOS/MILLS 55 0 \$0.00  
MOS/MILLS 0 0 \$0.00  
PERMIT FEE \$0.00  
AGENT \$0.00  
CLERK \$0.00  
LOCAL TITLE \$0.00  
TRANSFER \$0.00  
TRANSFER CREDIT \$0.00

TOTAL DUE \$0.00

MUNICIPAL COMMENT:  
Receipt: 124182;

Pursuant to RSA 261:55, the Director must be notified in writing within 10 days when moving from the address printed on the registration certificate.

LEGAL ADDRESS  
128 WEST MAIN ST  
CONWAY NH 03818

CONWAY VILLAGE FIRE DIST  
128 WEST MAIN ST  
CONWAY NH 03818

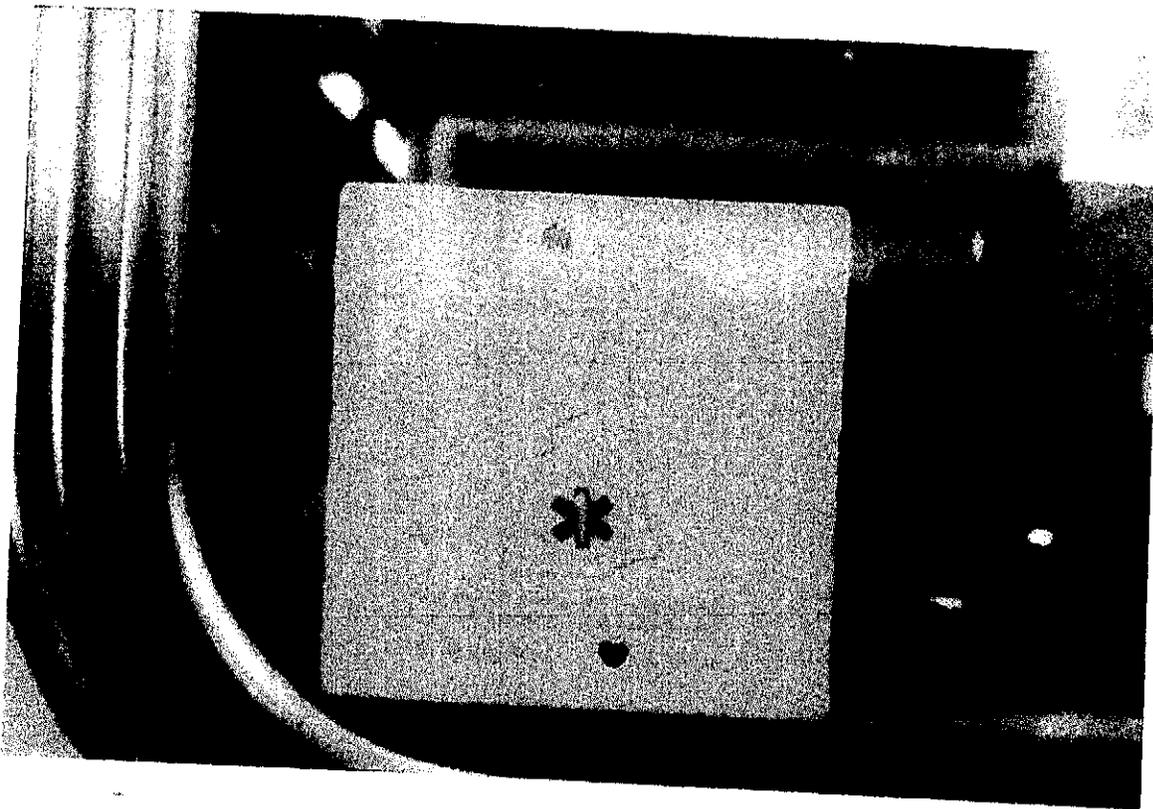
CHANGE ADDRESS IN SPACE ABOVE

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNLAWFUL FALSIFICATION PURSUANT TO RSA 641:3)

*[Handwritten signature]*

RDMV 344 (REV 02/08)

OWNER'S COPY



Motor Vehicle Registration and  
Bureau of EMS Inspection Sticker 12A1

State of New Hampshire

REGISTRATION CERTIFICATE  
*Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.*

3001A0238281

PLATE G13653 TYPE PERM CD 6 VSN 0014965 GVV.5000  
MAKE FORD MODEL E456 BDY STL AMBU CLR WHI/RED  
YEAR 2004 F D AXLES 2 LP NEW 100761  
VIN 1FDXE45P44HA58466

EXPIRES 03/31/2020

PP# DOB/ID LAST NAME SUFFIX FIRST NAME M SP#  
CYVEFEDT01 CONWAY VILLAGE FIRE DIST

OWNERS

REGISTRATION RENEWAL

18MAR2015 5005.0009 3001 3143 1 \$0.00



N.H.S.D. - M.V.  
OFFICIAL DIRECTOR  
VALIDATION # 2224

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:  
RSA 268:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 20 days after the date of transfer.

RDV 344 (REV 02/08)

OWNER'S COPY

RETAIN FOR TAX PURPOSES	
<b>STATE FEES</b>	
REGISTRATION	\$0.00
TOTAL DUE	\$0.00
<b>MUNICIPAL FEES</b>	
CLERK	\$0.00
TOTAL DUE	\$0.00
MUNICIPAL COMMENT:	
Pursuant to RSA 261:55, the Director must be notified in writing within 10 days when moving from the address printed on the registration certificate.	

CONWAY VILLAGE FIRE DIST  
128 WEST MAIN ST  
CONWAY NH 03818

X

LEGAL ADDRESS  
128 WEST MAIN ST  
CONWAY NH 03818

CHANGE ADDRESS IN SPACE ABOVE

THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **STEPHEN SOLOMON**  
Number: **07938 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **12/29/2015**  
Expires: **3/31/2018**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **MATTHEW LEAVITT**  
Number: **17740 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **2/17/2016**  
Expires: **3/31/2018**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **JOSHUA MACMILLAN**  
Number: **19760 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **8/8/2016**  
Expires: **3/31/2019**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **NICHOLAS DUKEHART**  
Number: **31060 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **1/22/2015**  
Expires: **3/31/2017**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

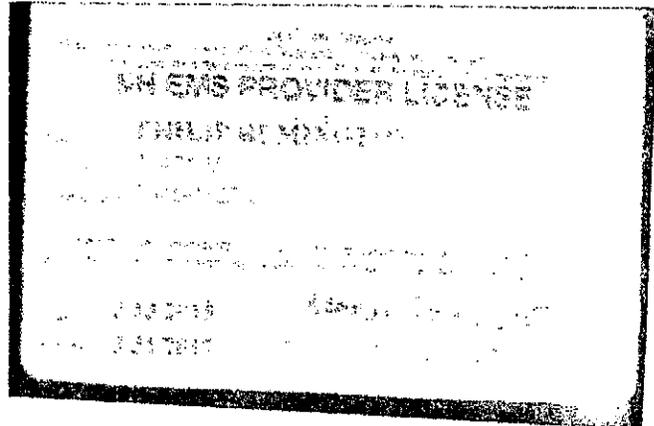
### NH EMS PROVIDER LICENSE

is issued to:  
Name: **CHRISTINE BERES**  
Number: **08296 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **2/18/2016**  
Expires: **3/31/2018**

*Deborah A. Berger*  
DIRECTOR



State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **SOLOMON ROSMAN**  
Number: **16272 M**  
License Level: **PARAMEDIC**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **1/21/2015**  
Expires: **3/31/2017**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 153-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

is issued to:  
Name: **MITCHELL GOVE**  
Number: **18620 A**  
License Level: **ADVANCED EMT**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **3/26/2015**  
Expires: **3/31/2017**

*Deborah A. Berger*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **CAROLE DIGREGORIO**  
Number: **1544**  
License Level: **ADVANCED EMT**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **3/3/2015**  
Expires: **3/31/2017**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **RICHARD SWAIN**  
Number: **22474**  
License Level: **ADVANCED EMT**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **3/22/2015**  
Expires: **3/31/2018**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **RYAN SMITH**  
Number: **23302**  
License Level: **EMT-INTERMEDIATE**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **1/28/2015**  
Expires: **3/31/2017**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **THOMAS WELSH**  
Number: **32403**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **5/19/2015**  
Expires: **3/31/2017**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **HANNAH WELSH**  
Number: **32404 E**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **5/19/2015**  
Expires: **3/31/2017**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **PHILIP RICHARDSON**  
Number: **08101 E**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **3/23/2016**  
Expires: **3/31/2018**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **KELLI NOBLE**  
Number: **07531 E**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **4/12/2016**  
Expires: **3/31/2018**

*Detrick A. Chesney*  
DIRECTOR

State of New Hampshire  
Department of Safety, Division of Fire Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 151-A and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **CHARLES WEATHERS**  
Number: **00125 E**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the requirements of the laws and regulations have been met and the licensee is entitled to serve, act, practice and to otherwise be held as a duly licensed provider.

Issued: **3/11/2015**  
Expires: **3/31/2017**

*Detrick A. Chesney*  
DIRECTOR

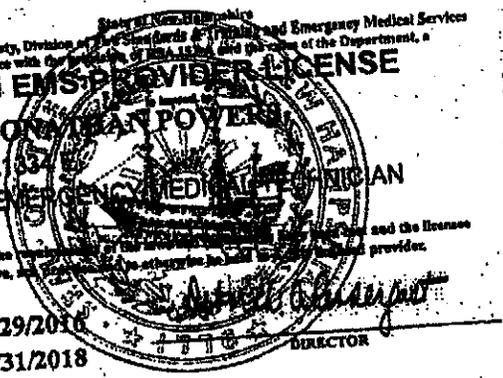
State of New Hampshire  
Department of Safety, Division of Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 152:1 and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **JOHN DEAN POYER**  
Number: **2133**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the holder of this license is qualified to perform the duties of an EMS provider and the licensee is entitled to serve, and is authorized to exercise his/her duties as an EMS provider.

Issued: **3/29/2016**  
Expires: **3/31/2018**



DIRECTOR

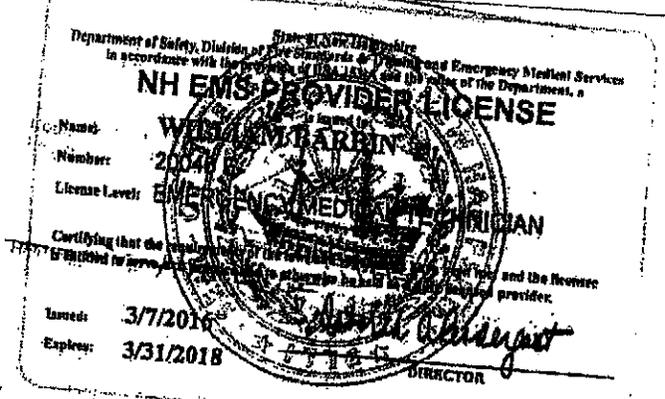
State of New Hampshire  
Department of Safety, Division of Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 152:1 and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **WILLIAM HARRIN**  
Number: **2004**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the holder of this license is qualified to perform the duties of an EMS provider and the licensee is entitled to serve, and is authorized to exercise his/her duties as an EMS provider.

Issued: **3/7/2016**  
Expires: **3/31/2018**



DIRECTOR

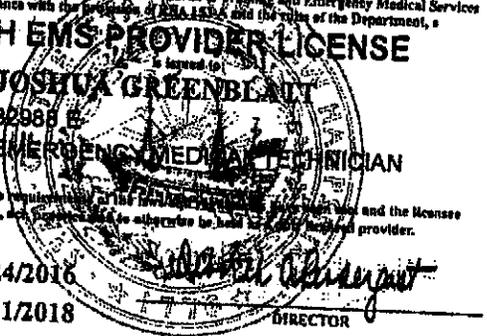
State of New Hampshire  
Department of Safety, Division of Standards & Training and Emergency Medical Services  
in accordance with the provisions of RSA 152:1 and the rules of the Department, a

### NH EMS PROVIDER LICENSE

Name: **JOSHUA GREENBEALT**  
Number: **32888**  
License Level: **EMERGENCY MEDICAL TECHNICIAN**

Certifying that the holder of this license is qualified to perform the duties of an EMS provider and the licensee is entitled to serve, and is authorized to exercise his/her duties as an EMS provider.

Issued: **5/24/2016**  
Expires: **3/31/2018**



DIRECTOR

## **Appendix B**

### **Standard Equipment Carried by Conway Fire Ambulances**

### **Bariatric Equipment Cache**

## Conway Fire Department Ambulance Equipment List

Description	Required By State	Carried by Conway
Fixed Oxygen	Minimum 3000 liters	1- K Cylinder 7842 liters
Wall Mounted Oxygen Regulator	1	3
Portable Oxygen	2- 248 liter cylinders	2- 425 liter cylinders
Fixed Suction	1	1
Portable Suction	1	1
Oropharyngeal Airways (Set of 7)	1	3
Nasopharyngeal Airways (Set of 6)	1	2
Bag-Valve-Masks (1 ea Neonate through Adult)	1	2
Oxygen Masks Adult and Pediatric	2/2	5/2
Oxygen Cannulas Adult and Pediatric	2/2	6/2
Pocket Mask	1	2
Suction Catheters	8	12
Blind Insertion Airways	2	2
Trauma Dressings 9 x 24	6	12
Gauze Pads Min 3 x 3	24	48
Self Adhering Bandages	6	12
Rolls of Adhesive Tape	2	12
Cravats	4	12
Burn Sheet	1	3
Trauma Sheers	1	4
Splints (Set)	1	4
Traction Splint	1	1
Half Spine Device	1	1
Full Spine Board	1	2
Scoop Stretcher	1	1
OB Kit	1	1
Body Substance Isolation Kits	2	6
Blood Pressure Cuff Sets	1	2
Stethoscope	1	4
Sterile Water	2	4
Blood Glucose Measuring Device	1	2
Glucose Gel	1	2
Flashlights	2	4
Gloves -1 dozen pair	1	8
Cold Packs	4	12
Hot Packs	4	12
Thermometer	1	1
Bad Pan/ Emesis Container/ Urinal each	1	2
Towels	4	12
Mass Casualty Tags	50	50
Pulse Oximeter	1	2
Pediatric Resuscitation Tape	1	1
Sharps Containers	2	2

Stair Chair	1	1
Ambulance Stretcher	1	1
Defibrillator	1	1
Biohazard Waste Bags	2	12
Child Seat	1	1
Emergency Response Guidebook	1	1
Binoculars	1	1
Traffic Safety Vests	2	2
IV Catheters each size 22ga to 16ga	2	8
IV Sets	2	12
IV Fluids	4	8
Assorted Syringes each size	2	4
Assorted Needles each size	2	4
Nebulizers	4	6
CPAP	1	2
Interosseous Device	1	2
Endotracheal Tube Set	1	1
Carbon Monoxide Detectors	4 or Electronic	Electronic
Stylets Adult/ Pediatric	2/2	2/2
ETT Securing Devices	2	3
Laryngoscope Set	1	1
Magills Forceps	2	2
Nasogastric Tubes asst sizes	5	5
Needle Decompression Kits	2	2
Manual Defibrillator	1	1
Isreali Pressure Dressings	0	2
For treatment of serious bleeding		
Hemostatic Bandages	0	2
For treatment of life threatening bleeding		
Combat Action Tourniquet	0	2
For treatment of life threatening bleeding		
Mega-Mover Soft Stretcher	0	2
For versatility in moving patients		
Ventilator	0	1
Performs better ventilation than a person can do by hand		
IV Pump	0	1
Allows us to administer medications that services without pumps can't administer		
Refrigerator	0	1
Allows us to carry refrigerated medications other services cannot		
IV Fluid Warmer		
Room temperature IV fluid is cold to the human body- better patient care		
EZ-IO Interosseous drill system	0	1
Best Interosseous access device on the market- fast, less painful to the patient		
Pelvic Binder		
Only device proven to reduce internal bleeding due to pelvic fractures.		1

### Lifepack 15 Monitor System

State requires monitor to perform basic monitoring, adult defibrillation, pediatric defibrillation, pacing, cardioversion, 12 lead EKGs.

The Lifepack 15s owned by Conway Fire do the required things plus the following

End-Tidal CO<sub>2</sub>- helping to diagnose and treat respiratory emergencies

Carbon Monoxide Oximetry- allows non-invasive check of carbon monoxide poisoning on patients.

Automatic blood pressure monitoring- helps most with serial vital signs on critically ill or injured patients

Our Paramedic Medication kit contains 50 different medications, more than any other medication kit in the area.

Bariatric Equipment Cache: To safely move people weighing between 400 and 1000 pounds.

Bariatric Stretcher

Transsafe Ramp and Winch System for bariatric patient loading

Hoverjack patient lifting device

Hovermat patient transfer device

Binder Lift

Heavy Lift Soft Stretcher

Bear Stair Chair Binder

# **Appendix C**

## **Insurance Certificate**



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Conway Village Fire District 128 West Main Street Conway, NH 03818		<b>Member Number:</b> 526	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
X	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limit - NH Statutory Limit (if any) if not	
X	<b>General Liability (Occurrence Form)</b>	7/1/2016	7/1/2017	Each Occurrence	\$ 5,000,000
X	<b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			General Aggregate	\$ 5,000,000
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
X	<b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2016	7/1/2017	Combined Single Limit (Each Accident)	\$5,000,000
				Aggregate	\$5,000,000
X	<b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2016	7/1/2017	X    Statutory	
				Each Accident	\$2,000,000
				Disease -- Each Employee	\$2,000,000
				Disease -- Policy Limit	
X	<b>Property (Special Risk Includes Fire and Theft)</b>	7/1/2016	7/1/2017	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000
<b>Description:</b> Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Tammy Denver</i>
			<b>Date:</b> 9/7/2016    tdenver@nhprimex.org
Town of Conway 1634 East Main Street Center Conway, NH 03813			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

## **Appendix D**

### **Contracts**

- D1..... Contract between the Town of Conway and the Conway Village Fire District  
(May 1, 2012 to Present)
- D4..... Contract between the Town of Albany and the Conway Village Fire District  
(January 1, 2015 to Present)
- D8..... Contract between the Town of Albany and the Conway Village Fire District  
(January 1, 2012- December 31, 2014)

**RECEIVED**

JUN 11 2012

**RECEIVED**

MAY 18 2012

**EMERGENCY AMBULANCE SERVICE  
MEMORANDUM OF AGREEMENT**

This Memorandum of Understanding ("MOA") is made by and between the Town of Conway (the "Town"), a municipal corporation having a business address at 1634 Main Street, Center Conway, NH 03813, and North Conway Ambulance, Inc. a private corporation having a mailing address of Valley View Road, P O Box 264, North Conway, New Hampshire 03860 and Conway Village Fire District (a municipal entity located in the towns of Conway and Albany), with its principal offices at 128 W. Main Street, Conway Village, New Hampshire 03818 (hereinafter called the "Providers").

**Whereas**, the Board of Selectmen of the Town of Conway has determined that it is in the best interest of the citizen's of the Town to support the provision of emergency ambulance services and;

**Whereas**, the Board of Selectmen of the Town of Conway recognizes that the Providers currently provide said services within the Town of Conway, the parties hereby agree to the following:

**A. Definition of Emergency Medical Service**

Emergency Medical Service is a call made in response to a perceived individual need for immediate medical care to prevent death or aggravation of physiological and psychological illness or injury, and which cannot be prearranged or otherwise scheduled prior to the call. It includes DOA cases. All other calls are non-emergency calls.

**B. Service Areas**

It is acknowledged that:

North Conway Ambulance shall serve the following areas:

North Conway Water Precinct (within the Town of Conway)  
Redstone Fire Precinct  
East Conway Fire Precinct  
A9, M9, and E9 Non Precinct Areas

Conway Village Fire District shall serve the following areas:

Conway village Fire District  
Center Conway Fire District  
B9, C9, and D9 Non Precinct Areas

**C. Ambulances and Level of Service**

Payment to the Providers is based on the understanding and mutual agreement that a minimum of two (2) primary ambulances and one (1) back up ambulance shall be provided during the term of this agreement. Ambulance coverage shall be provided twenty-four hours per day, seven days per week.

**D. Equipment**

Vehicles shall be licensed as minimum basic life support ambulances, registered and inspected per the State of New Hampshire Motor Vehicle

Regulations and New Hampshire Division of Public Health Services, Bureau of Emergency Medical Services Regulations.

**E. Date of Service Commencement and Term of Agreement**

This agreement shall become effective at 12:00 A.M May 1, 2012 and shall terminate at 11:59 PM on April 30, 2017. Each year of the agreement shall begin at 12:01 A.M. on May 1 and shall terminate on at 11:59 PM April 30.

**F. Town of Conway Annual Contribution**

The Town of Conway agrees to contribute an annual payment amount to the providers as follows:

For the contract years beginning:

May 1, 2012	\$154,000
May 1, 2013	\$154,000 plus Cost of Living Adjustment (COLA)
May 1, 2014	Prior years' amount plus COLA.
May 1, 2015	Prior years' amount plus COLA.
May 1, 2016	Prior years' amount plus COLA.

For the purposes of this agreement the COLA shall be based on the Consumer Price Index - All Urban Consumers (current series). For a given contract year, the COLA shall be equal to the CPI average for the prior year ending 12/31. It is agreed that in no event shall the annual COLA adjustment exceed 3%.

The Town of Conway annual payment shall be equally distributed between the two providers. Payment under this MOA shall be made in quarterly installments, as Invoiced by the Providers.

**G. Indemnification and Insurance**

The Providers agree to release the Town from any and all liability for loss or damage to real and personal property, personal injury or death arising from any activities or actions of the Providers in fulfilling the terms of this MOA.

IN WITNESS WHEREOF, the Town and Providers have executed this MOA dated this 10<sup>th</sup> day of April, 2012

**NORTH CONWAY AMBULANCE INC.**

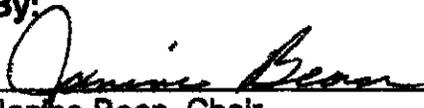
By:



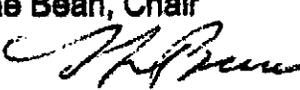
Eric Damon

**CONWAY VILLAGE FIRE DISTRICT**

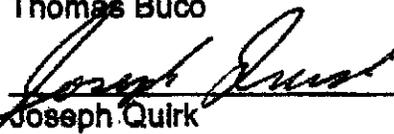
By:



Janine Bean, Chair



Thomas Buco



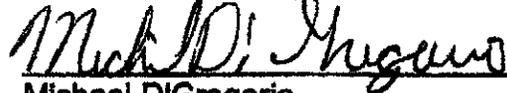
Joseph Quirk  
Its Commissioners

**TOWN OF CONWAY**

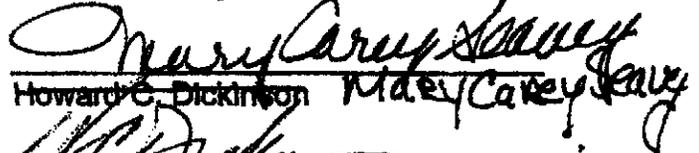
By:



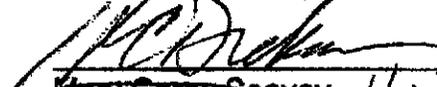
C. David Weathers, Chair



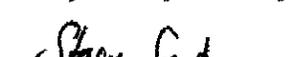
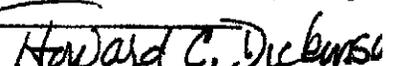
Michael DiGregorio



Howard C. Dickinson



Mary Carey Seavey



Stacy Sand  
Its Board of Selectmen

**RECEIVED**

JUN 11 2012

**Agreement**  
**Between**  
**Town of Albany**  
**And**  
**Conway Village Fire District**

THIS AGREEMENT made by and between the Conway Village Fire District, having a mailing address of 128 West Main Street, Conway NH 03818, herein "CVFD" and the Town of Albany, having a mailing address of 1972-A Route 16, Albany, NH herein "Albany"

WHEREAS, Albany desires to arrange fire, rescue and ambulance protection to all its citizens and property, but does not provide directly any fire, rescue and ambulance protection to any citizens or property of the Town, and

WHEREAS, CVFD provides fire, rescue and ambulance protection to the citizens and properties within the legal limits and in certain instances to areas without legal limits, and

WHEREAS, CVFD is willing and desirous to provide fire, rescue and ambulance protection to Albany, and

WHEREAS, Albany is willing to provide financial assistance to CVFD for providing this fire, rescue and ambulance protection, and

WHEREAS, all parties hereto wish to establish this methodology of said payment for said fire, rescue and ambulances protection services whether or not rendered inasmuch as the availability of the same shall be deemed as important to the citizens in Albany which otherwise have no fire, rescue and ambulance protection in the response to such casualties.

NOW THEREFORE, by these present and in consideration of the mutual promises hereunder made, the parties agree as follows:

1. The Town of Albany agrees to make payments for said services in the amount of \$105,000.00 yearly for the following years, 2015, 2016.
2. Payment of each sum due to CVFD shall be made in four (4) installments on April 1, July 1 October 1 and December 15 of each year. These payments will be calculated as 25 percent of the total cost of services in that year.

3. In consideration of the payments hereunder by the Town of Albany to CVFD, CVFD agrees to provide regular fire, rescue and ambulance protection to Albany
4. Fire, rescue and ambulance protection will be supplied in good workmanlike manner consistent with equal to that usually provided to the citizens and properties within the limits of CVFD. The payment hereunder by Albany per this Agreement shall be in full satisfaction of fire, rescue and ambulance services provided by CVFD. Unless otherwise mutually agreed, there shall be no further special assessments hereunder.
5. It is understood that this contract does not include equipment and/ or personnel dispatched from other Towns. Should they choose to bill the Town of Albany, this will be by agreement with them and is in addition to charges by CVFD.
6. This Agreement shall last for a term of two (2) years commencing January 1, 2015.
7. Albany acknowledges that the respective "fire chief" or "fire officer in charge" as defined in New Hampshire revised statues annotated RSA 154:7 as amended of the applicable CVFD is hereby vested with all of the powers and authority as defined in said section under RSA 154:7 II as amended appropriate to fulfill and to perform the duties as set forth under this Agreement.
8. CVFD shall use its best efforts to be available and/or operating for non-scheduled calls for emergency fire, rescue and ambulance services in Albany. In the event CVFD is unable to provide fire, rescue and ambulances due to another emergency, CVFD shall request assistance from other emergency fire, rescue and ambulance services through the present mutual aid arrangements currently in affect between CVFD and other fire departments. CVFD is a member of both the Ossipee Valley Mutual Aid Association, and the Mt. Washington Valley Mutual Aid.
9. CVFD agrees that they shall maintain fire apparatus, which is in good running order and condition and shall fulfill all applicable requirements otherwise mandated by the State of New Hampshire or other governmental units relating to fire, rescue and ambulance services provided in the State of New Hampshire. CVFD shall furnish all necessary personnel for fire, rescue and ambulance services required to this Agreement and shall pay all associated costs, including but not limited to, all costs of maintenance of said equipment, expenses of operation and licensing.

10. CVFD shall carry public liability and property damages casualty insurance in the minimum amount of \$500,000 per accident in a form and with a company satisfactory to Albany without rights of cancellation of such insurance by the provider therefore without at least 20 days written notice to Albany. There shall be no right of subrogation between the provider of such insurance and Albany of any insurer thereof. An insurance endorsement shall be provided to Albany evidencing such insurance coverage of CVFD.
11. To the extent of fire inspections services are required for businesses, schools, or other purposes in Albany, CVFD shall provide the same without additional charges therefore to Albany, but this shall not prohibit CVFD from charging such further fees therefore to the recipient of such inspection services in the same manner and at the same rate as otherwise respectively charged to the recipients of such inspection services within the District.

This Agreement shall be binding on the successors and the assigns of the parties hereto.

Dated this 9<sup>th</sup> - day of JANUARY, 2014<sup>5</sup>.

Conway Village Fire District

Town of Albany

Janine Bean  
Janine Bean, Chairperson

[Signature]

Tom Buco  
Tom Buco

[Signature]

Joe Quirk

Cathy W. Ryan

Commissioners

Selectmen

RECEIVED  
JUN 13 2018

**Agreement between the Town of Albany and the Conway Village Fire District**

The Town of Albany and the Conway Village Fire District wish to extend the existing fire/rescue agreement for an additional year under the current conditions. Paragraphs 1 and 6 of the agreement, dated January 9<sup>th</sup>, 2015 are hereby modified as follows

1. The Town of Albany agrees to make payments for said services in the amount of \$105,000.00 yearly for the following years, 2015, 2016, and 2017.
6. This agreement shall last for a term of ~~two (2)~~ three (3) years commencing January 1, 2015.

This amendment shall take force upon the signatures of the governing bodies of both the Conway Village Fire District and The Town of Albany.

Conway Village Fire District

Town of Albany

Janine Bean 5/26/16  
Janine Bean, Chairperson

Cathy W. Ryan  
Cathy Ryan, Chairperson

Michael DiGregorio 5/26/16  
Michael DiGregorio, Commissioner

Rick Hiland 6-8-16  
Rick Hiland, Selectman

Steve Bamsey 5-26-16  
Steve Bamsey, Commissioner

Joe Ferris  
Joe Ferris, Selectman

**Agreement**  
Between  
**Town of Albany**  
And  
**Conway Village Fire District**

THIS AGREEMENT made by and between the Conway Village Fire District, having a mailing address of 128 West Main Street, Conway NH 03818, herein "CVFD" and the Town of Albany, having a mailing address of 1972-A Route 16, Albany, NH herein "Albany"

WHEREAS, Albany desires to arrange fire, rescue and ambulance protection to all its citizens and property, but does not provide directly any fire, rescue and ambulance protection to any citizens or property of the Town, and

WHEREAS, CVFD provides fire, rescue and ambulance protection to the citizens and properties within the legal limits and in certain instances to areas without legal limits, and

WHEREAS, CVFD is willing and desirous to provide fire, rescue and ambulance protection to Albany, and

WHEREAS, Albany is willing to provide financial assistance to CVFD for providing this fire, rescue and ambulance protection, and

WHEREAS, all parties hereto wish to establish this methodology of said payment for said fire, rescue and ambulances protection services whether or not rendered inasmuch as the availability of the same shall be deemed as important to the citizens in Albany which otherwise have no fire, rescue and ambulance protection in the response to such casualties.

NOW THEREFORE, by these present and in consideration of the mutual promises hereunder made, the parties agree as follows:

1. The Town of Albany agrees to make payments for said services in the amount of \$ 80,000.00 yearly for the following years, 2012, 2013, 2014.
2. Payment of each sum due to CVFD shall be made in four (4) installments on April 1, July 1 October 1 and December 15 of each year. These payments will be calculated as 25 percent of the total cost of services in that year.

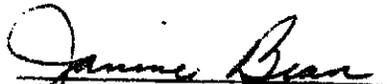
3. In consideration of the payments hereunder by the Town of Albany to CVFD, CVFD agrees to provide regular fire, rescue and ambulance protection to Albany
4. Fire, rescue and ambulance protection will be supplied in good workmanlike manner consistent with equal to that usually provided to the citizens and properties within the limits of CVFD. The payment hereunder by Albany per this Agreement shall be in full satisfaction of fire, rescue and ambulance services provided by CVFD. Unless otherwise mutually agreed, there shall be no further special assessments hereunder.
5. It is understood that this contract does not include equipment and/ or personnel dispatched from other Towns. Should they choose to bill the Town of Albany, this will be by agreement with them and is in addition to charges by CVFD.
6. This Agreement shall last for a term of three (3) years commencing January 1, 2012.
7. Albany acknowledges that the respective "fire chief" or "fire officer in charge" as defined in New Hampshire revised statues annotated RSA 154:7 as amended of the applicable CVFD is hereby vested with all of the powers and authority as defined in said section under RSA 154:7 II as amended appropriate to fulfill and to perform the duties as set forth under this Agreement.
8. CVFD shall use its best efforts to be available and/or operating for non-scheduled calls for emergency fire, rescue and ambulance services in Albany. In the event CVFD is unable to provide fire, rescue and ambulances due to another emergency, CVFD shall request assistance from other emergency fire, rescue and ambulance services through the present mutual aid arrangements currently in affect between CVFD and other fire departments. CVFD is a member of both the Ossipee Valley Mutual Aid Association, and the Mt. Washington Valley Mutual Aid.
9. CVFD agrees that they shall maintain fire apparatus, which is in good running order and condition and shall fulfill all applicable requirements otherwise mandated by the State of New Hampshire or other governmental units relating to fire, rescue and ambulance services provided in the State of New Hampshire. CVFD shall furnish all necessary manpower for fire, rescue and ambulance services required to this Agreement and shall pay all associated costs, including but not limited to, all costs of maintenance of said equipment, expenses of operation and licensing.
10. CVFD shall carry public liability and property damages casualty insurance in the minimum amount of \$500,000 per accident in a form and with a company satisfactory to Albany without rights of cancellation of such insurance by the provider therefore without at least 20 days written notice to Albany. There shall be no right of subrogation between the provider of such insurance and Albany of any insurer thereof. An insurance endorsement shall be provided to Albany evidencing such insurance coverage of CVFD.

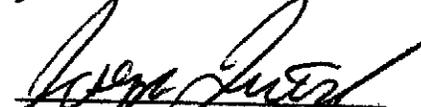
11. To the extent of fire inspections services are required for businesses, schools, or other purposes in Albany, CVFD shall provide the same without additional charges therefore to Albany, but this shall not prohibit CVFD from charging such further fees therefore to the recipient of such inspection services in the same manner and at the same rate as otherwise respectively charged to the recipients of such inspection services within the District.

This Agreement shall be binding on the successors and the assigns of the parties hereto.

Dated this 7<sup>3</sup> - day of NOV., 2011.

Conway Village Fire District

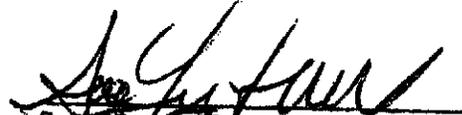
  
Janine Bean, Chairperson

  
Joseph F. Quirk

  
Carl Thibodeau

Commissioners

Town of Albany

  
Sara Young-Knox Chairperson

  
Joe Ferris

  
Jack Rose

Selectmen

## Authority

The Commissioners of the Conway Village Fire District approved the submittal of this proposal at their meeting on 09/29/2016. Minutes for that meeting were not available as of the deadline for submittal, but will be available within the first week of October 2016.

Please note that this proposal requires approval by the Conway Village Fire District legislative body. Should the Board of Selectmen select this proposal and wish it to go forward, CVFD voters will need to approve it at the 2017 CVFD annual meeting in March.