

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Wednesday August 31, 2016
Minutes**

Meeting was called to order at 6:37 a.m.

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through C, motion seconded by Mr. Bamsey; motion passed 3-0-0.

- a. Ratify A/P Manifest dated 8/26/2016
- b. Ratify Payroll and sign checks for period ending 8/21/2016
- c. Ratify Payroll and sign checks for period ending 8/28/2016
- d. Approval and signing of Superintendent's and Chief's timecards for period ending 8/21/2016
- e. Approval and signing of Superintendent's and Chiefs timecards for period ending 8/28/2016
- f. Approval of Meeting Minutes dated August 04, 2016
- g. Approval of Meeting Minutes dated August 18, 2016
- h. Release of funds from Pequawket Park Trust Fund
- i. Sign Primex CAP (Janine only)

Mr. Bamsey made a motion to approve the Meeting Minutes dated 8/04/2016 and 8/18/2016, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 8/21/16 and 8/28/16.

Mr. Bamsey made a motion to release \$5,000 from the Pequawket Park Trust Fund to pay for park maintenance, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Ms. Bean signed Primex document regarding capping workman's comp. for the next three years. Documents were initialed not to exceed 9%.

Mr. Bamsey made a motion to pass the Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP), dated 8/31/2016, Mr. Digregorio seconded the motion; motion passed 3-0-0. (See attached.)

BOC INFORMATION

File reviewed

FIRE CHIEF'S BUSINESS

Chief Solomon presented write-offs to the Board. List consisted of two Medicare remainder and one person that there is no way to collect from.

Mr. Bamsey made a motion to write off \$1259.68 as recommended by the Chief, Mr. Digregorio seconded the motion; motion passed 3-0-0. (See attached.)

SUPERINTENDANT'S BUSINESS

Mr. Quint updated the Board he has a meeting about the sludge at the treatment plant tomorrow. Discussion ensued around an email that David Mercier sent out regarding engineering fees being accessed on the West Main St. Project. Discussion ensued around needing an engineer on site going forward. Mr. Digregorio questioned what warrants having an engineer on site, what are they doing we can't do. Mr. Quint explained we have to communicate through the engineer if there is a problem. Example would be gate boxes being at the right height. Discussion ensued. It was decided to try and meet with Mr. Mercier tomorrow at 12:00 to discuss the engineering fees.

Ms. Bean asked how the Joint Loss Committee was going. Mr. Quint responded that they haven't met, Chief Solomon said its summer and busy they are behind one meeting.

Ms. Bean asked if a draft could be done for the ambulance billing and write-off policy. Chief Solomon said he actually has one that came from Ashland that is similar to what we have been doing it just needs to be tweaked.

Ms. Bean also wants to review the non- public meeting minutes.

Meeting adjourned without objection 7:47 a.m.

OLD AND PENDING

Policies and Procedures
Ambulance Billing Write-off Policy
Review of Non-Public Meeting Minutes 2009-2011 (6)

FUTURE DATES

Commissioner's meeting September 8, 2016 at 4:30 p.m. to discuss water and sewer rates.
Commissioner's meeting September 15, 2016 at 4:30 p.m.

Respectfully submitted, Stacy Bolduc Receptionist