

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday August 31, 2017
Minutes**

Meeting was called to order at 4:45 p.m.

Commissioners present: Michael Digregorio, Steve Bamsey, Tom Buco

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

Public: None

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through B, motion seconded by Mr. Buco; .Motion passed 3-0-0.

Mr. Buco made a motion to approve and sign the Superintendents and Fire Chiefs time card dated 8/27/17 motion seconded my Mr. Digregorio; motion passed 3-0-0.

Mr. Bamsey made a motion to accept the Meeting Minutes dated 8/17/17, motion seconded by Mr. Digregorio; motion passed 2-0-1. Mr. Buco abstained.

Mr. Digregorio made a motion to accept the Meeting Minutes dated 8/24/17, motion seconded by Mr. Buco; motion passed 2-0-1. Mr. Bamsey abstained.

- a. Ratify A/P Manifest and sign checks dated 8/30/2017
- b. Ratify Payroll and sign checks for period ending 8/27/17
- c. Approval and signing of Superintendent's. and Chief's timecards for period ending 8/27/17
- d. Approval of Meeting Minutes dated 8/17/17
- e. Approval of Meeting Minutes dated 8/24/17

Mr. Buco questioned the status on the Schiavone's. Mr. Bamsey explained the Schiavone's are looking into if they have a credit with their lawyer and they haven't gotten back to us yet. Chief Solomon received a phone call from Patricia Sell and she feels the Schiavone's are being treated poorly by the Commissioners due to having them pay the closing cost on Olympic Lane; Chief Solomon suggested that she come to a Commissioners Meeting and discuss her concern. Discussion ensued around if the bid can be reduced by the closing cost as long as the check for the closing cost is made payable to Alpine Title. Mr. Bamsey suggested inviting the Schiavone's to the next Commissioners meeting to discuss where they are at. Mrs. Snow will call them to see if they can come in. Mr. Quint will update David Pandora with the Town that the sale is pending.

BANK DEPOSITS

Bank Deposits was discussed next. Mr. Bamsey wanted to review bank deposits because currently Mrs. Snow it the only one doing the bank deposits and he is concerned if something should happen and Mrs. Snow is unable to do them, he feels it is a good idea to have several

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people trained to do different people jobs or functions in case someone gets called away. Chief Solomon agrees that it is a bad position for the District to be in having just one person do the data entry and deposits. Mrs. Snow said that Stacy is learning and working towards reconciliation of all but two of the bank statements.

David Mercier called in for the conference, call discussion will resume.

DAVID MERCIER

Mr. Mercier called in to update the Board on the sludge permit with DES. Mrs. Snow gave the waiver and the contract to Mr. Bamsey to be signed. Mr. Mercier explained what Mr. Bamsey was signing regarding the application and the details Judy Houston asked for to make the document more comprehensive. The Application is made up of four different parts; the Application, Lagoon closure plan, Facility plan and a Management Plan to make it more stand alone.

The second document is a waiver request. Mr. Mercier explained CVFD has to request a waiver due new regulations regarding setbacks and buffers for a new facility. Three out of the six or eight setbacks cannot be met because the lagoons are pre-existing therefore CVFD has to apply for a waiver. Mr. Mercier explained in detail why three of the setbacks can't be met.

Mr. Mercier said Judy Houston sent out an email asking if CVFD will go straight to a public hearing to avoid the potential of noticing in the paper and then having to hold a public hearing as well. David informed her CVFD will respond when the completed application is returned. Judy Houston will submit the posting in the paper when CVFD decides. Mr. Mercier suggested holding the public hearing due to the tight time line to avoid any complications. The Board concurred that the State will hold the Public Hearing. Mr. Mercier will attend the meeting. Discussion ensued around timeline regarding the posting and DeFelice. Mr. Digregorio is concerned about DeFelice showing up on time to get the work done and would like to know if CVFD can rent bulldozer or a loader and have our own people finish the work at the lagoons if we had to. Mr. Mercier said he would have to read the contract and get back to the Board about that. Mr. Bamsey asked when the RD money has to be spent. Mr. Mercier said it has to be applied for and committed by Oct 31st however Eric Law said if it got to that point on the 30th contact him and explain why it was impossible to spend the money, they will not entertain an extension before that. Discussion ensued. Mr. Mercier will contact DeFelice to let them know where CVFD is at regarding finishing the work at the lagoons.

BANK DEPOSITS

Discussion resumed around bank deposits. Mr. Bamsey asked what has to be done to move forward to delegate someone else to do deposits. Chief Solomon said there needs to be more than one person to do A/P, A/R, payroll and reconciling the books. Mrs. Snow said the only people who can transfer funds in the computer are Chief Solomon, Mrs. Snow and Bill Vose. Discussion ensued around cross training Stacy. Mrs. Snow said all employees are bonded through Primex for taking money to the bank however the Treasurer is ultimately responsible. Mrs. Snow explained Stacy is now learning payroll. Mrs. Snow is working on writing procedures for payroll and the new billing system.

Mr. Digregorio asked Chief Solomon who his back up is. Chief Solomon explained past and present challenges of training someone to be his backup. The day by day operations of the fire department manage themselves in regards to calls and the equipment, Chief Solomon

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explained it's the bigger projects like ambulance billing and working the budget that he has no back up for. Discussion ensued around who could be cross trained to do the administrative work.

SUPERINTENDANT'S BUSINESS

Mr. Quint presented abatement to the Board on behalf of residents at 6 Pequawket Dr.

Mr. Digregorio made a motion to abate \$170.65 for residents at 6 Pequawket Dr., motion seconded by Mr. Bucu; Motion passed 3-0-0.

Mr. Quint reported shut offs have been done this past week and we only have three people still off due to them being out of town.

FIRE CHIEF'S BUSINESS

Chief Solomon reported on the annual meeting that took place between Albany Selectman and State Representatives to discuss issues that Albany has. One of the issues discussed was Search and Rescue and the proposed legislation. The State Representatives that were there liked the concept. Discussion ensued. Mrs. Snow said the County Commissioners are discussing this issue at the county level as well and would upon invitation from the Commissioners be happy to come to a meeting and discuss it with them. It was decided to hold off on the invitation at this time until the bill has been introduced.

Chief Solomon handed out his budget and explained where he stands for the year (See attached). Expenditures look to be under and revenues look to be a little over. Chief said two items he would like to buy is a photo copier estimated cost \$ 4,700.00 and upgrading the white board to a Smart Board in the training room. Mr. Bamsey asked the thinking behind the Smart Board. Chief Solomon said he needs to replace the white board anyways and they're doing more classes that are interactive that require better technology. Discussion ensued around the pros and cons of a Smart Board. After discussion Mr. Bamsey said he doesn't have a problem with the Fire Department getting a Smart Board because it will enhance what Chief Solomon is doing.

Radio repair system was discussed. Chief Solomon got a quote from Ossipee Mountain Electronics for just under \$50,000 that includes putting a repeater on Oak Hill, doing the licensing for us and the conversions at Conway PD so they can operate a repeater on Oak Hill. Chief said he could save half or a third of that if the department is dispatched by Carroll County through Ossipee Valley but he would have to pay \$4,500 in dues a year to Ossipee Valley, which is more than we pay now. Discussion ensued around the logistics of each scenario.

Chief said there are steps we need to take and first one is to make the decision if CVFD will stay with Conway PD or go to Carroll County for dispatch.

Bookkeeper Business

Mrs. Snow handed out the Commissioners Budget and said they are on target with 33% of their budget left for the year. The light bulbs in the Park were discussed. Mr. Digregorio asked if we should look into changing to LED light bulbs. Mrs. Snow said they are specialty bulbs. Chief Solomon will talk to Brad to see if the heads can be changed out.

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Mrs. Snow reviewed the article that was in CVFD annual meeting stating that the Selectmen of the two towns just have to vote to change the boundary line; it doesn't have to be in their warrants. She spoke with Steve Buckley at NHMA and they looked at RSA's and the only time the RSA's talk about a boundary line adjustment is for water impoundment, which is for putting in a dam.

CVFD is only allowed to have a small number of customers outside of their boundaries (15) any more than that CVFD would have to be covered by the Public Utilities Commission. Steve Buckley Suggested talking with Peter Malia to see how to go about adjusting the boundary line legally and if it should be on both Town's (Conway and Albany) and the Districts warrants. Mrs. Snow asked permission to call Peter Malia regarding the question. Discussion ensued. Chief Solomon reviewed sections 2 and 3 of RSA 52:5 and it was decided not to talk to Peter Malia. It was decided CVFD needs to get on the Town of Conway's agenda to discuss with the Selectmen adjusting the boundary line to bring Almost There into the District.

The Grievance Policy was reviewed. The difference between discipline and grievance policy was discussed.

Mr. Buco made a motion to adopt the Grievances and Appeals Policy as presented to the Board, motion was seconded by Mr. Digregorio; Motion passed 3-0-0.

Mrs. Snow handed out the Solar Garden contract to the Board for them to review and asked the Board to look through it and write down any questions they have. She said what is marked in red are questions for Peter Malia. The content in yellow is language that needs to be added to the contract. The contract will be on the agenda next week.

NONPUBLIC SESSION

Mr. Digregorio made a motion to enter into non-public session per RSA 91-A: 3, II (e) at 6:55p.m., motion seconded by Mr. Buco; Motion passed by roll call vote, Mr. Buco-yes, Mr. Digregorio- yes and Mr. Bamsey- yes.

Public Session reconvened at 7:14 p.m.

Mr. Digregorio made a motion to seal the minutes of the non-public session, seconded by Mr. Buco; Motion passed by roll call vote, Mr. Digregorio-yes, Mr. Buco-yes and Mr. Bamsey- yes.

There being no other business to come before the Board, meeting adjourned at 7:15 p.m. without objection.

Respectfully Submitted,
Stacy Bolduc
Receptionist

OLD AND PENDING

Policies and Procedures
Goals for Supervisor's
Mentoring Program
Brick Building

Check future minutes for any amendments or changes to these minutes.

Solar Garden

FUTURE DATES

Check future minutes for any amendments or changes to these minutes.