

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONER'S MEETING  
Thursday, August 6, 2015  
3:30 p.m.  
AGENDA**

Meeting called to order at 3:30pm

Commissioners in attendance: Janine Bean, Michael Digregorio  
Others present: Greg Quint – Superintendent, Steve Solomon – Fire Chief, Amy Snow –  
Municipal Bookkeeper  
Public in attendance: State Representative Tom Buco, Tad Furtado

**Mr. Digregorio made a motion to approve items A through E, seconded by Mrs. Bean; motion passed 2-0-0**

- A. Ratify two (2) A/P Manifests dated July 22, 2015
- B. Ratify A/P Manifest dated July 22, 2015 - FairPoint
- C. Ratify A/P Manifest dated July 29, 2015 – FairPoint
- D. Ratify A/P Manifest dated July 29, 2015
- E. Ratify A/P Manifest and sign checks dated August 5, 2015

**Mr. Digregorio made a motion to approve items F through K, seconded by Mrs. Bean; motion passed 2-0-0**

- F. Ratify Weekly Payroll for period ending July 19, 2015
- G. Ratify Weekly Payroll for period ending July 26, 2015
- H. Ratify Weekly Payroll and sign checks for period ending August 2, 2015
- I. Ratify Monthly Payroll and sign checks for period ending July 31, 2015
- J. Ratify Elected Officials' Monthly Payroll and sign checks for month end July 31,2015
- K. Ratify Janine's Monthly Payroll for month end August 31, 2015

**Mr. Digregorio made a motion to amend the minutes of July 16, 2015 to answer the question posed by Chief Solomon at the bottom of page two regarding posting the receptionist position to add “not at this time”, this motion was seconded by Mrs. Bean; motion passed 2-0-0**

**Mr. Digregorio made a motion to accept the minutes of July 16, 2015 as amended, seconded by Mrs. Bean; motion passed 2-0-0**

**Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for weeks ending July 26, 2015 and August 2, 2015**

**The commissioners signed the MS 535 and approved the audit reports**

Commissioner Quirk joined the meeting at 3:40 p.m.

Commissioners signed the Release of Lien for 225 Hobbs Street.

**Mr. Digregorio made a motion to enter non-public session under RSA 91 A-II (a) at 3:48 p.m. seconded by Mr. Quirk. Motion passed by roll call 3-0-0**

**Mr. Digregorio made a motion to leave non-public session, Mr. Quirk seconded; motion passed 3-0-0. Public session resumed at 4:00 p.m.**

**Mr. Digregorio made a motion to tell the lawyer to proceed as recommended; seconded by Mr. Quirk; motion passed 3-0-0**

Commissioner Bean left the meeting at 4:05 p.m.

### **Emergency Services:**

\*Chief Solomon gave the commissioners an update on new ambulance; he showed them pictures of what it will look like. Chief is anticipating it to be ready next week. Allen V. strongly recommends that we should keep the 2004 and get rid of the 2007 as quickly as possible.

\*Update on Collections Letters – mailed out 18, 4 responded, 2 with payment plans – referred back to Comstar – 1 gave insurance info that does not look quite right, and received one angry phone call claiming that a local hotel is responsible for the bill. Chief told her she was responsible for the bill. 3 were returned undeliverable and 1 was refused. Out of 18, 2 could be potential payments. Chief recommended they be sent back to Comstar. **Mr. Quirk made a motion to proceed as recommended by the Chief, Mr. Digregorio seconded the motion; motion passed 2-0-0**

\*Chief presented an abatement request from a resident on Poliquin Drive. Chief recommended we approve the abatement for John Bender in the amount of \$225.00. **Mr. Quirk made a motion to proceed as recommended by the chief, seconded by Mr. Digregorio; motion passed 2-0-0.**

\*Chief explained that the State of NH has decided that anyone taking a firefighter, swift water rescue, or other rescue related courses need a valid NFPA physical (even on-callers). This will have to be a new line item next year for around \$4000, it is about \$600 per physical. Discussion ensued. Basically the Department of safety's administrative rule states if you don't take the physical you can't take the class. Mr. Quirk stated he was going to look into this. Representative Buco stated that he would also look into this if he could get the administrative rule number.

### **Superintendent's Business (Gregg Quint)**

\*Emery Lane – Bob Nelson sewer hook-up – Mr. Quint explained that there are situations like this already in the district. Mr. Nelson did tell us that he does have septic approval. He is deciding which way he wants to go. Mr. Digregorio asked for Mr. Quint's recommendation which is to let him hook up piggybacking on the Army Barracks. Some discussion ensued. Mr. Quint will want a letter from the parties involved stating that any issues on their side of the hookup will be handled by them. **Mr. Quirk made a motion to allow Bob Nelson to hook up to the Army Barracks service as per agreement with the Superintendent and to all of District's standards and that everything after the stub is their responsibility, Mr. Digregorio seconded the motion; motion passed 2-0-0.**

\*Abatement Request – Gianocostas: This will be the last abatement from winter issue. Some discussion ensued. **Mr. Quirk made a motion to approve the abatement as request by Gianocostas, Mr. Digregorio seconded the motion; motion passed 2-0-0**

\*Abatement Request – Oxner: This is a request to abate the water portion of bill. District policy is that we do not abate water. Mr. Quint stated that Steve Anderson (Water Technician) tested the meter and it is 99.6% accurate. The Oxners believe that a blast from Coleman's messed up their meter. Some discussion ensued. If water goes through the meter it is charged. **Mr. Quirk made a motion to deny the requested abatement by Oxner, Mr. Digregorio seconded the motion; motion passed 2-0-0.**

\*Write-offs of uncollectable debt: Mrs. Snow explained the Hill's claimed bankruptcy in 2012 and the District is an unsecured debtor. The lien will stay in place but the charges will not increase and it will no longer be included in arrearages. **Mr. Quirk made a motion to accept**

**the right-off for \$2609.83 of the Hill property on West Main Street but to not release the lien, Mr. Digregorio seconded the motion; motion passed 2-0-0**

\*Write-off of Emerson Property in Albany – Mrs. Snow explained that Mr. Emerson is deceased and the Town of Albany owns the property and we are not going to get any money, period. Ms. Snow had a discussion with Kathy V. (Selectman’s secretary of Albany) confirming this. **Mr. Quirk made a motion to write of the debt as recommended and to release the lien on the Emerson property, Mr. Digregorio seconded the motion; motion passed 2-0-0.**

**New Business**

\*Mrs. Snow relayed a phone call from a woman who walks her dog on Pequawket path who complained about the condition of the path, it is overgrown and she was soaked up to the knees having to walk around the overgrown brush. Mr. Quirk stated he took a walk there the other day to inspect. He asked Mr. Quint if the district mower would be able to run down the path and mow it. Mr. Quint said the machine could only mow the path. Chief Solomon stated that the brush is overgrown and the path is not as wide as it used to be and the machine would not take care of any of that. It is not maintained. Mr. Digregorio asked Mr. Quint if it could be taken care of and Mr. Quint said he would go look at it tomorrow. It was discussed that it should be included in next year’s budget. Some discussion ensued.

\*Pitney Bowels lease – Mrs. Snow stated that she has sent a draft letter to Commissioner Bean for review to send to Pitney Bowels. Mrs. Snow explained that this is our postage machine. She is looking into saving some money on mailings and found that the lease is \$648 a year, every quarter there are overage fees when we do our bulk mailing, we have to pay for ink, and we only save half a cent per letter. She found that the contract was not entered into properly. It was signed by an employee, it is a five year lease, and it was never presented to the commissioners or brought to the legislative body for approval. There is an escape clause for non-appropriation. Mr. Digregorio asked what the alternative would be. Mrs. Snow explained that she has a quote from Minute Man press to do just the quarterly bulk mailings and, including both Gregg’s and her time for stuffing and folding it could save over \$1300/year (including the lease and staff time). For everyday mailings and A/P we would just purchase stamps. Discussion ensued.

\*Office Position: Mr. Digregorio stated that this is still ongoing and to hold off on this for now.

**Old and Pending**

\*Safety Committee (Joint Loss Management Committee): Chief Solomon explained that NH Dept. of Labor requires every employer to have one and ours last met in 2011. Mr. Digregorio suggested we wait until Commissioner Bean is present.

\*Derry’s Betterment Assessment: This is one sentence and it was brought up by Dave Mercier in regards to the elderly housing project and its connection fees. Mr. Davies called and stated that he will pay the connection fee; he will pay a good portion once he gets money from the bank and will pay the rest when the project is farther along. Discussion ensued. Other projects have paid half and no one gets water until the entire connection fee is paid for.

\*Main Street Enhancement Committee: Tad Furtado updated the Board on the Committee’s first meeting (minutes attached and in committee minutes binder)

\*Review of sealed minutes: Will wait until Commissioner Bean is present

\*Procedure Manual – Mrs. Snow is working on a chart of all policies, rules, and regs, to see what we have where.

\*Mr. Digregorio inquired as to the status of the doors at the Fire Station. Brad is on vacation this week so nothing is going on.

**Future Business**

Mr. Quint stated that Wednesday the 12<sup>th</sup> is a meeting regarding issues with the project with the engineers at 10:30.

### **Public Comment**

\*Mr. Quirk stated that we should ask any public what their business is at the beginning because we always make them sit through the entire meeting. Mr. Digregorio stated that we should have public comment at the beginning and the end of the meeting. It will be here and between Commissioner's Information Folder and Emergency Services.

\*Mr. Bucu addressed the Chief's concern regarding not being able to bill auto insurance companies (for auto accidents). He is doing research and will try to get it amended back to the way it was before 2007. Discussion ensued. He stated the issue regarding Administrative Rules is a pain. A joint committee of the House and Senate review but they can only delay the proposed rule. They may put out a comment period before hand. Chief Solomon said this went before the Fire Standards and Training Commission who was all for it and he did not see a comment period for this. Mr. Bucu said if he could get the Rule number he would look into it. This came into effect July 1 of this year. Mr. Bucu also stated as a voter in the District that he is concerned by following the minutes, that it appeared that the Board was only meeting once a month and everything is just being ratified and not reviewed but he sees that that is not the case. Mr. Bucu just wants to be sure finances are being followed closely due to all the debt we are incurring. Mr. Digregorio mentioned that at the town level everything is tracked as to where every pile of dirt goes, etc. and he wants to know who does that for the District. It is Underwood who is responsible for this. George hand writes field notes as well.

### **Future Dates**

\*Sidewalk negotiations – August 13, 3:30 pm Town Hall meeting room

Mr. Quirk asked if we would still need the mower for anything and Mr. Quint said no, we would get a ride-on mower. Mrs. Snow stated that as a taxpayer she hoped the commission would not discuss the sidewalk trust fund, Mr. Digregorio stated that it is important to talk about the machines but feels any cash belongs to the District.

\*Next Commissioner's meeting will be August 20 at 3:30 p.m.

\*Next Main Street Enhancement Committee will be October 10

Meeting was adjourned without objection at 5:23 p.m.

Respectfully Submitted,

Amy Snow