

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
December 11, 2014**

Comm. Bean called the meeting to order at 12:30 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Thomas Buco
Joseph Quirk (not present)

Others Staff Members Present at the Start of the Meeting:

Fire Chief Stephen Solomon
Superintendent Gregg Quint
Bookkeeper Amy Snow
Office Receptionist Paula Abraham

Others Present:

Administrative Business

- Approval of A/P Manifest and checks dated December 11, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean***; further discussion; Comm. Buco had some questions on the A/P's; Concord Hospital – the Chief advised that this was for a pre-employment physical for Nick Dukehart because there is no facility in Carroll County that is NFAC compliant for this type of exam; DeFelice – Comm. Bean asked if they have paid the subcontractor that submitted the bond claim and was advised yes; a copy of check has been provided by DeFelice; ***motion passed 2-0.***
- Approval of Weekly Payroll Manifest and checks for period ending December 7, 2014 - ***Moved by Comm. Buco; seconded by Comm. Bean; motion passed 2-0.***
The Board paused to sign checks
- Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.
- Approval of the Minutes - Minutes of the December 4, 2014 Commissioner's meeting were reviewed prior to the meeting; ***Moved by Comm. Buco to accept the minutes of December 4, 2014; seconded by Comm. Bean; motion passed 2-0.***
- Items for Signature Folder – Letter to Trustees of the Trust Fund requesting \$5,595.80 to be released from Emergency Services Payroll Accrual Trust Fund and \$5,595.80 are released from the Ambulance Payroll Accrual Trust Fund. Comm. Bean asked why we are asking for this. Ms. Snow advised that Sup. Quint is cashing out his bonus leave. The Board signed the letter as presented.

Correspondence Items (F.Y.I)

- B.O.C. Information folder was reviewed.

Emergency Services

- Abatement Application - (attached) Michael Reitano from Tewksbury MA owe \$1,147. The applicant was hiking on vacation and meets income guidelines as presented. Comm. Bean suggested arranging a payment arrangement. Comm. Bucu stated that he was here on vacation hiking and doesn't think the whole amount should be abated and suggested to offer a 25% discount. The Board recommended to the Chief to offer the applicant a plan of a 25% discount if paid within 30 days.

Superintendent

- Lamplighter MHP Expansion – Sup. Quint stated that he needs a decision from the Board on whether to require this project to be sewerred and added that he thinks it should be sewerred. Comm. Bean stated she thinks it should be sewerred. Comm. Bucu questioned how do we justify it, they're more than 400'. Chief Solomon advised that it is non-conforming use and if they are looking to expand they will need a variance and is in favor of this only if they sewer it. Sup. Quint advised that they do not have enough to conform to our meters. Comm. Bucu stated that they should have put the same meters in as CVFD when they were doing it. The Chief stated that he is not sure if the Fire Chief is going to approve this because of the access and egress issue and there is a good chance that if this ever comes to a point where everyone is involved, the Fire Chief will not approve it. Comm. Bean requested to send a letter to the Town of Conway and asked the Chief to the draft letter; the question was who should sign it. The consensus of the discussion is that this project will most likely not happen.

Moved by Comm. Bucu to write a letter to Burr Phillips with a copy to Tom Irving – Town of Conway; that it is the preference of the Board of Commissioners that this expansion project be sewerred; seconded by Comm. Bean; motion passed 2-0.

- Great Bridge Properties – Sup. Quint read a letter that he received from Chris Davies stating that his initial request was not a waiver of the total connection fee amount but a reduction and suggested a reduced fee based on the number of bedrooms and not overall number of units. The fees were the same for the workforce housing at \$3,300 per apartment. Comm. Bean suggested sending a letter that we will charge \$3,300 per bedroom. Discussion ensued. Comm. Bean advised that we charge the same for a house as we do for an apartment and advised that there will be no response to the letter.

New Business

- RWN Properties District Park Contract – ***Moved by Comm. Bucu to sign contract for the District Park maintenance as presented; seconded by Comm. Bean; motion passed 2-0.***
- Conway Village Fire District Website – Ms. Snow updated the Board on the status of the website. Email address logistics were discussed.
- Rates – Ms. Snow asked if the rates are staying the same for 2015 and was advise yes. Comm. Bean stated that the only reason the tax rate went up is because of the valuation. Ms. Snow stated that only reason we could raise the rates is when the force main is done it would not be such a big increase and asked why the rates will increase. The Chief stated another person will be needed on the sewer side and it will be slightly more expensive because it is NCWP. Comm. Bean added that there is a formula in the contract that explains what CVFD will be paying. Comm. Bean inquired about the easement changes and whether those changes were implemented in the addendum and directed Sup. Quint to follow up with Pam

Smillie. There was a discussion on the rate structure agreement with NCWP when the force main is on-line.

Old & Pending Issues

- Albany Contract – The Board stands by the original ambulance contract price of \$105,000. It was stated that this is a fair price for this service. The Board directed the Chief to respond to the Town of Albany stating as such.
- Policy Manual – the corrected changes made to draft (attached) were reviewed and discussed.
- 2015 Budget – Draft warrant articles (attached) were provided by Ms. Snow were reviewed by the Board as presented. Chief provided draft of combined fire and ambulance operating budget (attached) for review. There was a discussion on the NHRS court ruling that ruled in favor of the State.

Non Public Session (*Session Minutes attached*)

Motion was made by Comm. Buco to go into Non-public session under RSA 91-A:3, II(c) personnel; seconded by Comm. Bean; Roll call vote taken: Comm. Bean - YES, Comm. Buco – YES.

Non-public session began at 2:35 p.m.

Others present: Sup. Gregg Quint

Motions made by Comm. Buco to leave non-public session and return to public session; seconded by Comm. Bean; motion passed 2-0.

Public session reconvened at 2:39 p.m.

Motion made by Comm. Bean to increase the pay rate for Amy Snow for the difference of the standard 90 day review rate increase; to be verified by Sup. Quint; this increase will be retroactive to the 90 day date; seconded by Comm. Buco; motion passed 2-0.

Public Comments

No public comment.

Future Dates

- Board of Commissioners Meeting – Thursday, December 18 at 12:30 p.m.
- Board of Commissioners Meeting – Thursday, January 8, 2015 at 12:30 p.m.
- Budget Hearing – Tuesday, February 10, 2015 at 7:00 p.m. at ES Meeting Room.

Without objection, the meeting was adjourned at 2:45 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist