

Date Approved: 12/11/14

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
December 4, 2014**

Comm. Bean called the meeting to order at 12:32 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Thomas Buco
Joseph Quirk

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: Rob Nadler – Town of Albany
Burr Phillips – Civil Solutions, LLC
Mark Hounsell

Administrative Business

- Ratify A/P Manifest and checks dated November 26, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion – Comm. Buco commented on the following A/P's; Coleman Rental purchase of for the Mudsucker/Wacker and was advised that this was to purchase the pump; Wayne Luoma to install a meter; was advised by Sup. Quint that we need to hire out installation of meters at times. This was for Cranmore Shores; Ladder truck repair; was advised by the Chief that the other side will need repair next year; ***motion passed 3-0-0.***
- Approval of A/P Manifest and checks dated December 4, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion; Comm. Buco commented on the following A/P's; DeFelice, HealthTrust, WebMarc – is the website done? Ms. Snow advised that it is in the works and should be done by January. Comm. Buco asked if this was payment in full and was advised yes and replied that it is unusual to pay in advance; ***motion passed 3-0-0.***
- Approval of A/P Manifest and check (NHRS) dated December 4, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
- Ratify Weekly Payroll Manifest and checks for period ending November 23, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
- Approval of Corrected Payroll Manifest and check for Keith Noble period ending November 23, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
- Approval of Weekly Payroll Manifest and checks for period ending November 30, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***

- Approval of Monthly Payroll Manifest and checks for period ending November 30, 2014 - *Moved by Comm. Bucu; seconded by Comm. Quirk; motion passed 3-0-0.*
- 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 November 20, 2014 Commissioner's meeting were reviewed prior to the meeting; *Moved by Comm. Bucu to accept the minutes of November 20, 2014; seconded by Comm. Bean; motion passed 2-0-1. (Comm. Quirk abstained from the vote as he was not present).*
- Item for Signature – Letter to the Town of Albany regarding the revised tax amount was signed by the Board as presented.

Rob Nadler entered the meeting at 12:50 p.m.

Appointment – 1:00 p.m. | Rob Nadler – Town of Albany

- Ambulance Contract – Comm. Bean asked Mr. Nadler if his resignation from the Board of Selectmen (BOS) was true. Mr. Nadler confirmed that it was, due to business demands, but ensured the Board that he retains his authority to represent the Town of Albany on this issue. Mr. Nadler commended the Chief and the Board on the service provided by CVFD. Mr. Nadler suggested stretching out the contract over a longer period of time to be better able to budget and to possibly look at district boundaries while emphasizing that they (Albany) have no equity or representation. Comm. Quirk suggested attending the CVFD Annual meeting. Mr. Nadler requested considering a budget payment to maybe ease into the increase instead of asking for the 24% all at once. Comm. Bucu suggested that Mr. Nadler brings back to the BOS the fact that CVFD is paying three times as much. The Chief stated that the numbers are big but doesn't believe that you can find an ambulance service for this price never mind adding fire; private companies cost much more and suggested an advisory council to help with the budget process. There was discussion regarding the complexity of changing the district boundaries. Sup. Quint stated that if sewer is put in that portion (non-district) then that would then become part of the district. Comm. Bean stated that Albany residents need come to our annual meeting to get their representation. The Board thanked Mr. Nadler for coming and advised that this request will be taken under advisement.

Rob Nadler exited the meeting at approximately 1:15 p.m.

Mark Hounsell entered the meeting at 1:15 p.m.

Public Comments

Mark Hounsell – Mr. Hounsell advised the Board of the parking problem at the Library but there are steps in the works to improve it. Carl Thibodeau has offered the skate park lot for Library staff parking but in order to get from there to the Library, the use of the wrap around sidewalk at Echo would need to be plowed. Sup. Quint advised that in some storms, it is impossible to plow but if we leave the snow in their parking lot the town will pick it up. Mr. Hounsell advised that a winter policy might be if not plowed then park on Greenwood Ave. Other business lots were suggested to ask permission to park but were denied. There is consideration to remove the little island in the middle by the Library and creating 5 or 6 more spaces. Comm. Quirk suggested parking in the lot on snow days only.

*Mark Hounsell exited the meeting at 1:30 p.m.
Burr Phillips entered the meeting at 1:30 p.m.*

Appointment – 1:30 p.m. | Burr Phillips – Civil Solutions, LLC

Lamplighter MHP Expansion – Mr. Phillips presented to the Board plans for a proposed expansion in the backside of the park which would begin in the summer 2015. Another road off the back of Buckingham would potentially be added. Comm. Bucu asked if they are serious about doing this and was advised yes. The question is should the back side be sewerred and is asking the Board if this would be required. Comm. Bean stated that she is not sure as a Board that we can answer that question and referred to the 400' set back. The Chief added that the Board has the authority to require it on a subdivision and if they require it the Town of Conway will require it too. Mr. Phillips advised that Tom Irving is requesting a written response from CVFD on what they require. Comm. Quirk advised that it will take a week to look at it; Sup. Quint will need to do some research. The Chief stated that there are well over the number of dead-end roads and asked what is in place for more egress, which is what he'll be looking at. Sup. Quint will look into it and will send a letter to Tom Irving.

Burr Phillips exited the meeting at approximately 2:00 p.m.

Emergency Services

- Budget Update – an updated 2015 budget (attached) was presented to the Board for review and discussion. The Town of Albany and the Town of Conway are getting a tremendous deal on ambulance service. The Town of Conway taxes pay for North Conway ambulance. The Chief stated that we need to have a pre-audit next year which he did not budget for so that is an increase on that item. Comm. Bean inquired about the audit requirement. There is a need for more in salaries in order to give promotions. There are structural deficiencies within the fire department that he is correcting. Replacing a Deputy Chief and two Captains fall under fulltime salaries. Comm. Bean stated that we could possibly finalize this budget by next week. Comm. Bean asked Ms. Snow to explain the pre-audit requirement and was advised that Greg Colby suggested a review of the books two or three times throughout the year. The amount in the budget is \$18,600. Comm. Bean stated that if Greg is doing a review we won't pay the \$18,600. Discussion ensued.
- Write Offs – The December Write Off list (attached) was presented to the Board. The Chief is recommending writing off \$328.48. ***Moved by Comm. Quirk to write off \$328.48 as recommended by Chief Solomon; seconded by Comm. Bucu; motion passed 3-0-0.***

New Business

- Elderly Hardship Abatement Application – The Board reviewed said application as presented. ***Moved by Comm. Quirk to abate as recommended by the Superintendent; motion seconded by Comm. Bucu;*** further discussion: Comm. Bean asked Sup. Quint which percentage (25% or 50%) is recommended. The discussion continued regarding the determination of which amount to abate. Ms. Snow read the current District policy on abatements and added that those that receive abatements either receive 25% or 50%. Ms. Snow advised that she and Ms. Abraham have been discussing how a decision is made. Comm. Bean advised the need to have a policy. Review and discussion continued.

Comm. Quirk exited the meeting at 2:25 p.m.

Comm. Bean stated that all applicants need to apply every year and added that based on past history of disability versus elderly she would recommend a 25% financial hardship abatement which requires the applicant to re-apply every year. Comm. Bucu stated that we need to determine what a financial hardship actually is.

Moved by Comm. Bucu to approve 25% financial hardship abatement for William Vose as recommended and also update everybody and send them a letter according to our policy; seconded by Comm. Bean; Ms. Snow suggested waiting until after budget season to look at this. Comm. Bean agreed; motion passed 2-0.

There was a discussion regarding the various categories of abatements; elderly, disability and financial hardship.

Superintendent

- Project Update – A colored map, which was provided by Underwood Engineers, was presented to the Board showing the progress on the Force Main.

Old & Pending Issues

- Policy Manual – The proposed changes (attached) provided by the Board were reviewed. Comm. Bean requested input from the staff. Discussion continued pertaining to the pay week, overtime and holiday pay. ***Moved by Comm. Bean to add the word “not” (see attached) effective January 1, 2015; seconded by Comm. Bucu; motion passed 2-0.***

Holidays – same change as above; to add the word “not” - ***Moved by Comm. Bean to add the word “not” (see attached) effective January 1, 2015; seconded by Comm. Bucu; motion passed 2-0.***

Sick Time – there was a discussion regarding earning sick time monthly versus receiving it in one lump sum at beginning of the year.

Moved by Comm. Bean to adopt the changes to sick time, maximum accrual, bonus leave and personal day as written on page 2 (attached); seconded by Comm. Bucu; motion passed 2-0.

Ms. Snow recapped the current holiday policy for the fire personnel.

Future Dates

- Board of Commissioners Meeting – Thursday, December 11 at 12:30 p.m.

Without objection, the meeting was adjourned at 3:49 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist