

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
February 20, 2015**

Comm. Bean called the meeting to order at 12:34 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 (not present)
Bookkeeper Amy Snow
Office Receptionist Paula Abraham

Others Present: Tad Furtado

Administrative Business

- Ratify A/P Manifest and checks dated February 12, 2015 (2014) – ***Moved by Comm. Buco; seconded by Comm. Bean; motion passes 2-0.***
- Ratify A/P Manifest and checks dated February 12, 2015 – ***Moved by Comm. Buco; seconded by Comm. Bean;*** further discussion; Comm. Buco commented on \$277K payable for Phase II to DeFelice and asked if we received the manholes. Comm. Bean advised yes; Granite State Analytical payable was also noted by Comm. Buco; ***motion passed 2-0.***
- Approval of A/P Manifest and checks dated February 19, 2015 - ***Moved by Comm. Buco; seconded by Comm. Bean;*** further discussion; Comm. Bean commented on the ambulance repair of \$5,822.22 and stated that we need to get it off the road; Chief Solomon advised that we have spent almost all the budgeted amount on this ambulance; Comm. Buco inquired about the purchase of the pallet jack and was advised by Ms. Snow that this may be purchased out of capital reserve fund and will check with Sup. Quint to confirm; ***motion passed 2-0.***
- Ratify Weekly Payroll Manifest and checks for period ending February 8, 2015 - ***Moved by Comm. Buco; seconded by Comm. Bean; motion passed 2-0.***
- Approval of Weekly Payroll Manifest and check for period ending February 15, 2015 – ***Moved by Comm. Buco; seconded by Comm. Bean; motion passed 2-0.***
- Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.
- Approval of the Minutes – Minutes of February 6, 2015 Commissioner’s meeting were reviewed prior to the meeting. ***Moved by Comm. Buco to accept the minutes of February 6, 2015; seconded by Comm. Bean motion passed 2-0.***

- Approval of the Minutes – Minutes of February 10, 2015 Commissioner’s meeting were reviewed prior to the meeting. *Moved by Comm. Bucu to accept the minutes of February 10, 2015; seconded by Comm. Bean motion passed 2-0.*

Emergency Services

- Running out of places to put the snow; shoveled the meeting room roof as it had 5 feet of snow on it; A2 being broken is not only talking cost it has been out of service for six days - eleven days out this year and costs about \$7K to keep on the road. We have an agreement with Center Conway to borrow an ambulance if we need to - whatever we need to do, we coordinate it with them, and we pay them for the for usage.

Superintendent

- Sup. Quint’s absence from the meeting is due to snow build up on the Administration building’s roof and the broken garage door.

Correspondence Items (F.Y.I)

- BOC folder was reviewed – a letter about the sinkhole issue on Route 16 to the bonding company was reviewed and agreed by the Board to sign the letter.

The Board reviewed their questions and the answers that David Mercier provided regarding the contract for the Main Street project. Comm. Bean advised that we are going to have to front \$200K each month to pay for expenses. Ms. Snow advised that she can add a separate line item for in/out so that it does not affect the operating budget. Comm. Bucu asked if we have a specific account that we can draw from. Ms. Snow advised that she has not spoken to David Mercier on this issue. Comm. Bean advised that the contractor will send their invoices directly to CVFD as we are the project manager; Underwood Engineers will split out the roadwork. We will have 30 days to pay the contractor. The state of NH will not reimburse us until they verify payment. We have approximately \$140K available in grant money. Ms. Snow stated that David Mercier advised that we have a \$200K invoice from Underwood for the Pequawket sewer study that this money can be used to pay this invoice. Further discussion continued on payment logistics. Comm. Bean advised that there is no way we can take out a bond – most of the work will be at the end of the project. Ms. Snow advised that she will meet with David Mercier to determine where he is coming up with the money. Comm. Bean added that no one told us that we would have to front the money. Chief Solomon stated that the big issue is cash flow. Comm. Bean advised that it will be about a 4 week turnaround.

New Business

- Fund balance policy draft – Ms. Snow provided a draft for the board to review and explained the percentages. There was discussion on the percentages and the 10% rule. Comm. Bean ended the discussion so she could take it home and read it.
- A/P Check Re-order – Comm. Bean stated that we do not have to have two signatures, the Treasurer can be the only signature and the Board of Commissioners can ratify; there is nothing that states in the statues that there needs to be two signatures. Comm. Bucu stated that we’ve had this conversation before and thinks we need two signatures. Ms. Snow stated that it is the Treasurer who is responsible. The signature line decision on the checks was tabled for the next meeting.

Public Comment

- Tad Furtado – Mr. Furtado stated he had a few questions for the Board. He asked if the Board voted on the sidewalk article. Comm. Bean recommended that he take a look at the Annual Report but advised that it was not recommended at a vote of 0-2-0. Mr. Furtado asked about the order of the article and was advised that the order will remain the same and that it will remain at 2/3rds vote. Mr. Furtado stated that the disassociation on the lighting required a simple majority and asked if there has been any further discussion with the Town. Comm. Bean advised no; we decided to wait to see what happens; we are moving forward with the contract as is. Comm. Bean added that we're trying to address all the issues that may have an effect on the contract before we sign it; we don't know where that money will go if we wait. There was much discussion on the opinions of the interpretation of the Town's article between Mr. Furtado and the Board. Mr. Furtado stated that the Town Manager believes that taking over the sidewalks only needs the Selectmen voting on it, not the whole town. Comm. Bean advised that question is still hanging out there.

Mr. Furtado exited the meeting at 1:10 p.m.

Comm. Bean asked should we spend money on our attorney to look at the 1997 article and our warrant article for interpretation. Chief Solomon advised that he has read the warrant article and was stuck on the abandonment issued. Comm. Bean stated that all it talks about is abandoning the charter. Ms. Snow advised that the NHMA talked about only adding purposes; Comm. Bean stated that it does not infer that you can take them away. Ms. Snow reiterated that nowhere does it talk about giving up responsibility and added that sidewalks fall in line as to how we gave up the lighting. Comm. Bucu stated that we should wait to consult the attorney until after the meeting. Chief Solomon added that all discussion is on total dissolution of charter; and we have problems with SB2. The way the article is written, is to vote to remove from the charter and doesn't know if it would allow the Town to take it on. The issue is does the Town vote to do it; does it take a simple or 2/3rds. Ms. Snow added that the DRA is the authority; if passes by simple and not 2/3rds you can expect a legal challenge by Mr. Furtado and his group. Ambiguity will create this. Chief Solomon questioned if DRA's interpretation is correct.

Future Dates

- Board of Commissioners meeting:
 - Thursday, February 26, 2015 at 12:30pm.
- Annual Meeting – Tuesday, March 10; Polls open at 5:00 p.m. | Meeting begins at 7:00 p.m.

Without objection, the meeting was adjourned at 1:23 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist