

Date Approved: 3/5/15

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
February 26, 2015**

Comm. Bean called the meeting to order at 12:39 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Thomas Bucu
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: Tad Furtado
Daymond Steer – Conway Daily Sun

Comm. Bean took the following out of order:

Old & Pending

- Fund Balance Policy Draft – Ms. Snow provided a history of the fund balances from past auditors and reviewed the balances for the past 5 years. Unassigned fund balance is not all cash. Comm. Bean suggested keeping it at \$10K. We have \$140K unassigned fund balance. Ms. Snow provided an explanation of the different types of fund balances. The Fund Balance Policy would be for the unassigned Fund Balance. Comm. Bucu stated that 15% seems high. Comm. Bean advised that the 10% rule applies for budget committees which have nothing to do with this; every year we have a fund balance and we decide whether we give it back. This will give us guidance, it is money that we already have. We could have used more in 2014 to offset taxes but didn't know that the evaluation was going to drop. Ms. Snow stated that what this says is that it should not go below \$10K; if it does then you have to raise and appropriate to replace it. Comm. Bean added that it is a housekeeping item. ***Move by Comm. Bucu to adopt the fund balance policy as drafted; seconded by Comm. Quirk;*** further discussion: Comm. Bucu stated that he would lower the percentage. Comm. Bean stated that we need more than \$1,200. Chief Solomon added that it is only the General District budget. ***Motion passed 3-0-0.***
 - Credit Card Policy Draft – Ms. Snow provided the draft for Board to review.
 - Ms. Snow advised that we need to accept \$11,435.00 as unanticipated revenue from the State of NH and was advised that anything over \$10K requires a public hearing. Ms. Snow advised that this money is the result of the Delayed and Deferred payments that the State should have paid. Auditor Greg Colby stepped in as he overheard the discussion while

conducting the pre-audit, advised that this money has already been accounted for in the warrant and therefore it does not need a public hearing. Mr. Colby stated that it will go on as estimated revenue; the number can be changed on floor at the Annual Meeting.

- Ms. Snow advised the Board that Comm. Bean noticed a discrepancy in the Annual Report and that it was a good catch. The RD final payoff was incorrect. The debt service was higher than it should be. The payoff amount did not calculate in the amount of the last payment. The new amount is \$10,613 and a motion will be made on the floor to amend the amount at the meeting.

Administrative Business

- Approval of A/P Manifest and checks dated February 25, 2015 - ***Moved by Comm. Bucu; seconded by Comm. Quirk***; further discussion; Comm. Bucu commented that current employees and former employees are receiving checks this week from the HealthTrust reimbursement. Chief Solomon added that he thinks this is the last one; ***motion passed 3-0-0.***
- Approval of Weekly Payroll Manifest and check for period ending February 22, 2015 - ***Moved by Comm. Bucu; seconded by Comm. Quirk; motion passed 3-0-0.***
- Approval of Elected Officials Payroll Manifest and check for period ending February 28, 2015 - ***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 February 20, 2015 Commissioner’s meeting were reviewed prior to the meeting. ***Moved by Comm. Bucu to accept the minutes of February 20, 2015; seconded by Comm. Bean; motion passed 2-0-1.*** (Comm. Quirk abstaining - was not present)
- Items for Signature Folder – Engineering Service Request for Lamplighters – Comm. Bucu questioned the Right-Of-Way (ROW). Comm. Bean advised that the State of NH will not allow a private entity to work in their ROW. The Board will review prior to signing the service request.

Correspondence Items (F.Y.I)

- BOC folder was reviewed

Emergency Services

- Putting out fires and taking care of sick people and waiting on Annual Meeting.

Superintendent

- An email from David Mercier was reviewed by the Board regarding Pequawket Drive. Comm. Bean stated that we should spend the \$5K to get this finalized so in 50 years they need to take it off the shelf it will not be so confusing. The Board advised that they agree and directed Sup. Quint to inform David Mercier.
- The lab that processed the yearly test sample made a mistake which caused DES to send a notice of violation and the lab is to contact DES stating that it was their mistake. Sup. Quint will obtain confirmation from DES to verify that they in fact received the letter.

- A/P Checks - Comm. Bean advised Comm. Quirk that we have a two signature check and we don't need to by law; the only one that needs to sign is the Treasurer; we would ratify and approve but we don't physically have to sign the checks. We are getting to the point where we need to re-order check so the discussion is whether we order them with one or two signatures. That was discussed last week. Comm. Bucu stated he prefers to keep it as two. Comm. Quirk stated that is his preference as well as it keeps us on our toes a little bit more. The A/P checks will be re-ordered with two signature lines.

New Business

- Escrow Account Policy Draft – Comm. Bean advised that a motion is needed to adopt a policy for the escrow account for professional engineering review. We have a couple of people who are going to be building a private sewer; we have to have it reviewed by our engineers. We now have a contract with our engineers to do that but we need a policy that requires the private citizen to escrow that amount that is going to cover the engineering cost. Comm. Quirk asked doesn't DES to the approval and was advised that this is separate. Comm. Bean reminded Comm. Quirk of when Ed Poliquin came to a meeting regarding the low pressure sewer line; we need to find out if that is going to be compatible with our sewer line; we referred them to Underwood. It costs a lot of money for Underwood to review the plans so the private company should be paying for it. We want to have a policy that requires them to escrow monies to pay for Underwood's fees because it should not come out of the taxpayers. Comm. Quirk asked how the escrow amount is determined and was advised that Underwood would estimate the cost for the review. Discussion ensued. Comm. Quirk stated that he prefer that the engineers deal with it – no escrow. Comm. Bean stated that it is for our protection. ***Moved by Comm. Bucu to adopt the Policy for Escrow Accounts for professional engineering review; seconded by Comm. Bean; motion passed 2-1-0 (Comm. Quirk voting no)***
- Comm. Bean stated that a motion needed to sign the contract for engineering services for Lamplighters. ***Moved by Comm. Bucu; seconded by Comm. Quirk;*** further discussion: Comm. Bean advised that she will sign the contract after she has read it; ***motion passed 3-0-0.***
- Comm. Bean advised to review the draft credit card policy provided by Ms. Snow.

Public Comment

- Tad Furtado – Mr. Furtado advised the Board that he attended the Selectmen's meeting on Tuesday and asked questions regarding the components of the warrant article that would involve the town. The Selectmen voted to asked town council whether the 1997 warrant wording allows them to accept a single service or some services as opposed to the total dissolution of a precinct; talked about the timing of negotiating the turnover. At the budget meeting Selectman Thibodeau didn't think there would be any issue with the contract of whether they take over the sidewalks or not; also asked for guidance on the 2/3rd versus majority – Selectman Digregorio stated that he will call DRA on the issue. Comm. Bucu stated that for many years we have been trying to get DOT to help rebuild Route 16 through the village. We now have a document that commits \$900K from DOT to replace the 1935 water line with leaded joints and to replace sidewalks; if the voters don't vote this article down, it will jeopardize this contract. The timing of this will just put this project in jeprody. Whatever the Selectman are saying I think they're shooting out the top of their heads; we are the project sponsor on this project and its ready to go and I hope that the voters vote no on Article 21. Daymond Steer from the Conway Daily Sun asked who will be building the sidewalks. Comm. Bean advised that we are the sponsor of the

project, we have to follow all the regulations with the the Feds. The State of NH will re-build the road from the railroad crossing to Washington Street; CVFD will replace the water line and rebuild the sidewalks. Anyone who owns property i.e. sidewalks will have to be in the contract. Mr. Steer stated that Mr. Furtado has expressed that he wants concrete sidewalks and CVFD specifications is asphalt. Comm. Bean advised that we have increased the amount to account for concrete. Mr. Steer stated so you are not opposed to concrete and was advised no it is just our specs; it is our project with different pots of money involved; DOT for the road, State Revolving Loan Fund (SRF) for the water portion and money in capital reserve for sidewalks. Mr. Steer stated if the sidewalks are free why not use concrete. Comm. Bean advised that it is not free. We can't turn over the sidewalks in the middle of the project over to the Town because the Town will need to be named in the contract. Comm. Bucu stated the reason this project coordinated together is to replace the pipe but we need to dig the road; DOT will fix road; CVFD owns the sidewalks; we have enough money in hand to be able to build the sidewalks. Comm. Bean stated that we've been trying to do the sidewalks for 20 years. It so happens that we get the petition warrant article at the same time we received the contract. Comm. Bean stated that she does not care if the Town takes over the sidewalks but I'm concerned with the timing and I do not want to lose the water line replacement. We contacted DRA and our lawyer over the confusion on the 2/3 vote we chose the 2/3; but if it passes by simple then that's okay. Mr. Furtado stated that he agreed with almost everything you just said. The position I was put in representing the group (Conway Village Project) I encouraged you to take other actions for esthetics and I was told to go find a \$1M and you can have anything you want. I asked you to just ask your engineers what the cost difference would be. A debate between Mr. Furtado and Comm. Bean continued. Comm. Bean stated that if the Town wants to get involved it would have to be after their Town Meeting; they can't do it now. It was my suggestion was to increase it to 180K that is contingent on adding \$25K at the meeting. The discussion continued regarding safety issues with concrete versus asphalt. Comm. Bean stated I think we are all on the same page with regards to what we all want and is pretty certain the 1997 article of the Town is for dissolution of a charter and thinks that when the lawyers look at it that is what they will see. It doesn't talk about getting rid of services. I don't think this article was for services; it would be for water/sewer, fire and sidewalks. I hope the Town has an answer before March 10.

New Business (continued)

- Project Cash Flow – Comm. Bean stated that she created a spreadsheet starting with a beginning balance of 119K that we can use toward the state part of the project regarding the billing – there are three times we would be short of cash to manage the upfront payments. Ms. Snow stated that she thinks we can do it. Further discussion ensued on the logistics of the payment schedule. Chief Solomon added that it is more realistically a 45 day reimbursement turnaround. Ms. Snow advised that we do not have to borrow any money to pay the bills. We have enough in the water fund to cover that as long as DOT keeps up their end of the bargain. We'll be OK. The water fund can sustain this. We'll be cutting it close.
- Comm. Bean received an answer from David Mercier regarding the contract and advised that he was waiting for the Boards review and response. FairPoint has been made aware of the project. Sup. Quint advised that we have a bit of a problem with Eversource (formerly PSNH); they have dug in front of the big sign in front of the library right in the middle of the sidewalk. We have an emergency contact number to call with any problems.

- The Board assigned a warrant article from the Annual Report to each Commissioner for the upcoming Annual Meeting for explanation and answers to the public.

Future Dates

- Board of Commissioners meeting:
 - Friday, March 6 at 11:30 am
- 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 2:35 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist