

Date Approved: 1/23/15

**CONWAY VILLAGE FIRE DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF THE MEETING  
January 16, 2015**

**Comm. Bean called the meeting to order at 12:36 p.m.**

**Commissioners Present at Start of Meeting:**

Janine Bean  
Thomas Buco  
Joseph Quirk (not present at start of meeting)

**Others Staff Members Present at the Start of the Meeting:**

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

**Others Present:**

**Administrative Business**

- Approval of A/P Manifest and checks dated January 15, 2015 (Dec. 2014) – *Moved by Comm. Buco; seconded by Comm. Bean; motion passed 2-0.*

*Comm. Quirk entered the meeting at 12:40 p.m.*

- Approval of Elected Official Payroll Manifest and check dated December 31, 2014 – *Moved by Comm. Buco; seconded by Comm. Bean; motion passed 3-0-0.*

*Comm. Bean took the following out of order:*

**Budget Review 2015**

- Review of the District, Water, Sewer and Emergency Services budgets and warrant wording were reviewed by the Board. The Board discussed in detail each warrant article and made their recommendations (attached). There was a discussion regarding article 17 (Building Maintenance Trust Fund) pertaining to specific issues for the Administration building.

There was a discussion regarding Fire/Rescue Capital Improvements Plan (attached). The Chief explained the logistics of a lease/purchase scenario to the Board. Article 21 was reduced by \$50K due to the potential of significant savings with a lease/purchase of a new Quint with Lakes Region Fire Apparatus.

*Comm. Quirk exited the meeting at 1:54 p.m.*

- Approval of A/P Manifest and checks dated January 15, 2015 (Jan. 2015) – *Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.*
- Approval of Weekly Payroll Manifest and checks for period ending January 11, 2015 – *Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.*
- Approval of Final Bonus Leave Manifest and check for period ending January 11, 2015 - *Moved by Comm. Bucu; 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 the December 18, 2014 Commissioner’s meeting were reviewed prior to the meeting - Comm. Bean advised that the minutes will be voted on at the next meeting as Comm. Bucu was not present for the meeting and Comm. Quirk had to leave the meeting today.
- Approval of the Minutes – Minutes of January 9, 2015 Commissioner’s meeting were reviewed prior to the meeting. *Moved by Comm. Bucu to accept the minutes of January 9, 2015; seconded by Comm. Bean motion passed 2-0.*
- Items for Signature Folder
  - Vachon & Clukay Engagement Letters – two letters were provided; Ms. Snow advised that one is for the audit and one is for the MS35. Comm. Bucu commented that the price is not to exceed \$16,500 and asked if there is an audit date clause. *Moved by Comm. Bucu to accept and sign both contracts as presented; seconded by Comm. Bean; motion passed 2-0.*

**Correspondence Items (F.Y.I)**

- B.O.C. Information folder was reviewed – The notice of violation from NH DES regarding the backflow prevention program was discussed. Sup. Quint advised that it is being taken care of. Donny Boynton from Granite State Rural Water is working with us in surveying the high hazards which are the priority. Mr. Anderson updated the Board on the status of the survey and advised that a letter will be sent to each property with a timeline required for the device to be installed at the customers cost. Chief Solomon stated that one is Tee Enterprises. It is a wet system. Sup. Quint will contact the sprinkler system company. Comm. Bean asked how long the process will be and was advised that it will depend on the customer. Comm. Bean asked if we can put a timeframe and was advised yes. If there is no compliance then we have to shut them off. Chief Solomon stated that Tee Enterprises would have to vacate and shut down the building; the cost maybe \$20K. Comm. Bean advised that maybe it can be done in stages. The Chief added that what’s been going on has never been legal. Sup. Quint advised that Wade Pelham from NH DES recommended that we send Mr. Anderson to a three day class as we need to have someone in-house to be responsible for this program based on the number of high hazard issues in the District. The discussion continued regarding which class to attend and what time of year would be better. Mr. Anderson asked what the timeframe would be in the letters. Sup. Quint advised if they are completed by next Friday, it would most likely be end of February which would give 28 days to comply. Comm. Bucu inquired of what Paul Whittemore (New England Backflow) inspected and was advised that he did the initial survey and only inspected the easy ones. Comm. Bucu advised that the letter needs to reference the rule or RSA to the customer.

**Emergency Services**

- Abatement Reconsideration – Michael Rietano – a month ago broke his leg on the Kanc and is asking for a full abatement amount as he cannot make a single payment on the plan he was

offered. Comm. Bean suggested advising him to pay what he can and advised the Chief to send a letter stating that we appreciate his situation...but send what you can.

### **Superintendent**

- Abatement Request – 197 West Main Street – Northland Lobster – Ms. Snow advised that the customer came into the office with a broken PVC pipe in his hand. She advised him that he will need to complete an incident form and provide proof with pictures. The customer provided the completed form but did not provide any proof with it. ***Moved by Comm. Bean to abate \$41.88 as presented; seconded by Comm. Bucu; motion passed 2-0.***
- Abatement Request – 50 White Mountain Highway – Conway Market Place – Sup. Quint advised that there was an astronomical usage increase. The water is going through the meter and is going someplace. The leak was between Aubuchon's and the Country Baker. ***Moved by Comm. Bean to abate \$945.22 as presented; seconded by Comm. Bucu; motion passed 2-0.***

### **Non Public Session** (see attached minutes)

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

Non-public session began at 2:31 p.m.

Others Present: Gregg Quint and Amy Snow

***Motion made by Comm. Bucu seconded by Comm. Bean to return to public session; motion passed 2-0.***

Public session reconvened at 3:00 p.m.

***Motion made by Comm. Bucu to give Amy Snow a pay adjustment of \$ .42/hour retroactive from January 1, 2015; seconded by Comm. Bean; motion passed 2-0.***

No further business to come before the Board.

### **Public Comment**

No public comment

### **Future Dates**

- Board of Commissioners meeting – Friday, January 23 at 12:30 p.m.
- David Mercier – Underwood Engineers – Friday January 23 at 1:00 p.m.
- Budget Hearing – Tuesday, February 10 at 7:00 p.m. at ES Station Meeting Room
- 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 3:01 p.m.***

Respectfully Submitted,  
Paula Abraham  
Office Receptionist

## Paula Abraham

---

**From:** janineeliza@gmail.com  
**Sent:** Tuesday, January 20, 2015 2:28 PM  
**To:** Paula Abraham; Amy Snow; Gregg Quint; Joe Quirk; Stephen Solomon; Tom Buco; William Vose  
**Subject:** Re: DRAFT Minutes | Jan 16

These look fine.

Sent from Windows Mail

---

**From:** Paula Abraham  
**Sent:** Tuesday, January 20, 2015 1:32 PM  
**To:** Amy Snow, Gregg Quint, janine bean, Joe Quirk, Stephen Solomon, Tom Buco, William Vose

To all:

Attached are the draft minutes from last week's BOC meeting for review. Please advise of any corrections/comments.

Thank you,  
Paula Abraham  
District Office  
Conway Village Fire District  
128 West Main Street  
Conway, NH 03818  
(603) 447-5470 phone  
(603) 447-3271 fax