

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONER'S MEETING  
Thursday January 28, 2016  
Minutes**

Meeting was called to order at 3:30

Commissioners present: Janine Bean, Michael Digregorio, Joseph Quirk

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper, Stacy Bolduc Receptionist, Mr. and Mrs. Masters, David Mercier

ADMINISTRATIVE BUSINESS

**Mr. Digregorio made a motion to approve items A through C, motion seconded by Joe Quirk; motion passed 3-0-0.**

**Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 1/29/2016**

**Mr. Digregorio made a motion to approve the Meeting Minutes dated, 1/14/16 and 1/21/16 Mr. Quirk seconded the motion; motion passed 3-0-0.**

Mrs. Bean asked David Mercier if before he left, if there be anything he would like to report on. He discussed briefly regarding bid on West Main St. Project reported an increase in cost due to Paul D added more drainage work and paving to the towns portion. our portion of the cost stayed the same on the water side. This benefited the district because the increase was on the town's side. We got 6 bids at 2:00 lowest bid came from Cross out of Bethel ME. Bids ranged from 1.342 million – 1.8 million and change not a real known entity to us but reference's will be checked. Both district and town have enough funding if we choose to proceed. If district should award the base bid project and added alternate for North Road and held on to a 5% contingency, we will of spent our loan for 3.5 million – 30, 000. There is enough money to do North Road with 5% contingency leaving \$30,000 left. Joe asked what percentage is grant David responded 35% grant Amy asked what interest rate is on DES loan David said, they came down this year. Rate sets when we close the loan or when we sign David said we would not close on the loan till this fall. Amy clarified the timeline of the project as follows, completion of the project Nov 2016 first payment due Nov 2017 with approximate payment of \$154, 390. one payment per year to DES. Mrs. Bean confirmed that is water. David said we got better bids in January more discussion ensued around numbers. We may be able to refinance the phase one loan David will ask the question for the phase one loan. Chief Solomon reviewed a conversation with Chuck Henderson how the phase 2 RD loan shrunk from 27 years to 21 years pay back and the impact that has on payments Chuck will write a letter to Senator Shaheen to ask RD to see if there is anything they can do on the payback timeframe. Mrs. Bean said Ann Getchell and Chuck Henderson suggested Recap Solutions to see what their services are not sure if there is cost. They are a non- profit, they do residential loan modifications and grant writing. They helped us with our income survey on our grant. Mrs. Bean was confirming with the board if we want to proceed with exploring what they have to offer. Mr. Digregorio asked David Mercier if Main St. went forward and we did the water main and nothing else what is our portion of the project. David responded we will be responsible for all of the pavement repair cost associated with the project. And it is rare to let us do a trench path. Mike will try to pursue additional cash from somewhere. David stated right now we are paying for water main in the trench and sidewalks. DOT is paying

for drainage improvements and the ripping up of the pavement, paving inside the curb and signals. More discussion ensued around timeframe. State sent a letter looks like state is postured for 2018 construction. Paul D is pushing for Jan bid and a start in spring of 2017. David will have numbers for next week to see if we want to proceed with the project.

## **J. Connection Fee Payment Policy**

Mike likes the concept to help large projects, however expressed concern that we will be used as a bank. Joe expressed the same concern. New policy states 1 year no interest Mike was thinking maybe 6 months no interest. Joe expressed concern if we put this policy in place it will entice people automatically to fall for it. Thinking maybe we should do case by case basis would like some guidelines how they could get it. We want to encourage building and development in the village. Mrs. Bean asked how much interest we would charge. Amy suggested 3% per month or 5% due to sale of inventory or service call. Mike said the whole purpose is to encourage growth. Discussion ensued. Elderly housing project was used an example. Amy pointed out that policy states 6 months after hook up balance due. Concluded at application quarter of the payment due but balance has to be paid before the water is hooked up or payment can be paid in full. No quarterly payments. Amy will write policy for review.

## **2. Appointment**

Andy Grigel of Conway School District did not show for apt. He does not want us to do his backflow testing.

## **G. Daniel Crean P.L.L.C. engagement letter**

Amy will reach out to let him know we are changing course, and we still have questions regarding dissolving.

## **H. Budgets**

### **General Fund**

Legal professional was increased to \$5000.00 from \$2000.00 in the general fund at the request of the board. Amy said the only thing that might change is the payroll for the sidewalks based on raises. Mrs. Bean stated we would use \$25,400.00 of fund balance projected revenue. Tax rate impact would be 32.7 or .17cents impact on the general budget last year it was .29 cents it's less than last year. Pay raises under the general funds 1.7 on payroll line for sidewalks. Fire pay raises are 4.1 and 2.5. Pay raises could range from 1.7 – 2.50. Amy will plug 2.5 in to see what that does to the budget and report next week. Water rates did not increase this year. No tax impact.

### **Sewer Budget**

Amy has been doing homework around RSA 149:I-7 states you can place a levy on a property that benefits from a sewer construction, Maintenance. Mrs. Bean stated we are trying to find a way to get the tax exempt properties to share in the debt. The only thing they pay for now is the usage. Mrs. Bean said if we take all of the debt from the sewer off the tax base and the rates and put it all on a levy, that way anyone who gets a water bill will have to pay towards the debt. Discussion ensued around revenue it would generate should cover the debt, Amy did a presentation demonstrating her plan. We need to check with Mr. Crean to see if this is possible. Mike expressed concern that we will get resistance Mrs. Bean said we may but it is an RSA. Mrs. Bean did find out properties that are undeveloped, state, US Govt. and Town of Albany and Conway we cannot impose a levy. Any money generated from this levy would only be used to

pay debt future or current. Amy will reach out to Mr. Crean to let him know we are changing course and would like to retain him for answers to our questions regarding applying a levy.

### **Fire Budget**

Chief Solomon presented his outline for raises Discussion ensued around challenges with keeping staffed, and training. Commissioners concurred they are good with Chiefs budget. Amy and Chief Solomon are working on final numbers for Comstar.

### **I. Warrant Articles**

Discussion ensued around warrant articles that have been written and weather we should write an article to take back authority of the sidewalks. Amy is writing up a draft warrant article for next week.

### PUBLIC COMMENT

Bill Masters spoke briefly expressing his thoughts on getting an attorney for interrupting the law for the levy.

### FIRE CHIEF'S BUSINESS

Chief Solomon reported in the middle of December he received a 20 page damage claim. Report claims Danielle Cormire hit an exposed man hole at the intersection of Rt. 16 and Emery Lane in the middle of Oct. and did damage to her car. NO one knows about this. Chief checked with Gregg, he knew nothing of it the Fire Department did not know anything about it. Underwood engineering and Defallice did not know anything. Defilice sent it to their INS Company and said they will not pay the claim however Conway Village Fire District needs to respond. Chief said the damage is excessive for hitting a man hole in his opinion. They were replacing engine mounts totaling \$1900.00 there was no police report filed, no accident report filed. Damage is greater than 1,000. No accident report filed is a violation of state law. Appraisal was done in Dec she had the accident in Oct. Chief Solomon will draw up a letter stating we know nothing about this. Nothing ever reported.

**6:05 Mr. DiGregorio made a motion to enter non-public for RSA 91-A:3II(c) Mr. Quirk seconded; motion passed 3-0-0**

**6:25 Mr. DiGregorio made a motion to reconvene Mr. Quirk seconded motion passed 3-0-0**

**Mr. DiGregorio made a motion to seal the minutes Mr. Quirk seconded motion passed 3-0-0**

**6:30 Mr. DiGregorio made a motion to enter nonpublic under RSA 91- A3II(e) Mr. Quirk seconded motion passed 3-0-0.**

**6:40 Mr. DiGregorio made motion to reconvene Mr. Quirk seconded motion passed 3-0-0**

**Mr. DiGregorio made motion Mr. Quirk seconded to instruct Chief Solomon to tender his resignation as emergency management director for the Town of Conway due to a possible conflict of interest. Motion passed 3-0-0.**

FUTURE DATES

- A. Next Commissioner's Meeting 2/11/2016 3:30 p.m.
- B. Budget Hearing: February 9<sup>th</sup>, 7p.m. in the Firehouse Meeting Room
- C. Annual Meeting: March 8<sup>th</sup>, meeting starts 7 p.m. in the Firehouse Meeting Room

Respectfully submitted Stacy Bolduc, Receptionist