

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
January 9, 2015**

Comm. Bean called the meeting to order at 12:34 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Thomas Bucu
Joseph Quirk (not present)

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:

Administrative Business

- Ratify A/P Manifest and checks dated December 24, 2014 – ***Moved by Comm. Bucu; seconded by Comm. Bean***; further discussion; Comm. Bucu commented that we don't skimp on supplies for our ES responders referring to the firefighter turn out gear; ***motion passed 2-0.***
- Ratify A/P Manifest and checks dated December 31, 2014 – ***Moved by Comm. Bucu; seconded by Comm. Bean***; further discussion; Comm. Bucu commented on the Cummins generator yearly maintenance payable and the yearly pump service repair payable; ***motion passed 2-0.***
- Approval of A/P Manifest and checks dated January 8, 2015 (Dec. 2014) – ***Moved by Comm. Bucu; seconded by Comm. Bean***; further discussion; Comm. Bucu commented on the payable for \$443K to DeFelice and made the observation of the cost of the rigid foam insulation cost of the Force Main project; ***motion passed 2-0.***
- Approval of A/P Manifest and checks dated January 8, 2015 (Jan. 2015) – ***Moved by Comm. Bucu; seconded by Comm. Bean***; further discussion; Comm. Bucu inquired if the Worker's Comp payable was for 6 months and was advised yes; ***motion passed 2-0.***
- Ratify Weekly Payroll Manifest and checks for period ending December 21, 2014 - ***Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.***
- Ratify Elected Officials Yearly, Quarterly and Monthly Payroll Manifest and checks for period ending December 31, 2014 - ***Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.***
- Ratify Bonus Leave Payroll Manifest and checks for period ending December 31, 2014 - ***Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.***
- Ratify Tax Payment for Clothing Allowance from Payroll for period ending December 31, 2014 - ***Moved by Comm. Bucu; seconded by Comm. Bean***; further discussion: Comm. Bucu questioned

the reason for this. Ms. Snow advised that clothing allowance is a fringe benefit and it is taxable; the District is absorbing the tax for 2014; further discussion ensued; ***motion passed 2-0.***

- Approval of Monthly Payroll Manifest and checks for period ending December 31, 2014 – ***Moved by Comm. Bucu; seconded by Comm. Bean; motion passed 2-0.***
- Approval of Weekly Payroll Manifest and checks for period ending January 4, 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.

The Board paused to sign checks 12:53 p.m.

Meeting resumed at 1:03 p.m.

- Approval of the Minutes - Minutes of the December 11, 2014 Commissioner's meeting were reviewed prior to the meeting; ***Moved by Comm. Bucu to accept the minutes of December 11, 2014; seconded by Comm. Bean motion passed 2-0.***
- Approval of the Minutes – Minutes of 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 is not present today.
- Items for Signature Folder
 - Town of Albany Ambulance Contract – Comm. Bucu had some questions that were discussed. The Board signed as presented.
 - Trustees of the Trust Fund Request for Funds – \$5,755.75 for manhole covers. The Board signed as presented.
 - Notice of Lien – 379 White Mountain Highway – The Board signed as presented.
 - Notice of Lien – 31 Haven Lane – The Board signed as presented.

Correspondence Items (F.Y.I)

- B.O.C. Information folder was reviewed
 - The appointment request from David Mercier was discussed. The appointment is scheduled for Friday, January 23, 2015 at 1:00pm.
 - 250th Celebration Committee invitation (see attached) – Chief Solomon commented that the only event for CVFD is the parade, everything is happening in Shuler Park. Contribution to the committee was discussed and tabled for the next meeting.

Emergency Services

- Abatement Application #1 – Cynthia Melendy owes \$977 and is requesting a 100% abatement. The applicant meets the income guides. Comm. Bean suggests sending her to the Town of Conway for assistance or a payment plan of \$25 a month. The Chief suggested using what Medicare would have paid, reducing the amount and work out a payment plan. The Board agreed and directed the Chief to proceed with that recommendation.
- Abatement Application #2 – Jean Moore – Anthem paid ½ of the bill leaving a balance of \$445. Chief Solomon recommends abating the one because we have already received partial payment whereas we have received zero from the one previously discussed – ***Moved by Comm. Bucu to abate \$455 as recommended by Chief Solomon; seconded by Comm. Bean; motion passed 2-0.***

- Computers –Two computers are budgeted at \$700 each with installation. The State of NH’s necessary reporting will not run on older computers specifically XP. Normally, a purchase like this would not occur before the Annual Meeting; however Staples has a sale price now of \$400 each. Comm. Bucu asked if Computer Port would support the maintenance and was advised yes, but installation would be done in-house. Comm. Bean asked what brand and was advised they are Dell with Windows 7 Home but will need to upgrade it to 7 Pro Edition. The downside is spending a whole day to set up. *Moved Comm. Bucu to authorize Chief Solomon to purchase the two computers as presented; seconded by Comm. Bean; motion passed 2-0.*

Superintendent

- Update on Collections – Ms. Snow provided a summary to the Board for period end 2014.

Old & Pending Issues

- Personnel Manual - Revision 12/4/14 – Ms. Snow provided a copy of the final version of the revisions to the Board.
- Procedures Manual – Comm. Bean advised that sometime after budget season maybe in May; write a short manual on how we follow our policies. A discussion followed regarding the financial hardship abatement policy and requested a draft for the next meeting.
- 2015 Budget (Warrant) – the draft warrant was reviewed and discussed. Chief Solomon provided a summary (attached) for purchasing a new ambulance; building security and Capital Reserve for Fire Equipment.

Public Comment

No public comment

Future Dates

- Board of Commissioners meeting – Fridays, January 16 & 23 at 12:30 p.m.
- David Mercier – Underwood Engineers | Projects Update | TBD
- 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 3:00 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist