

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING MINUTES
Thursday, July 9, 2015
3:30 p.m.**

Commissioner Bean called the meeting to order at 3:32 p.m.

Commissioners present; Janine Bean, Michael Digregorio, Joseph Quirk

Others present: Superintendent Quint, Chief Solomon, Amy Snow- Municipal Bookkeeper

Administrative Business

Mr. Digregorio made a motion to approve items a, b, and d through j, seconded by Mr. Quirk; motion passed 3-0-0.

Mr. Quirk made a motion to approve item c, seconded by Mrs. Bean; motion passed 2-0-1, Mr. Digregorio abstaining.

- a. Ratify A/P Manifest and checks dated June 25, 2015
- b. Ratify A/P Manifest and checks dated July 2, 2015
- c. Ratify A/P Manifest and checks dated July 8, 2015
- d. Ratify Weekly Payroll Manifest and checks for period ending June 21, 2015
- e. Ratify Weekly Payroll Manifest and checks for period ending June 28, 2015
- f. Ratify Weekly Payroll Manifest and checks for period ending July 5, 2015
- g. Ratify Monthly Elected Official Payroll Manifest for June
- h. Ratify Quarterly Elected Official Payroll Manifest for second quarter
- i. Ratify Monthly Payroll and checks for period end June 30, 2015
- j. Ratify Janine's monthly payroll for July
- k. Approval of Meeting Minutes dated June 18, 2015
- l. Gregg Quint and Steve Solomon's Timesheets period end 6/28 and 7/5
- m. Letter to TTF requesting release of funds – for signature

Motion made by Mr. Digregorio to approve the minutes dated July 18th, seconded by Mr. Quirk; motion passed 3-0-0.

Mrs. Bean signed supervisor's time sheets.

Motion made by Mr. Digregorio to release funds from Fire Accrued Payroll fund for Sol R.; seconded by Mr. Quirk; motion passed 3-0-0

BOC Information Folder

- a. USDA letter acknowledging closing of loan for Phase IIC paid off in April
- b. TOC letter Re: Conway Village Sidewalks
- c. Letters rejecting bids
- d. Unclaimed letter to FairPoint – regarding holding of poles
- e. Letter to Defelice from FairPoint
- f. Letter issuing check to hold poles (FairPoint)
- g. Letter to DES RE: application for Main St. Improvements
- h. Closing of Phase III letter
- i. SRF Loan Application
- j. Not in folder – signing of Main St. Contract

The above information was reviewed by commissioners items a and c through i. TOC letter – item b. Discussion regarding committee ensued regarding Sidewalk Trust Fund and equipment. The Trackless is four years old and we have one more payment in 2016. The Trust Fund is designated to Main Street sidewalks but we won't necessarily hand it over to the town. The Trackless and all the equipment is worth approximately \$100,000.

Amy was directed to write a letter to the Selectman in response: The CVFD committee members will be all three commissioners and the superintendent and the letter will request meetings be held Wednesdays or Thursdays after 3:30 p.m.

Item j – Main Street Contract. Just an FYI – Paul D. dropped off the contract signed by the Selectman, Janine signed it and Paul picked it up on Monday to send to DOT for signatures.

Emergency Services (Chief Solomon)

a. Write-offs/collections

Chief Solomon presented a list of accounts that were sent back to Comstar and people who still owe us and should either be written off or sent to collections (FFR). Chief is still working on letter to legislature for next session regarding collection on auto mobile accidents. Discussion ensued regarding posting names of people with unpaid bills in the paper. Mrs. Bean questioned if we could send a letter to the people on these lists on our letterhead, Chief Solomon said we could but some of these are not new. Mr. Digregorio would like to send a letter then post them in the paper. **Mr. Digregorio made a motion to write off \$2,016.89 as recommended by the Chief, seconded by Mr. Quirk; motion passed 3-0-0.** Chief Solomon will write letters to the 17 people on the list, give them 15 days to respond before sending them to FFR. The letter will tell them to please contact Comstar to set up a payment plan. Mr. Digregorio would like to see something like “This is our final attempt to collect “X” number of dollars before we send you to collections...” Chief Solomon will bring in a draft.

b. Building security update – acceptance of Pope's quote

Chief Solomon gave an update on the construction – coming along fine. Chief Solomon presented a list of priorities for the doors in the station regarding the need for security. \$,1600 has been spent so far – the doors were free from old LL Bean building. Discussion ensued regarding where the doors lead and their security priority. Chief Solomon assumes that once the system is set up he can add more doors on his own at a less expensive price. The quote from Pope will cover the cost of the priority 1 doors. Chief reviewed his costs: \$3000 was budgeted for walls and doors – we are at \$1600 with about \$100 more needed. He estimated the readers at \$14,000 and the quote is for \$13, 900. The Additional 6 priority 2 doors would be \$5,325. **Mr. Digregorio made a motion to approve the proposal from Pope Security for \$13,947.66, seconded by Mr. Quirk; motion passed 3-0-0.**

The proposal includes 7 doors, 50 key fobs, 100 prox. cards, the Ethernet and software package. The chief will be able to tell who opens which doors and will be able to program the doors to unlock and lock at specified times. Chief questioned if he could improve the floor in the lobby area with left over money from the warrant article. Mr. Digregorio suggested we wait until the project is complete and we have a final cost, then we could have a discussion regarding the floors.

c . Consideration of acceptance of a gift from the Conway Firefighters Association valued at \$1000 – stove and vent hood.

Chief explained that when the firehouse was built – a vent hood was not installed and a cheap stove was purchased – he would like the district to accept these as a gift from the Firefighters Association so they can be added to the insurance, they will also pay for the duct work which the Chief will install. **Mr. Digregorio made a motion to accept the donation from the Conway Firefighters association of the stove, vent hood and duct work at the fire station, seconded by Mr. Quirk; motion passed 3-0-0.**

d. Consideration of acceptance of a gift from the Conway Firefighters Association valued at \$1800 – rescue saw and blades.

Chief explained that it was budgeted to purchase a new rescue saw, research showed they are about \$1800 but he stopped research due to more than expected vehicle maintenance. **Mr. Digregorio made a motion to accept the donation of up to \$1800 for a rescue saw and blades, Mr. Quirk seconded the motion; motion passed 3-0-0.**

Superintendent Business (Gregg Quint)

*Mr. Quint had a question from a resident on Emery Lane regarding sewer. The Army Barracks is connecting to the sewer and he would like to piggy back onto it. Mrs. Bean would like to appeal RD's decision on sewerage Emery lane. Discussion ensued on RD's decision. Chief Solomon spoke with Bob Nelson (resident in question) who told the chief that Army Barracks was willing to grant him the easement. Mr. Quint is concerned about the size of the pipes coming off the chimney (6 inch versus 4 inch). Mr. Digregorio was given the history of Bob's property and sewer/septic. The issue of setting precedent for sewer hook-ups was brought up. Mr. Quint expressed that he can only come out of the chimney with a 4" pipe and both he and Army barracks will have sewer. It was explained that only Bob will have to pay the hook up fee because it is new construction and Army Barracks was existing when sewer was installed and was part of the initial waiver of hook-up fees. Discussion ensued.

*Mr. Quint presented a letter to the Trustees of the Trust Fund requesting release of funds to pay for repairing the garage door and taking down the tree out front. Chief Solomon stated he believes that the trust fund was not set up for this – that is was set up for capital improvements – roofs, painting, windows, carpets, etc. Discussion ensued. It was decided that this was not the intention of this fund.

Bookkeeper Business (Amy Snow)

- a. Fiscal Policy Drafts – Cash Receipts & Investments – will talk about when doing Procedure Manual
- b. Utility updates – Amy stated that there were approximately a dozen closings/ change in ownerships in the past two weeks. She went over accounts in arrears.
- c. Bob Nelson called regarding “approved contractor list”. Amy explained the NCWP and LBWD both have lists. Discussion ensued. It was decided that we would not have a list.
- d. Sealed minutes 1995 and 1999 – Amy noted that these minutes need to be reviewed per RSA.
- e. Amy relayed that the Town of Conway has moved the Trust Funds from the New Hampshire Public Deposit Investment Pool to TD Bank. Mrs. Bean commented on the meeting regarding the move and that CVFD was no present – Amy believes that she got the e-mail and just did not forward it.

New Business

E-mail from Lisa Horgan – Mr. Digregorio called and left a message twice; he wanted to get a better understanding of her concerns.

Old and Pending

*Procedural Manual – Mrs. Bean has gone through it and gave it to Amy to go over it this fall. Amy stated that she intends to collate these and get a table of contents together for a starting point.

*Main Street Enhancement Committee – Mr. Digregorio stated that Eric Cullen would like to be on the Committee; he lives and works in the Village. **Mr. Digregorio made a motion to appoint Eric Cullen to the Main Street Enhancement Committee, Mr. Quirk seconded the motion; motion passed 3-0-0.**

*Pequawket Park use – we owe Mary an apology – application was filed away and not put on any calendar, Janine did not remember. There is now a space on the white board just for a Park use calendar.

Future Dates

Next BOC meeting – Thursday July 16 and Aug 6th

Non public session

Motion was made by Mr. Digregorio to enter non public session under RSA 91A-II(c): Personnel; seconded by Mr. Quirk. Board entered non public session at 5:36 p.m.

Motion made by Mr. Digregorio to return to public session, seconded by Mr. Quirk, motion passed 3-0-0

Public session reconvened at 6:11 p.m.

Motion made by Mr. Digregorio to seal the minutes, seconded by Mr. Quirk, motion passed 3-0-0

Motion made by Mr. Quirk to accept Paula Abrahams resignation as per our personnel policy and as reviewed by our attorney, seconded by Mr. Digregorio; motion passed 2-0-1- Mr. Digregorio abstaining.

Mrs. Bean put forth the question as to whether Paula should be paid her accrued time left over after she is paid for this week's time. Discussion ensued. **Mr. Digregorio made a motion to pay Paula her left over vacation time and personal day, seconded by Mr. Quirk; motion passed 3-0-0.**

Meeting adjourned at the call of the Chair 6:21 p.m.

Respectfully submitted,

Amy Snow
Municipal Bookkeeper