

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
June 18, 2015**

Comm. Bean called the meeting to order at 3:35 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Michael DiGregorio
Joseph Quirk (entered the meeting at 3:40 p.m.)

Others Staff Members Present at the Start of the Meeting:

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

Others Present: David Mercier – Underwood Engineers
Paul Degliangeli – Town of Conway
Tad Furtado

Administrative Business

Moved by Comm. DiGregorio to approve Items B - D as summarized; seconded by Comm. Bean; motion passed 2-0.

- b. Approval of A/P Manifest and checks dated June 18, 2015
- c. Approval of Weekly Payroll Manifest and checks for period ending June 14, 2015
- d. Approval of Elected Official Payroll Manifest and check for period ending June 30, 2015

Appointment – 3:30 p.m. - David Mercier | Underwood Engineers & Paul Degliangeli | Town of Conway

- Mr. Degliangeli provided a summary of the meeting on Tuesday in Concord with NH DOT to the Board. He explained that Main Street will be a 2017 project and West Main will be 2016 project and when the dust settles on sidewalks, there's no confusion and from the Town's standpoint, the warrant article for sidewalks becomes simpler – there is a silver lining in that. He briefly explained his concerns that it was a staffer operating on his own working in a vacuum at NH DOT – his heart was in right place because of the traffic signals and now they are trying to make amends. CVFD declined to partner with them – all in all it was the right thing now we have a draft three party agreement; puts us in a much better negotiating position – everything worked out as it should – on a separate issue was that the Town has not been compensated for Washington Street yet and now the check is in the mail; it was a half a million dollar trip and was worth it all away around. The discussion continued on whether to reject the bids and the re-bid timing.

Comm. DiGregorio stated that he feels that we should reject the bids and the rest of the project should stay as written. Mr. Mercier stated that you're going on the assumption that you are going to get a lower bid. The discussion continued regarding the speculation of how the bidders came to their numbers and the timing of the Town's funding. Mr. Mercier cautioned the Board that even if you re-bid you may not receive lower bids. Comm. DiGregorio next asked have you looked at why the estimates were less than what the bids came in at and was advised that the numbers are high across the board; maybe because they are so busy. Comm. Bean next asked on the other bids, is it true that they all came in under and was advised yes. Comm. Bean added that we were able to get other stuff done. – I don't know, it is going to be a gamble; maybe pull North Road out as an alternate – I'm leaning towards throwing it out.

Comm. Bean questioned the changing of the project sponsor in the contract to the Town – will the Town be responsible to front all the money or just the \$300K? Mr. Degliangeli stated that Earl does not want to hold all the money. Discussion continued on the question of the project sponsor being changed from CVFD to the Town of Conway with respect to who fronts the money. Mr. Degliangeli stated that we would have an Inter-Municipal agreement; we may have to put it all through the Town but will have to ask the Selectman for approval; he will look at the contract and present it to the Selectmen. There was a short discussion regarding the timeline of the contract going to Governor's Counsel.

Comm. Bean asked for a motion regarding West Main Street – Mr. Mercier asked if he could add two things before a decision; re-bidding will cost some additional engineering – around \$5K to \$10K and the other is the hydrants – the district was going to pre-purchase at an estimate of \$22K and asked for clarification if this needs to be included. The discussion continued regarding the project budget and loan. The consensus was to include the hydrants.

Mr. Degliangeli exited meeting at 4:15 p.m.

Moved by Comm. DiGregorio to reject all bids for the West Main Street project; seconded by Comm. Quirk; motion passed 3-0-0.

- Comm. Bean advised that a copy of the letter from Tom Buco was forwarded before the meeting and a copy is here for your information.
- FairPoint Poles – Comm. Bean asked do we have to have the poles held and was advised yes by Mr. Mercier as it is a safety issue. Ms. Snow next asked if it has to be FairPoint and was advised that they have been asked twice and have had no response. Mr. Mercier expressed that he interprets this as intentionally not responding. He added that if DeFelice needs poles held for five to seven days he recommends cutting a check for three days at a time because they are forcing you to front the money and feels that if it took less time you may not receive a refund – you really have no choice without holding up construction.

Moved by Comm. Quirk to authorize payment to FairPoint Communication; seconded by Comm. Bean; motion passed 2-0-1. (Comm. DiGregorio abstaining).

Comm. DiGregorio requested that it be noted for the record that he recused himself from all discussion relative to FairPoint Communication.

Mr. Mercier exited the meeting at 4:30 p.m.

Administrative Business (continued)

Moved by Comm. Quirk to approve Item A as summarized; seconded by Comm. Bean; motion passed 2-0-1. (Comm. DiGregorio abstaining)

- a. Approval of FairPoint Communication A/P Manifest and checks dated June 18, 2015

Correspondence Items (F.Y.I)

- The BOC Information Folder was reviewed – Town of Derry Betterment Assessment Policy was distributed for review and information relative to Mr. Davies project.

Emergency Services

- Staying busy – doing lots of inspections and calls; working on the walls.

Administrative Business (continued)

- Approval of the Minutes – Minutes of the June 11, 2015 Commissioner’s meeting were reviewed prior to the meeting. *Moved by Comm. DiGregorio to accept the minutes of June 11, 2015; 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.

Superintendent

- Busy – no hard water right now but just had a customer open up his place that had hard water this winter and didn’t know it.

Bookkeeper

- Nothing to report – just the Personnel Manual but this will probably be done under Old & Pending.

New Business

- Ms. Snow distributed two policy drafts for the Board’s review for future discussion. Comm. Bean advised that these will be on the next meeting agenda.

Old & Pending Issues

- Personnel Manual – see attached – Comm. Bean stated that these are the ones (changes) that we have put off and that need to change. Comm. DiGregorio stated that he thought he was going to see a draft document with the revisions. Comm. Bean advised that she asked for only this; Comm. DiGregorio stated that was not his understanding. Ms. Snow will provide the document to Comm. DiGregorio.
- Procedural Manual – Comm. Bean inquired of the status.

- Main Street Enhancement Committee - Comm. Bean inquired of any updates. Comm. DiGregorio advised that he had none. Mr. Furtado advised that he posted it on the Facebook page - now that the project is pushed up to 2017 it may change the whole dynamic entirely.
- Personnel Manual (continued)
A discussion regarding the timing of the holiday and the delay of accepting the changes continued. Ms. Snow asked if she could make a suggestion that the Board make a motion to accept these changes as the Board has already agreed to them but have not made the formal motion to adopt the changes. Comm. DiGregorio advised that he just wanted to read the document for context. Comm. Bean stated that she does not have a problem with it. Comm. DiGregorio added that he knows what the changes were; he just wanted to read it as one document.
Moved by Comm. Quirk to adopt the Personnel Manual changes as presented (see attached) seconded by Comm. DiGregorio; motion passed 3-0-0.

Public Comment

- There was no comment

Future Dates

- Board of Commissioners Meeting - Thursday, July 9, 2015 at 3:30 p.m. at the District Office.

Without objection, the meeting was adjourned at 4:42 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist