

**CONWAY VILLAGE FIRE DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF MEETING  
June 4, 2015 2:30PM**

**Commissioner Bean called the meeting to order at 2:32PM**

**Commissioners Present:** Janine Bean, Joseph Quirk, Michael Digregorio

**Other Staff Members Present at Start of Meeting:** Superintendant Quint, Chief Solomon, Amy Snow – Bookkeeper, Bruno Valleires – Sewer Tech.

**Others Present:** Dave Mercier of Underwood Engineers, Tom Bucu, Chris Davies, Teresa Kennett, Mark Hounsell, Tad Furtado, Daymond Steer - CDS

Commissioner Bean stated she was taking the agenda out of order due to appointments

**VIII Old and Pending**

- a. Personnel Manual: Revisions to the Personnel Manual (attached) were discussed. All revisions were accepted except the deleting/changing FLSA language for Firefighters; this will stay the same with a change to 53 hours from 52. Overtime discussion and page 12 were deferred until next meeting to allow Commissioner Quirk time to research. The discussion on when Health insurance will be available was also deferred until next meeting. Commissioner Digregorio voiced concern over the harassment policy regarding person who committed harassment not being disciplined. Commissioner Bean stated this language came from our lawyer.

**Appointment 3:05PM Chris Davies**

Mr. Davies showed the Board the drawing and site plan of new project. He thanked the Board for hearing him again. Mr. Davies clarified that he never asked for the connection fees to be waived in total. He compared this new project to the workforce housing and the number of bedrooms and would just like some leeway for this project being a senior living project. He stated that he has the funding for the project but nowhere near enough. He wants to pay for the connection but at a reasonable rate – per bedroom which equates to a 38% abatement (\$62, 321.40 vs \$99,000).

Commissioner Digregorio asked what the buy-in fee is for. Gregg explained that it is to buy their place in the system. Dave Mercier explained that it is to buy into the equity of the infrastructure that everyone else has paid for. Gregg said that our rates match North Conway's after we signed the Inter-municipal agreement. Commissioner Bean explained that the fee is the same for everyone regardless of number of bedrooms. The people who have built this system are very deep in debt and that is why we cannot give a break to this project. She stated that the reason this project can even be done is because the people of Conway Village are building the interconnect and other infrastructure at the tune of 42 million dollars. Discussion ensued regarding other projects in other towns. Commissioner Quirk explained that these units are actually getting a deal based on units over and above the average home owner. More discussion ensued.

Teresa Kennett made a case for the Senior Project and how it is really needed in this area. She expressed her understanding of what a hook-up fee and that she believes it is tied to capacity and how people in the District are not hooking up which is detrimental to the community as a whole. She would like to see the District look at the rate structure.

Commissioner Bean explained that once we are hooked up to North Conway, the District will have those not hooked up, hooked up. She went on to explain the rate hike that may take place once we start paying back the loan (42 million). She stated that we cannot afford to **not** charge the hook-up fees because that directly affects our ability to move forward. Commissioner Bean cannot justify giving any one any discounts for the sake of all rate payers in the district.

Commissioner Digregorio expressed his disagreement with our rate structure and the fee structure to buy into North Conway. He asked Dave Mercier what other communities do. Dave explained how some other communities did it to make things equitable and that it goes to infrastructure – not based on usage. He used Derry as an example of a community that finances the fees over time to help it not hurt so much all at once.

Commissioner Digregorio and Commissioner Quirk thought this could help large projects going forward. Commissioner Bean asked for a copy of Derry's plan.

Chief Solomon stated that small systems such as ours are going to be higher than large towns such as Portsmouth.

Chris Davies expressed that he really sees the need and would really like to have this project completed.

## **Administrative Business**

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Motion was made to approve items A-H without C by Commissioner Quirk, seconded by Commissioner Digregorio. (agenda attached)

**Motion passed 3-0-0**

Motion was made by Commissioner Quirk to approve item C and seconded by Commissioner Bean.

**Motion passed 2-0-1 – Commissioner Digregorio abstained.**

Commissioner Bean signed Gregg's and Steve's time cards

Commissioner's signed two "Notice of Lien" as recommended by Superintendent

**Dave Mercier**

### **Bid Opening**

Dave discussed the Bid Opening that occurred prior to the BOC meeting. There were two bidders, DeFelice Corp. and AJ Coleman. DeFelice was the low bidder with 1.246 million though it was higher than the estimated budget of 1.15 million;

The District has about \$960,000 to spend – shy about \$56,0000. Dave feels that Paul D. will either ask the selectman for more money or pull-out. If he pulls out our cost will increase on what was common costs but there will be less work and we may be able to renegotiate with DeFelice.

Commissioner Digregorio suggested that we deny all bids and let them all rebid. Discussion ensued regarding result of Town pulling out and rejecting bids.

Commissioner Bean directed Dave Mercier to speak with Paul D. before any action is taken. We have 60 days to inform bidders of any decision. Dave will also speak with DES about how long we can hold the loan open.

Chief Solomon questioned if it is feasible to do both Main and West Main in the same year. Dave M. feels that Main St. may not happen next year. Discussion ensued.

### **Contract with DOT**

Commissioner Bean expressed her concern regarding the \$300,000 addition and the fact that CVFD has already signed the contract and was under the impression it was already with Governor and Council.

Dave M. explained some history and how this may be an attempt for DOT to find more money to fund their piece of the project. Discussion ensued regarding funneling money through CVFD and our inability to funnel the extra \$300,000 and the traffic light.

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Commissioner Bean stated CVFD is required to have two meetings before anything can be done. Nothing will be reimbursed until the contract is fully executed.

Dave M. feels the \$300,000 puts us in a better position. If DOT pulls out, they **will** have the money to at least pay for the engineering.

Commissioner Digregorio stated that the \$300,000 is surplus so if the lights are only \$100,000, what happens to the rest of the money. Dave M. stated that our project is from West Main to 4 Corners and DOT wants to go from the tracks to Irving intersection. Commissioner Digregorio feels the lights are more of a town issue and Commissioner Bean agreed.

Resident Mark Hounsell voiced his hesitation about getting involved with the state due to their history.

Dave was asked to talk to Paul D. and find out when the 2016 budget will be in force and if the DOT's money will be in it for this project.

### **SRF Application Wastewater Asset Management Plan**

Dave M. stated that the application is about 85% done for water SRF loan for Main St. He went on to say there is about \$30,000 SRF dollars available for the WW Asset Management plan. Our portion would be about \$39,000. Commissioner Bean postponed this conversation.

### **New Business**

#### **Escrow Policy Amendment**

Amy presented a small wording change to the policy. Commissioner Digregorio moved to amend the escrow policy as written. Motion was seconded by Commissioner Bean.

#### **Motion passed 2-0-1 Commissioner Quirk abstained**

Commissioner Bean signed a pay requisition for DeFelice.

Daymond Steer from the Conway Daily Sun asked questions to clarify some facts regarding the Main Street Project.

### **Emergency Services**

Chief Solomon stated that they are doing what they do every day, answering calls and trying to keep the ambulances on the road.

**Superintendent**

Nothing to report

**Bookkeeper**

Nothing to report

**Old and Pending**

Tad's proposal for a committee: Tad explained that he would like the commissioners to create a committee that would allow him to make phone calls to government entities would talk to and send him information on grant opportunities.

The purpose of the committee would be for research only. Discussion ensued regarding make up of committee. Tad would like the primary purpose to be to improve the aesthetics of the village.

Mark Hounsell wants to make sure it is understood that the Main St. project, the streetscape that Tad would like to see, and the town taking over the sidewalks are three separate things. His contention is that the beautification of the village is a town project and there is precedent for that. He wanted it understood that the committee is a public body and is governed by RSA 91-A.

Discussion ensued regarding the makeup of committee and 91-A. Commissioner Digregorio stated that he would like to see the town involved.

Commissioner Quirk excused himself from the Board and sat as a resident. He gave a 10 year history of Pequawket Park and the Streetscape project. He expressed that he would like to see a committee to help improve the village.

There was more discussion on the merits of forming a committee.

Commissioner Digregorio made a motion to form a Main Street Enhancement Committee. Commissioner Bean does not want people to confuse this with the old Streetscape project, thus the new name. Commissioner Quirk seconded the motion.

Tom Buco reminded the commission that there was a committee a couple years ago and it did not work. He was assured that a commissioner would be on this committee.

Commissioner Bean feels it should be a town committee. She read the guidelines of the committee (attached). Commissioner Digregorio amended his motion to form a Main Street Enhancement Committee as per guidelines attached and commissioner Quirk seconded the amended motion.

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Commissioner Bean showed the letter to other commissioners that was sent to selectman regarding the vote in March to give the sidewalks over to the town (attached). **Motion passed 2-1-0, Commissioner Bean opposed.**

**Commissioner Bean appointed Commissioner Digregorio to the committee.** Commissioner Digregorio moved to appoint Tad to the committee, Commissioner Quirk seconded it. **Motion passed 3-0-0.**

Discussion ensued regarding forming the committee needing 3 more people before proceeding with anything.

### **Next Meeting**

June 11 - 3:30 PM

Discussion ensued regarding letter sent to selectman stating district voter's wishes concerning the sidewalks. Commissioner Digregorio stated that the town manager and town engineer suggested that the commissioners make a proposal to them how the transition should take place. Discussion ensued. Commissioner Digregorio stated that he believes we need to decide how we are going to proceed. Commissioner Bean state it would be put on the agenda.

Daymond Steer asked the Chief about Narcan, Chief said usage is up and now we are facing a shortage. There were more clarifying questions answered.

Meeting was adjourned without objection at 4:58.