

**CONWAY VILLAGE FIRE DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF THE MEETING  
March 19, 2015**

**Comm. Bean called the meeting to order at 3:31 p.m.**

**Commissioners Present at Start of Meeting:**

Janine Bean  
Michael DiGregorio  
Joseph Quirk

**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:** Thomas Buco  
Douglas Burnell  
Cynthia Thibodeau  
Tad Furtado

**New Business**

- Oath of Office – Swearing in of Newly Elected Officials – Comm. Bean conducted the swearing in of the newly Elected Officials Oath of Office for Michael DiGregorio, Commissioner, Thomas Buco, District Clerk, Doug Burnell, Moderator, and Cynthia Thibodeau, Supervisor of the Checklist.
- Re-Organization of the Board of Commissioners
  - ***Moved by Comm. DiGregorio to appoint Comm. Bean chairperson; seconded by Com. Quirk; motion passed 2-0-1*** (Comm. Bean abstaining)
  - ***Moved by Comm. DiGregorio to authorize Comm. Janine Bean, Commission Chair, to act on behalf of Conway Village Fire District in signing and executing any and all documents out of session pertaining to all approved future projects in the village; seconded by Comm. Quirk;*** Comm. DiGregorio next asked we still sign the manifests together and was advised yes. Comm. Bean advised that the project disbursement requests that the engineers submit need to be signed and this gives the Chair authority to sign these documents out of session. Ms. Snow advised that she signs the disbursements then we get the bills; this is for an already approved project. Comm. Bean advised that the engineers go through the paperwork, check the bills from the companies that come in to ensure that the work has been done; ***motion passed 3-0-0.***

## Administrative Business

### Outgoing Board

- Ratify A/P Manifest and checks dated March 12, 2015 - **Moved by Comm. Quirk; seconded by Comm. Bean; motion passed 2-0-1** (Comm. DiGregorio abstaining)
- Ratify A/P Manifest and check (USDA Loan Payoff) dated March 12, 2015 - **Moved by Comm. Quirk; seconded by Comm. Bean; motion passed 2-0-1** (Comm. DiGregorio abstaining)
- Ratify Weekly Payroll Manifest and checks for period ending March 8, 2015 - **Moved by Comm. Quirk; seconded by Comm. Bean; motion passed 2-0-1** (Comm. DiGregorio abstaining)
- Approval of Meeting Minutes dated March 5, 2015 – Minutes of the March 5, 2015 Commissioner’s meeting were reviewed prior to the meeting; **moved by Comm. Quirk to accept the minutes of March 5, 2015; seconded by Comm. Bean**; Comm. Bean stated that she would like to make a comment and referred to page 4 under discussion regarding the Annual Meeting where she made statement that Underwood Engineers is recommending that we pull the sidewalks from the project; what she meant to say is that they *might* recommend that we pull the sidewalks; it didn’t come across on the recorder that way otherwise the minutes are correct; **motion passed 2-0-1** (Comm. DiGregorio abstaining).
- Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.

### Incoming Board

- Approval of A/P Manifest and checks dated March 18, 2015 – Comm. DiGregorio asked if there was no objection to abstain from voting as he has not had a chance to look at them; **Moved by Comm. Quirk; seconded by Comm. DiGregorio; motion passed 2-0-1** (Comm. DiGregorio abstaining)
- Approval of Weekly Payroll Manifest and checks for period ending March 15, 2015 – **Moved by Comm. DiGregorio; seconded by Comm. Quirk; motion passed 2-0-1** (Comm. DiGregorio abstaining)
- Items for Signature Folder
  - Engineering Services Request – Evergreens on the Saco Development Corporation – Comm. Bean signed as presented.
  - 2015 Pay Rate (retro) – Gregg Quint – Comm. Bean signed as presented.
  - 2015 COLA – Steve Solomon – Comm. Bean signed as presented.
  - 2015 MS-232 – NH DRA – the Board signed as presented.
  - After Annual Meeting Documents (official ballot and tally & SOC postings) – the Board signed as presented.

### Correspondence Items (F.Y.I)

- BOC folder was reviewed

### Emergency Services

- 2015 Budget – copies of the fire/ambulance budget status as of February were distributed (attached). The vehicle maintenance line is over half spent due to one of the ambulances needing so much repair. Comm. DiGregorio asked where is the work done on the ambulance and was advised Albany Service Center. Comm. DiGregorio inquired if using the Town of

Conway garage for repairs was ever considered and was advised that it wasn't. There was further discussion on this possibility.

- New Ambulance – Chief Solomon advised of what he calls a snafu on the new ambulance purchase. Last fall we started with \$150K for the warrant. He has received quotes of \$168K, \$187K and \$190K and has had less than kind words with Professional Vehicle Corporation as they only offered \$2K in trade. Global Emergency Service in PA re-manufactures ambulance boxes that would cost \$85K for a plain vanilla model plus the lighting upgrade and add the stretcher for a total of \$107,900 and thinks it is worth the trip to this factory, looking at what they're doing to see if it will work. The discussion continued on the logistics and details of this purchase and after much discussion it is the consensus of the Board to agree that Chief Solomon travel to PA.
- Write Offs & Collections – A copy of this month's disposition report from Comstar was distributed in the amount \$8,124.84. Chief Solomon explained the billing/collection procedure to newly elected Comm. DiGregorio. Further discussion continued. Ms. Snow gave a history of the Comstar billing and added that the decision was made to go with a collection agency so that they can report to credit bureau while we (CVFD) cannot. The control remains here and the Board decides whether we send it to collections. Chief Solomon added that the ambulance receivables are in the 100's of thousands of dollars.

*Moved by Comm. DiGregorio to send to collections \$7,494.88 as recommended by Chief Solomon; seconded by Comm. Quirk; motion passed 3-0-0.*

### **Superintendent**

- Chasing hard water around in the pipes; have some freeze-ups.

### **New Business**

- The Board discussed the ROW source document (attached). Comm. Bean stated that it was used in 1957 as built; it is 66' wide. There was a brief discussion as it related to the Main Street Project and NHDOT.

### **Old & Pending**

- Escrow Policy Re-Review/Revised – Comm. Bean requested that new copies are provided to the Board for review and will be discussed at the next meeting.
- Credit Card Policy Draft – Ms. Snow provided a new copy for board to review. Comm. DiGregorio asked if things like this could be scanned in PDF and emailed a couple days before the meeting so he can review. Comm. Bean tabled this item for the next meeting.
- Building Security – Chief Solomon is waiting on Pope Security for options and has not received the information yet. There was a discussion about cameras. Comm. DiGregorio asked to hold off until the cameras he has ordered for his home come in to compare. Chief Solomon stated that we have an added issue; may have to have a wired camera versus wireless due to all the radios in the building.

### **Public Comment**

- Tad Furtado – Mr. Furtado advised the Board that he is being asked by the group he represents "What's next Tad?" and provided a letter addressed to the Board to review (attached). The discussion continued regarding the sidewalk dispute on whether the Selectmen of the Town of Conway has authority or does it have to go before the people for a vote. Mr. Furtado requests that CVFD's Board go to the Selectmen to convince them to take over the responsibility of the

sidewalks. Comm. DiGregorio commented that it sounds like what your concerned about is the timeline getting dragged out; my feeling is I think that the timeline really wouldn't change at all; this Board and Selectmen would negotiate the transfer; what often happens it that people want to see numbers and I think taking that year is a good thing to do. Earl likes to keep things clean; there would be no question as to how that would work. Are you asking this Board and Selectmen that you are taking the position to want hurry versus taking the time to go through the process? Mr. Furtado stated that he didn't know and was hoping for more guidance from the Board. Comm. DiGregorio stated that I think the voters were pretty clear and speaking for himself supports the petition. Ms. Snow commented speaking as a voter and as bookkeeper of the District; you said something that disturbed me. You said your people said the vote happened and the sidewalks have not changed. It's been one week and two days since the meeting and if they think it's going to happen overnight that is going to be an issue. Personally I don't care if the sidewalks are concrete or asphalt. I hope that your group of people is more concerned about what is good for this District as opposed to let's get the sidewalks turned over to the Town. Comm. Quirk stated he thinks the major concern of the voters is that they are concerned about what we are doing than when we are doing it. Comm. Bean stated that the only thing that this Board can do as Board is what the people have told us do and they voted to turn the sidewalks over to the Town and that is what we will be doing is working towards that goal. I think by your question you are more interested in the project that is coming up, not the turning over of the sidewalks and that is all in flux right now as we are still working on the agreement with the State and working with ROW with sidewalks; we would never withhold any of that information from any public entity; minutes are on-line and you can see the discussion and how that project is moving along. Mr. Furtado asked the Board what other actions he can take as a citizen, to accomplish the goal of having those two projects include the esthetics improvements of the type that I've talked about. Comm. Bean advised to come to the meetings and added that I think your question still is beyond the esthetics of cement sidewalks and because we've been directed by the voters to do cement sidewalks, that our goal is do that, but that is what I'm hearing you say. Mr. Furtado responded you're right. The discussion regarding the timeline continued. There was a brief discussion pertaining to decorative lighting, the cost of electricity and the proposed rotary at Washington St.

- Comm. DiGregorio asked the Board about the sewer road project on Pollard Street and was advised that the Town is going to re-build Pollard St. Sup. Quint advised that the water services were completed last year. Comm. DiGregorio advised that he has talked with FairPoint and there is a possibility that those polls are going to move and added that it took him several years to prove to the Town that they are responsible to maintain the sidewalks. There was a discussion about the charter and sidewalks.

### **Future Dates**

- Board of Commissioners meeting:
  - Thursday, March 26 at 3:30 p.m. at the District Office.

***Without objection, the meeting was adjourned at 5:08 p.m.***

Respectfully Submitted,  
Paula Abraham  
Office Receptionist