

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday March 24, 2016
Minutes**

Meeting was called to order at 3:35

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper, Tom Bucu, David Mercier, Craig Babbidge, Project Manager for Cross Excavation and Clay Gould, Site Superintendent for Cross Excavation.

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through B, motion seconded by; Stave Bamsey motion passed 3-0-0.

- A. Ratify A/P Manifests and sign checks dated 03/24/16
- B. Ratify Weekly Payroll and sign checks month ending 03/20/16
- C. Approval of Meeting Minutes dated 03/17/16
- D. Approval and Signing of Superintendent's and Fire Chief's time sheets for week ending 03/20/16
- E. David Mercier
- F. Tuckerman's Brewery
- G. Safety Committee
- H. Connection fee payment policy

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 3/20/2016

Mr. Digregorio made a motion to approve the Meeting Minutes dated 3/17/2016, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Mr. Babbidge from Cross Excavation gave an overview on how he would like to get started on the West Main Street project with a start date of April 13, 2016. Following discussion regarding start date Executed documents were signed regarding the West Main Street and North Road Water Main Replacement project. Discussion ensued. Mr. Mercier updated the board on the contingency left for the Force Main project and what he would like to see happen with the decommissioning of the treatment plant and how the sludge is handled. Discussion ensued around getting on the list with the state for payment.

Mr. Bucu handed out HB 1428-FN-A-LOCAL – AS INTRODUCED (attached) and explained the status of the bill. We need our numbers in by August (completed application) to make the next biennium ending June 30, 2017. The project needs be at substantial completion before the application can be filed. Mr. Mercier said not till every piece of equipment has been started and accepted and the pipe is fully tested and operational and we are sending water to North Conway would the project be considered substantial completion. (Should be mid-April or the first of May)

Mr. Mercier asked the board how they wanted to start funding the Main St. project; we are starting to incur cost. We had to put in our first disbursement request. Discussion ensued around

which money we want to spend first SRF loan money or our own money. Ms. Snow suggested our own money to save us interest. Discussion ensued.

Mr. Bamsey made a motion to authorize payment for the Main St. project out of the Water System Improvement Trust Fund first, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Ms. Snow updated the board that Tuckerman's Brewery signed the abatement contract. Contract was signed by the Board also.

Mr. Bamsey made a motion to approve the Tuckerman Brewery abatement agreement, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Mr. Bucu made a special request to update the board on cutting down the timeframe of the loan from 30 years to 20 years. He had legislative research follow up on the municipal finance act. Nothing really stood out to him except at one point in 1947 there was an exemption for waterworks and sewer systems. He explained there have been changes; discussion ensued around the content and the interpretation of the content. Ms. Bean has set up a time to call attorney Crean to discuss this municipal finance act and RSA's involved.

Mr. Mercier updated the board on using the SRF to refinance our Phase One RD loan. He spoke to Beth Malcom the rate is 2.55% however she doesn't see it being possible to refinance due to many road blocks the biggest one being any work done after 2009 can't use SRF because they did not use Davis bacon wage rates. SRF does not allow refinancing. Mr. Mercier recommended we use the Bond bank. The rate would be 2.85% for 21 years.

Mr. Bamsey made a motion to approach the NH Municipal Bond Bank to refinance the Phase One RD loan for 6.8 +million, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Amy stated she called local banks to inquire on rates. No bank would finance for more than 10 years.

Safety Committee was discussed. Ms. Bean's expectation is that there will be a report from the Joint Loss Management Committee by the end of April. Chief Solomon explained the guidelines for forming the Safety Committee. Gregg and Chief Solomon are the only two that qualify as management then three people from the labor side recommendation is one from the fire side, one from sewer and water and one office person to make it complete. The labor groups have to select who they are sending.

Connection fee payment policy was reviewed all agreed it looked good. Ms. Snow suggested that Mr. Bamsey be brought up to date.

Mr. Digregorio made a motion to approve the water and sewer connection fees payment option policy as written on draft two, Mr. Bamsey seconded the motion; motion passed 3-0-0.

FIRE CHIEF'S BUSINESS

Chief Solomon started with pay raises. Chief Solomon did not feel Commissioners were clear on if raises were approved or not. Ms. Bean stated the budget was built based on what Mr. Quint and Chief Solomon thought staff should receive for a raise. Mr. Digregorio brought Mr. Bamsey up to date on why \$4,800.00 was added to the budget to compensate for Chief Solomon stepping down from the Emergency Management position and that Chief had also asked for a pay increase. Ms. Bean stated the Board has not voted yet on the raises. Mr. Digregorio wanted to be clear whose raises we are voting on Mr. Quint and Chief Solomon raise and then Mr. Quint and Chief Solomon are to determine everyone else raise. Evaluations need to be done and next year's budget should be based on evaluations.

Mr. Digregorio made a motion to increase Chief Solomon's salary by 4.1% based on last year's salary retroactive to January 1, 2016, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Mr. Digregorio made a motion to increase Chief Solomon's annual pay by \$4,800.00 through compensation, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Paramedic Intercept Agreement between Conway Fire Department and Fryeburg Rescue was presented. Chief Solomon said Fryeburg accepted the contract. Chief feels this contract has the intended result of preventing the Conway Village taxpayer from having to pay for Fryeburg's issue; this contract would be for the calendar year. Mr. Digregorio explained to Mr. Bamsey the reason for the contract. Chief Solomon explained further Fryeburg has no paramedic on staff but the patient needs a paramedic so they call CVFD and we send a paramedic however by federal rule we cannot bill the patient only the transporting agency so if we want to recoup any of the money we have to bill the transporting agency.

Ms. Bean made a motion to approve the Paramedic Intercept Agreement between Conway Fire Department and Fryeburg Rescue, Mr. Digregorio seconded the motion; motion passed 3-0-0.

Chief Solomon updated the Board on what he found on the Non Precinct Fire and how it is paid for. Discussion ensued around ambulance and fire contracts.

SUPERINTENDANT'S BUSINESS

Ms. Bean made a motion to do the raises per the superintendent's recommendation including the Superintendent, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Ms. Bean reviewed the Backflow testing policy to have Mr. Quint make some changes.

Meeting adjourned without objection at 6:15 p.m.
Respectfully Submitted Stacy Bolduc Receptionist