

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
May 21, 2015**

Comm. Bean called the meeting to order at 3:30 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Michael DiGregorio
Joseph Quirk

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
Tad Furtado
Burr Philips – Civil Solutions

Appointment – David Mercier | Underwood Engineers

- Mr. Mercier provided a project update to the Board as outlined in his agenda (attached). There was a discussion on the funding logistics with RD. Sup. Quint asked if the dewatering of the lagoon would take that money as it is pretty important and was advised yes. Comm. Quirk stated that Pequawket Drive is close to the pond and feels it's important to sewer. Mr. Mercier stated that RD's take on it is that if it is sewerd it would encourage more development which will increase the impact. Mr. Mercier continued with the agenda covering this item and then continued on task with the other items. There was a discussion on the bidding climate; speculation of how low the contractors will go and how it can relate to the quality of work.

Mr. Mercier requested a decision from the Board regarding the possible change orders on Phase II to use the approximate contingency funds of \$775K. Mr. Mercier explained the process of the dewatering of the lagoons. ***Moved by Comm. DiGregorio to authorize the engineering for the first 5 (five) items of possible change order items; seconded by Comm. Quirk;*** Discussion: Comm. Quirk next asked if we can discuss spending it on Pequawket Drive and was advised that this item was not part of the motion. Comm. Bean next asked if there was any discussion on the first five on the list; hearing none; ***motion passed 3-0-0.***

Comm. Quirk next asked about the sewer for Pequawket Drive and was advised by Mr. Mercier that the answer was no but advised to speak to Paul D. to ask him to speak to RD about it; then

if he gets nowhere then suggested writing a letter. Chief Solomon next asked if we spend money on these first five is there enough money to even bother with Pequawket Drive and was advised by Mr. Mercier that the first five will probably run between \$300 and \$400 thousand then he would recommend to ask them if they would allow Pequawket Drive engineering at about \$210K to be covered and if we get all that you are not going to have much left. Comm. DiGregorio next asked why would we spend the money on the engineering and was advised that the engineering was done already; this is to reimburse CVFD for the engineering at \$210K so that 50 years from now if the project is to go forward the engineering is there.

Moved by Comm. DiGregorio to authorize Underwood Engineers to proceed with preparing the application for the new SRF loan for \$640,950 for the Main Street Improvements; seconded by Comm. Quirk; Discussion: Mr. Furtado next asked why is the original amount \$1.2M but are asking for \$640K. Mr. Mercier advised that West Main was a \$1.2M project and Main Street is \$600K project and we just swapped the order; we increased the first loan by \$600K and we are decreasing the second loan by \$600K. Mr. Furtado next asked is this for the water main portion of Main Street and was advised yes. Mr. Furtado next asked if any non-water items can be added to the loan and was advised no, that this maxes out the 2006 warrant article. Comm. Bean stated that this District is pretty maxed on their capital. Ms. Snow added that no one will bond us because we will have four (4) loans out at the tune of 30 million dollars. Mr. Furtado next asked if you found someone to give you money beyond that is there any prohibition. Comm. Bean advised that we cannot give you that answer right now. Discussion ensued regarding the history of how much debt has been incurred in the village; ***motion passed 2-0-1***(Comm. Quirk abstaining)

Mr. Mercier concluded his presentation at 4:45pm.

Administrative Business

Moved by Comm. DiGregorio to ratify and approve Items A – J as summarized; seconded by Comm. Quirk; motion passed 3-0-0.

- a. Ratify A/P Manifest and checks dated May 7, 2015
 - b. Ratify A/P Manifest and checks dated May 14, 2015
 - c. Approval of A/P Manifest and checks dated May 21, 2015 (FairPoint Communications)
 - d. Approval of A/P Manifest and checks dated May 21, 2015
 - e. Ratify Monthly Payroll Manifest and checks for period ending April 30, 2015
 - f. Ratify Weekly Payroll Manifest and checks for period ending May 3, 2015
 - g. Ratify Weekly Payroll Manifest and checks for period ending May 10, 2015
 - h. Approval of Weekly Payroll Manifest and checks for period ending May 17, 2015
 - i. Approval of Elected Official Payroll Manifest and checks for period ending May 31, 2015 Approval of the Minutes – Minutes of the April 30, 2015 Commissioner’s meeting were reviewed prior to the meeting. ***Moved by Comm. Quirk to accept the minutes of April 30, 2015; seconded by Comm. Bean; motion passed 2-0-1.***(Comm. DiGregorio was not present)
- Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean out of session.

- Items for Signature:
 - Trustees of the Trust Fund Letter -- CVFD Emergency Services & Ambulance Payroll Trust Funds request letter – Ms. Snow advised the Board that this is for the cashing out of Bonus Leave for Chief Solomon; the Board signed as presented.
 - Trustees of the Trust Fund Letter – CVFD Water & Sewer Payroll Trust Funds request letter – the Board signed as presented.
 - Release & Discharge of Liens -- Ms. Snow advised that all three were put on in 2011 and because the balances are less than \$100, they can be released. ***Moved by Comm. DiGregorio to sign the three (3) Release & Discharge of Liens as presented; seconded by Comm. Quirk; motion passed 3-0-0.***

Correspondence Items (F.Y.I)

- The BOC Information Folder was reviewed.

Bookkeeper

- Ms. Snow distributed copies of suggested revisions to the Personnel Manual to the Board for review and information.
- Rate Comparison between Primex and PLT – a comparison was distributed to the Board for review (attached). Ms. Snow advised that PLT is going out of business June 30th of next year; Primex is the only other gig in town and will have to go with them by July next year but thought if we could save some money by changing this year we could but as you can see Primex came in higher by \$1,500 so we are going to stay with PLT.
- ACA Update – Ms. Snow distributed to the Board a summary of ACA compliance (attached). Ms. Snow reviewed the impact of the “cadillac” tax and whether the District would be hit with it and the answer is yes. Chief Solomon advised that he has already met with our federal delegates on this; the only thing we could change is the Rx coverage and is not sure if that would make a difference and was advised that it would.

Comm. Bean next asked if we have another appointment and was advised no. Comm. Bean addressed the two gentlemen in the back, specifically Burr Philips.

Public Comment

- Mr. Philips asked the Board if they had a chance to look at the changes to the Lamplighters Easement agreement and Operation & Maintenance agreements. Comm. Bean stated that she does not have a problem with it and asked Mr. Mercier to provide a synopsis. Mr. Mercier explained that there are two documents regarding the Lamplighter’s sewer design for the front half of the park which includes 134 connections which is stated in the Purchase & Sale Agreement. They need to cross Route 16 for drainage; NH DOT would not give permission to a private entity and asked CVFD to co-sign for the service of the pipeline. The easement is needed because the pipeline needs to cross over the pump station land. Mr. Philips stated that this work needs to be done by June 16th or wait until the fall to do it and we can’t wait until the fall. Comm. DiGregorio next asked who will own the pipe and was advised that CVFD will own it. Mr. Mercier referred to the Operation Maintenance Agreement which basically guarantees maintenance not necessarily ownership. Lamplighter basically maintains it but if that fails then CVFD needs to maintain it. Discussion continued on the sewer design. Chief

Solomon next asked if Lamplighter's sells does this pass on to the new owner. Comm. Bean suggested that we have our attorney add that language and asked the Board if we add that language is everyone is OK with it.

Move by Comm. DiGregorio to authorize Comm. Bean to sign the Operation & Maintenance Agreement out of session contingent on the language being clarified by our attorney that would make the Operation & Maintenance Agreement transferable to the successors and assigns; seconded by Comm. Quirk; motion passed 3-0-0.

Mr. Mercier and Mr. Philips exited the meeting at approx. 5:40 p.m.

Emergency Services

- Write Offs & Collections – Chief Solomon distributed a list (attached) and recommended writing of one on the list as the patient lives out of the country and is unable to reach; also recommended referring the rest to collections.

Move by Comm. DiGregorio to forward those to collections as recommended; seconded by Comm. Quirk; motion passed 3-0-0.

Moved by Comm. Quirk to write off \$1,144 as recommended; seconded by Comm. DiGregorio; motion passed 3-0-0.

- Budget Status – Chief Solomon provided his budget (attached) -- overtime line is over and continues to be problematic. The vehicle maintenance is also well over; an ambulance is in the repair shop now and will burn through what's left, but overall we are on track.
- New Ambulance Update – is well underway; chassis arrived a week ago; the box is stripped and ready for paint. Will have to see where it actually lands when they finish it; hoping to get \$10K for the old ambulance as we are selling it ourselves.
- Building Security Update – this project has stalled since the annual meeting as the first thing that is needed is the doors and the price came in way more than he is willing to pay. Found a couple of used doors that we can make work. Discussion ensued.

Superintendent

- Customer Incident Report for Abatement -- 92 Washington Street -- Comm. Bean asked if a different name can be used for this form. Ms. Snow suggested changing it to Sewer Abatement Request. Comm. DiGregorio inquired how complaints are handled regarding the project work and was advised by Sup. Quint that all project related complaints are handled by our engineers. The Board reviewed the pictures provided by the customer that clearly show that the water did not go into the sewer. Comm. Bean recommends abatement of \$777.41 according to our policy. ***Moved by Comm. Quirk to approve abatement of \$ 777.41 as presented; seconded by Comm. DiGregorio; motion passed 3-0-0.***

Bookkeeper (continued)

- Ms. Snow updated the Board on the mail service issues in Conway; yesterday she called the Conway Postmaster's boss out of Portland and has lodged a formal complaint with them. There have been reports from a couple of customers that they did not receive the delinquent/shut off notices before their service was terminated for non-payment. There have been other instances as well; Comstar checks and a vendor payment that was not delivered. Ms. Snow had a conversation with the Conway Postmaster as she had called upon receiving an email from her boss and stated to Ms. Snow that she does not want to be known as "the bad post office".

Public Comment (continued)

- Mr. Furtado asked the Board for their approval to hang the buntings on the gazebo and was advised that it was OK. Mr. Furtado next asked if it would be OK to leave them up through the 4th of July for the 250th Celebration and was advised yes.
- Mr. Furtado next asked the Board if he could be added to the draft agenda distribution and was advised that the agenda does not have to be posted and that the agenda is basically the same for each meeting. Discussion ensued. The consensus of the Board is to post the draft agenda on the CVFD website.
- Public way sidewalk issues – Mr. Furtado advised that the group he represents has had two meetings since he last visited and advised that they want to continue to pursue the esthetic improvements officially to create some sort of committee to start researching grant money to add these items to the Main Street project. Mr. Furtado next asked the Board that if you (the Board) do not want to do it then he is asking to be appointed to be able to do this work on our (CVFD) behalf. Comm. Bean stated that he should be talking to the Selectman because the vote was to turn the sidewalks over to the Town. Mr. Furtado stated that but right now CVFD still owns the sidewalks and because of the timeline he believes that this is the right place to do it. Comm. DiGregorio stated that he appreciated all the interest you have in our village and personally do not have problem with someone to lead that charge but our timeline is not going to work out for you and I can't imagine anything that would make me hold up that project going forward. Mr. Furtado agreed but his issue is that he started this over a year ago and within a week it was undone. Chief Solomon stated so this is exactly why the committee only lasted a week because the vision was not the same. Nobody could answer who would pay for the expense of the maintenance of the lighting.

Ms. Snow stated her concern is anything like; conduit/lighting anything that goes on the sidewalks of CVFD; we had a Streetscape project on the floor and it was voted down; in the RSA – no means no. It was said that we were not going to spend any more money on the Streetscape project. I do not know of anyone who would give away free money with no strings attached. So if you can find free money where we don't have to spend \$50K in order to get \$60K more power to you; I'm just voicing my opinion as the village district will not spend any money on a Streetscape project – period end of discussion. Discussion ensued.

Comm. Bean stated that she is not in favor of doing anything with this project because it is so iffy anyway and I am also not in favor of giving somebody else authority to act on our behalf. Comm. DiGregorio stated that we are the ultimate decision makers but would entertain having Mr. Furtado do all the work. The discussion continued with Comm. Bean reiterating what the contract for this project is for and that it cannot be changed. Chief Solomon stated that the issue is giving someone authority on CVFD's behalf. Comm. DiGregorio asked what the language for this (grant research) would look like. Mr. Furtado advised whatever conditions you want. Comm. DiGregorio recommended drafting some wording for review. Ms. Snow stated that once the Town takes over the sidewalks, then we're done. Comm. Bean next asked about the Majestic Theater sidewalk and was advised that the posts are going to be there for two more weeks.

Future Dates

- Board of Commissioners meeting:
 - Thursday, June 4 at 2:30 p.m. at the District Office.
- West Main Street Bid Opening – Thursday, June 4 at 2:00 p.m. at the District Office.

Without objection, the meeting was adjourned at 6:16 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist