

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday November 3, 2016
Minutes**

Meeting was called to order at 4:35 p.m.

Commissioners present: Janine Bean, Michael Digregorio, Steve Bamsey

Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper, Tom Buco

ADMINISTRATIVE BUSINESS

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

- a. Ratify A/P Manifest and sign checks dated 11/3/2016
- b. Ratify Payroll and sign checks for period ending 10/30/2016
- c. Ratify Monthly Payroll and Sign checks for period ending 10/31/2016
- d. Ratify Monthly E/O Payroll and sign checks for period ending 10/31/16
- e. Approval and signing of Superintendent's. and Chief's timecards for period ending 10/30/16
- f. Approval of Meeting Minutes dated 10/27/2016
- g. Gregg/Steve Anderson Follow-up
- h. Evaluations
- i. Non-public Employee Evaluations

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 10/30/16
**Mr. Bamsey made a motion to approve the Meeting Minutes dated, 10/27/2016 as amended
Mr. Digregorio seconded the motion; motion passed 3-0-0.**

Ms. Snow updated the Board that Ms. Currier has retired and will not be taking minutes for anyone anymore. Ms. Currier suggested Iris who does the minutes for the budget committee, if Iris is not available she also suggested a women in Edelweiss. Ms. Bean said Martha Tobin is who we have used in the past and usually who we use as a backup.

Ms. Snow also wanted to know if the District would pay for Dependent Life Ins. For a total of \$81.00 a year for water, \$81.00 for sewer and \$162.00 a year for fire. This figure covers all eligible employees. A brief discussion ensued. Chief Solomon reported he has two people who don't have it, that if the Board said they would pay for it they might take it. Mr. Bamsey confirmed this is a life insurance policy for \$10,000.00 for spouse not employees. Ms. Snow said yes, we already pay for the employee's life insurance. Ms. Bean said her thought was get the information out to the two people who don't have it and the other people know it's their open enrollment, and we can decide this week at our next meeting if we are going to pick it up and inform them. That will give the Board a week to think about it.

Mr. Anderson came before the Board for a follow-up on how the summer went shadowing Superintendent Quint. Superintendent Quint reported we had a busy summer Mr. Anderson was not able to follow him around as much as he had hoped because he has been busy with backflow,

he then said it's getting to the point now where things are starting to slow down and we are able to keep up, they have been going over a lot of stuff. He then invited the Board to question Mr. Anderson what else he may need. Mr. DiGregorio said he was one of the ones who initiated that Mr. Anderson get involved as some type of assistant because Superintendent Quint said he was thinking about retiring whether this year or next and to make that transition seem less he needs to get on the administrative part as well as the working part. He then asked Mr. Anderson do you see a path to get involved in the administrative thing or do you need more directive to make that happen, we are going into budget season now so you should know as much about the budget as Superintendent Quint and Ms. Snow.

Mr. Anderson responded he understood the spreadsheet Ms. Snow gave him where it gets foggy is the multi-million dollar contracts regarding projects because he hasn't been around that as much. Ms. Bean said her thought is that Mr. Anderson needs more direction from the Board as to what they are expecting. She then said maybe writing down some goals; Mr. Anderson asked if there was a job description because there is not one in the folder. Everyone has one but the Superintendent. Mr. Anderson said that would be helpful. Mr. Bamsey said Superintendent Quint would have to take the lead on that as far as coming up with the daily, weekly and yearly part to the job description. Discussion ensued.

Mr. Bamsey also said when we are talking about budget season it's not just about preparing a budget but it's also if you need to go somewhere to learn something, we need to put that into the budget. Mr. Bamsey went onto say if we need to send you to a class on something like business management that is another way we can develop you into this position. Ms. Snow said on that note Primex does offer a supervisors academy for free. She will go into the calendar to look at the time when it is offered.

Mr. Anderson said Main St. is coming up let's pretend I'm the Superintendent for that project and inquired if he could get all the emails and preliminary's for that project to see how he does. He has already dealt with David Mercier on a couple of things. Superintendent Quint and Mr. Digregorio thought that was a good idea.

Chief Solomon said typically what we do for budgeting here is a maintenance budget, you start with last year's numbers and you manipulate them for the following year. He suggested picking out a couple of line items from the budget for 2017 like the operating expenses line and have him do them from scratch that will give him an idea of the process. Mr. Quint responded he already does the meter budget.

Mr. Digregorio wanted to confirm to Mr. Anderson do you still want to go down this path of management. Mr. Anderson said yes. He went on to say he has had experience with talking to customers regarding complaints and questions as well. Discussion ensued around developing a job description for superintendent and based on that an assistant superintendent job description Ms. Bean suggested the backflow testing should be a part of the job description for Assistant Superintendent. If Mr. Anderson does decide to step into Mr. Quint's position we will need to hire someone to replace Mr. Anderson.

Mr. Bamsey reviewed we are looking at getting job descriptions done for both Superintendent and Assistant Superintendent, classes for Mr. Anderson, budget process as Chief Solomon suggested taking few of the lines and doing them from scratch and then leading on the Main Street Project with direction. Ms. Bean suggested we should send out a memo to those people involved in Main Street project that Mr. Anderson is the lead out of this office. Mr. Quint will send a memo letting everyone know Mr. Anderson is the lead out of this office. Mr. Bamsey

asked do we want to put a time frame on getting a job description done because when we go to the Precinct meeting we can justify the increase in salary. Ms. Bean said if we want it in the budget it should be done by the end of the month she went on to say we will leave it on the agenda and two weeks from now we should have them (the job descriptions). There should be one for Superintendent in the archives Ms. Snow said. Ms. Bean said Mr. Bernier should have one Mr. Digregorio suggested Paul D.

Mr. Bernier came before the Board to update them on North Conway Water Percent's septage receival and screw press project.

Mr. Bucu came before the Board to report he got an email form Mr. Mercier. Mr. Mercier was asking if the money for the phase two inter connect is in the budget. Mr. Bucu said yes. Discussion ensued around the projects and the budget. Mr. Digregorio suggested a letter be sent to whoever wins (governor) saying congratulations and please don't forget us.

Ms. Snow handed out a draft of the petition for the C9 area. A brief discussion ensued around what changes need to be made to the petition. Ms. Snow made the changes.

Mr. Digregorio made a motion to put forth this petition to change the boundaries of the Conway Village Fire District, to the selectmen's of the Towns of Conway and Albany, Mr. Bamsey seconded the motion. Discussion ensued.

Mr. Bamsey wanted to clarify because we don't have a new non-precinct contract yet do we want to do this now. Ms. Bean said she agreed she would like to see a contract signed on the non-precinct fire before we put this before them. A brief discussion ensued. Ms. Bean said we should have a contract within two weeks. Chief Solomon said he will make the changes and send it to Earl tomorrow he will send something back, if we can get to language he is comfortable with it will come back as a whole document that you will want to read and if you are happy with the document then it will go to their committee for review.

Mr. Digregorio asked if Chief Solomon still had the one with the existing changes. He said that is what he wants to send us. Ms. Bean said why don't you send it to us now then we have it. Discussion ensued. It was decided to sign and send the petition.

Motion passed 3-0-0.

Chief Solomon reported that the joint loss management committee met yesterday. Ms. Bean said so you can give a report and give it to Amy for the insurance company. Ms. Snow said she only has one set of minutes she knows they met three times. She went on to say what they need is our joint loss manual which we do not have. Chief thought he might have one.

BOC INFORMATION

Folder was reviewed

PUBLIC COMMENT

FIRE CHIEF'S BUSINESS

Chief Solomon gave an update on the 2017 budget. Mr. Bamsey inquired about the station needing to be painted and asked if that was in the building maintenance line Chief Solomon responded no, a building that size would come out of capital expense and is not programed for 2017, however he is still trying to get numbers on replacing the boilers to see if we want to put that into the budget for 2017. Ms. Bean asked if he had the list of projects and asked him to print that off and the vehicle replacement list. Discussion ensued around other options for heat.

Chief Solomon then presented two abatement requests. The first request is for Village District employee whose insurance we provide, paid \$795.00 of a \$1,895.00 bill leaving out of pocket \$1,130 and when he appealed to Anthem they denied the appeal. Chief Solomon said in the past we have abated Village District employee's unpaid portion of their ambulance bill.

Mr. Digregorio made a motion to abate the ambulance bill for \$1,130.00 as recommended by Chief Solomon, Mr. Bamsey seconded the motion; motion passed 3-0-0.

The second abatement request is for a gentleman, who had an accident on the West Side Road and did not want to go to the hospital by ambulance because he had no insurance but he needed to go by ambulance and he was quite concerned about it. He was told when he gets the bill to fill out the abatement form that it would come before the Commissioners; he meets the income line for hardship abatement and is a Village District resident. Request is for \$844.00. A brief discussion ensued.

Mr. Digregorio made a motion to abate the ambulance bill for Brent Ingham based on the recommendation of Chief Solomon for \$844.00, Mr. Bamsey seconded the motion; motion passed 3-0-0.

Chief Solomon updated the Board on the non- precinct fire contract he calculated the square footage and inserted some suggested verbiage to go into the contract. Ms. Bean said so it came out 90% fire (the square footage) Chief Solomon said yes, and the ambulance is taking up 10% of the building. Discussion ensued. Chief Solomon was asked by the Board to insert the words and building after fire apparatus. Chief said he would change the wording and send it back to Mr. Sires. The Board also asked that the wording "the two Boards shall meet before any changes are agreed upon" also be added to the contract.

SUPERINTENDANT'S BUSINESS

OLD AND PENDING

Policies and Procedures
 Ambulance Write-off Policy
 Review of Non- Public Meeting Minutes 2009-2011 (6)
 Discussion of Rates and Reimbursement
 Evaluations
 Non- Precinct Fire Contract
 Ambulance Contract
 Steve Anderson Program
 Kenney Retiring

FUTURE DATES

November 10, 2016 4:30 p.m.

Mr. Bamsey made a motion to go into non-public session for 91A:3, II (a) at 6:45p.m., Mr. DiGregorio seconded the motion; motion passed by roll call 3-0-0.

Mr. Digregorio made a motion to go out of non-public session at 7:40 p.m., Mr. Bamsey seconded the motion; Motion passed by roll call 3-0-0. (See attached)

There being no further business, the meeting was adjourned without objection at 7:42.

Respectfully submitted, Stacy Bolduc, Receptionist