

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday, October 15, 2015
3:30 p.m.
Minutes**

Meeting was called to order at 3:35 p.m.

Commissioners present: Janine Bean, Michael Digregorio, Joseph Quirk

Others present: Paul D. Earl Sires, Steve Porter, John Colbath

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to ratify items A and B, Mr. Quirk seconded the motion; motion passed 3-0-0

A. Ratify A/P Manifests and sign checks dated 10/15/2015

B. Ratify Weekly Payroll for period ending 10/11/2015

Mrs. Bean signed the Superintendent's and Fire Chief's time sheets for week ending 10/11/2015

Mr. Digregorio made a motion to accept the Meeting Minutes dated October 8, 2015 as amended; Mr. Quirk seconded the motion; motion passed 3-0-0. The time in the header and next meeting date were corrected due to a typo.

BOC INFORMATION FOLDER

The Board was given copies of the e-mail that were between Dave Mercier and Fairpoint.

FIRECHIEF'S BUSINESS

Ambulance has been advertised for a month – one inquiry but no offers. Changed ad company to try to unload it but they will take 10% commission (Green Mountain Fire Apparatus). Discussion ensued regarding locally advertising. If it doesn't sell, the Chief would like to find a place to store it for the winter and then replace the motor, transmission, and paint to replace the 2004 ambulance that we kept instead of buying a whole new ambulance; this is a cheaper option. Chief said there is no rust on the frame. Discussion ensued. Mrs. Bean noted the improvement the new lights on the new ambulance made. Chief is working on his budget but needs to talk about pay before he can complete it. He was instructed to build his budget with what he thinks he needs and then it will be discussed.

SUPERINTENDANT'S BUSINESS

Mr. Quint stated that he has started looking at his budget but has nothing to present yet. SCADA is up and running and is working with a few bugs that need to be worked out. Mrs. Bean asked what was going on with DeFelice - paving should start Monday. There is some boring or digging to do at the pump station. The whole thing (pipes in the ground and under the bridge) should be connected today and should be ready to start pressure testing from our pump station to the gravity feed. The building is coming along good.

NEW BUSINESS

Amy informed the Board that Pope Security and the phone companies have been contacted to discontinue the alarms and phone accounts where SCADA has been installed. She also informed the Board of a refund received from PLT in the amount of \$4465 for overpayment of Worker's Comp for January through June of 2014. Payments are coming in as fast and furious.

OLD AND PENDING

*The Board reviewed the Office Receptionist job description. A few changes were made – “limited supervision by the municipal bookkeeper as it pertains to financials” was taken out. It will be a full-time position. Amy expressed that the position only needs to be part-time. **Mr. Digregorio made a motion to accept the job description of Office Receptionist as amended. Mr. Quirk seconded the motion.** Amy pointed out that some of the wording gives too much authority to the position. Paul D. asked if the District had a purchasing policy and that the policy would dictate how items were bought, the District does not have one. “As per purchasing policy” was added to the description with the intent that a policy will be made. Discussion ensued regarding the policy. **Motion passed 3-0-0. It was decided to run the ad on Tuesday for two weeks.** Mrs. Bean said that no one will be hired for this year.

*The Conway Town Manger, Mr. Sires, Paul D., the town Public Works Director, and Selectmen Steve Porter and John Colbath joined the table for discussion about the Village Sidewalks. Discussion ensued regarding the sidewalk plow. Mr. Digregorio stated that the machine would become the towns and the town would make the last payment. He feels that the \$900 thousand the District is putting into the project is a huge amount that will make that area better benefiting everyone. He does not think we should be handing over \$150,000 as well. Mr. Digregorio made the point that the road is getting done better because of the water project being done. Mr. Colbath wants to make this deal sellable to the other Conway voters that do not live in the precinct. Paul D. feels that the Commissioners need to make a decision if the sidewalks will be concrete or brick. Public Works is starting the design process and decisions need to be made. Mrs. Bean explained that the District standards for sidewalks is pavement. Her position is that the \$150,000 needs to be taken to the District taxpayers in March and they need to be asked if the money should go towards the sidewalks in this project or elsewhere and Mr. Digregorio agreed. Discussion ensued around improving Conway Village. Mr. Porter feels the town should take care of all the town’s sidewalks. Mr. Sires feels it would be a hard sell to get the rest of the town to just take the sidewalks and increase everyone’s taxes. Mrs. Bean reiterated that DOT was just going to cut up Main Street and just lay it back down now it will be rebuilt – our project should not be part of the discussion, Conway Village taxpayers have asked the town to take over the sidewalks. Discussion ensued around North Conway sidewalks. Mrs. Bean asked how to sell this. Chief Solomon suggested a Public Hearing to get input regarding this issue. Mrs. Bean stated that the District should have a public hearing to get feedback from District taxpayers on this issue. Mr. Quirk believes the Selectman are looking for a hook to get this passed and Mr. Porter believes this is a win-win situation for the both the Town and the District and in order for the Selectman to be able to sell this idea it needs to be sellable. More discussion ensued regarding the project and upgrading of the sidewalks. Mr. Colbath believes that a cost benefit analysis should be done to see if it is cost beneficial to the taxpayer. Mr. Digregorio stated that we are not handing over the sidewalks because we can’t afford them; we believe it is the right thing to do and it may save District taxpayers a little money. Chief Solomon feels a “Get out to vote” campaign is a good idea to get District voters to the town polls in April. Everyone agreed that the “North/South” feeling could be a hindrance. It was also agreed that this committee needs to be on the same page and promote it the same way. More discussion ensued. Mr. Digregorio would be willing to ask the District if they would be willing to go to brick sidewalks and use the money in the Trust. Mrs. Bean wanted to be clear that the Selectman were asking Conway voters to take over the sidewalks and that the price tag is for the whole village not just Main St. Discussion ensued. Mr. Sires gave three scenarios from best to least favorable 1. The District pays for the upgrade from concrete to brick, 2. The District pays to bring the sidewalks to pavement and the Town brings them to concrete, and 3. The District does not participate at all. Mr. Digregorio asked about the prep work and he was told that the prep is the same regardless and Paul D. was thinking the District and the Town could share in the cost. Discussion ensued

about the makeup of North Conway Sidewalks which are concrete pavers, not brick. Discussion ensued regarding the Conway Village Fire District Charter. Mrs. Snow was concerned about giving the money to the Town. Chief Solomon stated that the District voters asked the commission to do this and this is what we need to do to make this happen. It is the selling point. Mrs. Bean stated that as a commission, we want to upgrade the sidewalks from asphalt to brick for Main St. to help sell this project to the town. Paul D. relayed that a Public Hearing needs to be held for Pollard St. Discussion ensued around the Public Hearing and Pollard St. The Town will send the wording for the Pollard St. public hearing to CVFD staff. The hearings will be advertised and Paul D. will send a mailing to Pollard St. residents. Chief Solomon will contact Damon Steer of the Conway Daily Sun to hopefully get an article written.

FUTURE DATES

- A. Construction meeting 10/22/2015 2:00 p.m.
- B. Next Commissioner's meeting 10/22/2015 3:30
- C. Pollard Street Public Hearing – 11/5/2015 6:30pm
- D. Conway Village Sidewalk Public Hearing 11/5/2015 7:30pm
- E. Conway Village Enhancement Committee 12/9/2015

Meeting was adjourned without objection at 5:09 p.m.

Respectfully Submitted,

Amy Snow
Municipal Bookkeeper