

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

Meeting was called to order at 3:34 p.m.

Commissioners present: Janine Bean, Michael Digregorio,
Others present: Gregg Quint- Superintendent, Chief Solomon, and Amy Snow,-Municipal Bookkeeper

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to ratify items A through E, Mrs. Bean seconded the motion; motion passed 2-0-0

- A. Ratify A/P Manifests dated 8/27/2015
- B. Ratify A/P Manifest and sign checks dated 9/3/ 2015
- C. Ratify A/P Manifest and sign check dated 9/4 2015 – Barbin
- D. Ratify A/P Manifest and sign check dated 9/4/2015 -Abraham
- E. Ratify A/P Manifest and sign checks dated 9/3/2015 – FairPoint

Mr. Digregorio made a motion to ratify items F, through K, Mrs. Bean seconded the motion; motion passed 2-0-0

- F. Ratify Weekly Payroll for period ending 8/23/2015
- G. Ratify Weekly Payroll and sign checks for period ending 8/30/2015
- H. Ratify Monthly Payroll and sign checks for period ending 8/31/2015
- I. Ratify Readjusted payroll and sign check for period 7/14/15 to 7/31/2015
- J. Ratify Elected Officials Payroll and sign checks for period ending 8/31/2015
- K. Ratify Elected Officials Payroll for period ending 9/30/2015

*Commissioner Joseph Quirk joined the meeting at 3:35

*Mrs. Bean signed the Chief's and Superintendents time sheets for weeks ending 8/23/2015 and 8/30/2015

Mr. Digregorio made a motion to approve the minutes dated August 20, 2015, Mr. Quirk seconded the motion; motion passed 3-0-0.

Mr. Digregorio made a motion to sign the Notice of Lien for 135 East Main St., Mr. Quirk seconded the motion; motion passed 3-0-0.

BOC INFORMATION FOLDER

*Mrs. Bean shared a thank you note from Tammy Webb of Vachon Clukay (CVFD's audit firm) thanking the District for doing business with them.

*Mrs. Bean recapped the letter sent from NHDES regarding the action taken by Governor and Executive Council authorizing the approval of a low interest loan for the amount of \$640,950.00 for the North Road, West Main St. and Main Street projects.

FIRE CHIEF'S BUSINESS

Chief Solomon reviewed his budget. Overtime and vehicle maintenance are the trouble spots but the bottom line is on budget. Revenues are looking good, ambulance billing is over projections. The letters that were sent out resulted in about \$100. He told how Car 2 broke down on the way to a class in the southern part of the state and needed to be towed back. He believes it is the transmission. It is sitting for now due to no money being available to fix it. Mr. Quirk wanted to know if a second car was needed. The chief explained how it is used and useful. Mr. Digregorio

wants to make sure the rest of the car is worth the cost to get it running as far as engine and rust and the Chief will have Alan V. at the garage check it out before doing the work. Mr. Digregorio questioned whether the town garage could work on our vehicles and the chief stated it is a matter of the town's priorities that could be a problem for us in terms of time. Amy questioned if the garage he uses prioritizes us and he answered that they do. The chief updated the commissioners on the cost for the new ambulance and it is under budget. He is still waiting for the title and has only 9 days left before his plates run out. He had to do a couple upgrades to the lights and other things but it is working out well. There was discussion around what to do with the old ambulance - sealed bids locally or advertise in trade magazines. The chief was directed to advertise in trade magazines for the minimum amount of time, be it 60 or 90 days. He told the commissioners that the door locks were installed at the station. He is able to lock and unlock the doors remotely. There was discussion around the quote from Pope regarding the cameras. **Mr. Digregorio made a motion to accept Pope Security's bid on buying and installing security surveillance cameras for \$4350.00, Mr. Quirk seconded the motion; motion passed 3-0-0.** Chief Solomon requested one more electronic lock for the top of the staircase in order to isolate the upstairs from the downstairs in case of emergencies that warrant the need. The price on his list was incorrect so he will come back to the Board with the price.

SUPERINTENDANT'S BUSINESS

Mr. Quint presented an abatement request from Kathy Brassill for 213 East Main St. in the amount of \$95.08. Amy stated that she received a video showing the leak. Mr. Quint said that the abatement is justified. **Mr. Digregorio made a motion to abate \$95.08 of sewer usage for 213 East Main St. due to a burst pipe in the basement, seconded by Mr. Quirk; motion passed 3-0-0.**

COMMITTEE REPORTS

Mrs. Bean stated that she sent an e-mail cancelling the August 27th meeting with the Selectman and asked for a meeting after Labor Day.

NEW BUSINESS

Amy stated that Pitney Bowes reached out and she called and spoke to them again. She received an e-mail stating that we had 2 more payments and they would release us from the contract. She stated three options; stop working with Minute Man Press and finish out the year with PB, don't respond to PB, or respond and reiterate that there is no valid contract. Mrs. Bean stated that at the last meeting it was determined there was no contract with PB, Mr. Digregorio added that it was decided to wait to see how things go with Minute Man to make sure it went smoothly. Mrs. Bean wants to move forward with previous decisions and to not respond at this time.

OLD AND PENDING

*Sidewalk Turnover: An e-mail was sent stating that we now have a contract to do the project. Mrs. Bean has asked Dave Mercier of Underwood Engineers what the time frame was and he told her that engineering could start in October of this year and construction in 2017 for Main Street. She stated the timeline for Annual meetings resulting in the Town of Conway owning the sidewalks (if approved) before construction starts. Mrs. Bean feels that if the Selectmen do not get behind this they would not be treating us (CVFD) very well because they accepted North Conway's sidewalks. Commissioners agreed that the project is not pertinent to the negotiations. The last payment for the machine is due in May of 2016. Discussion ensued regarding how the selectman may word the warrant article and when the turn over may occur. Conway Village will plow until spring of 2016. Mr. Quirk stated that the Town took over North Conway's sidewalks because the lighting precinct went belly up. Mr. Digregorio's position is that because of the district, the infrastructure within the town is being substantially upgraded. We are participating in these projects and asking us for the machine and the money is too much. The whole town will

benefit by the upgrades to the road and it would not be getting done if not for us. The commissioners decided to meet on the 23rd at 3:30 not the 17th and will see if the Selectman can come then. Mr. Quirk understands that the reserve money is staying ours and the machine can be sold to the town for market value. Mrs. Bean thinks it should be given to them to make ourselves whole. Mr. Digregorio and Chief Solomon feel the town should pick up the last payment and then they can have it. Mrs. Bean agreed and Mr. Quirk disagrees. Chief Solomon stated that District residents will still benefit from the machine, it's not like we are losing anything. Discussion ensued around the brick building next to the tracks on Main Street. It was agreed that the \$150,000 stays with us. It was agreed that the machine goes for the last payment amount. The property by tracks needs to be appraised. Mr. Quint was directed to contact David Haines to do the appraisal. Mrs. Bean will set up the next meeting with the town.

*Office position: Will the district post the position? Mrs. Bean wants to fill it. Mr. Digregorio questioned whether the position will change. Mrs. Bean believes there may be some changes but still wants to advertise for it. Amy stated that she feels it should be a part time position and that this needs to be decided before it is advertised. Amy handed out a suggested job description. The Office position will stay on Old and Pending for now. Mr. Digregorio would also like to discuss how the position is managed when it is discussed.

*Procedural Manual: Janine discussed what she has done so far culling out old and redundant policies. She handed packets to the chief and superintendant that need to be looked at by them. Mrs. Bean asked the Board to look at the last two fiscal policies that Amy needs adopted – Cash Receipts and Investments. **Mr. Digregorio made a motion to adopt the two fiscal policies given to us by the bookkeeper one for Investments and the other one for Cash Receipts as written, motion was seconded by Mr. Quirk; motion passed 3-0-0.**

*Safety Committee – Amy wanted to bring up the fact that PRIMEX offers a discount if we have an active safety committee and a Safety Manual with certain policies (she stated she has a list). Mrs. Bean questioned if we have a Safety Manual and the chief told her that we do but it is obsolete and that the last time it met was 2013. Chief Solomon explained that there has to be five members him and the superintendant plus three employee members. Amy volunteered.

FUTURE DATES

*Next Commissioner's meetings – September 10th and the 23rd

*Conway Village Enhancement Committee – 10/7/2015

Mr. Digregorio made a motion to enter non-public as per RSA 91-A:3, II (e), seconded by Mr. Quirk, motion passed by roll call 3-0-0. Commissioners entered non-public at 5:03 p.m.

Mr. Digregorio made a motion to come out of non-public at 5:10 p.m., motion seconded by Mr. Quirk; motion passed by roll call 3-0-0.

Mr. Digregorio made a motion to seal the minutes, motion seconded by Mr. Quirk; motion passed 3-0-0.

Meeting adjourned without objection at 4:55 p.m.

Respectfully Submitted,

Amy Snow, Municipal Bookkeeper