

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
March 26, 2015**

Comm. Bean called the meeting to order at 3:32 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Michael DiGregorio
Joseph Quirk

Others Staff Members Present at the Start of the Meeting:

Fire Chief Stephen Solomon
Superintendent Gregg Quint
Bookkeeper Amy Snow
Office Receptionist Paula Abraham

Others Present: Tad Furtado

Administrative Business

- Approval of A/P Manifest and checks dated March 26, 2015 – *Moved by Comm. Quirk; seconded by Comm. DiGregorio; motion 3-0-0.*
- Approval of Weekly Payroll Manifest and checks for period ending March 22, 2015 – *Moved by Comm. Quirk; seconded by Comm. DiGregorio; motion passed 3-0-0.*
- Approval of Elected Officials Monthly Payroll Manifest and checks for period ending March 31, 2015 – *Moved by Comm. Quirk; seconded by Comm. DiGregorio; motion passed 3-0-0.*
- Approval of Meeting Minutes dated March 19, 2015 – *Moved by Comm. DiGregorio; seconded by Comm. Quirk; motion passed 3-0-0.*
- Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.
- Items for Signature Folder:
 - Trustees of the Trust Fund – Closing 2 NH PDIP accounts – The Board signed as presented.
 - Trustees of the Trust Fund – Fire & Rescue Capital Reserve Fund – The Board signed as presented.

Correspondence Items (F.Y.I)

- BOC folder was reviewed – An email was reviewed from DRA regarding notification that Michelle Clark is our new contact person.

A project phase table that was created by Underwood Engineers was reviewed by the Board. Comm. Bean explained that she is trying to make a spreadsheet showing all the different phases,

what we have for loans, what we're getting for grants for Articles 2 and 3 to figure out what the percentages are grant to loan. There was a discussion about the potential cut backs with NH DOT.

Emergency Services

- New Ambulance Update – The Chief updated the Board on the trip to PA to view the factory for the new ambulance. They call it a remount; it looks like a brand new ambulance that is put on a new cab and chassis; it comes with all warranties; they have 3 shops - paint, refurbishment, and a remount shop. They pull everything off the box; take exterior paint down to base coat; interior is completely redone. Brand new electrical and HVAC system. The price on the Chevy 4500 diesel is \$95,900 plus \$2K in lettering and striping; we have an ambulance ready to go at under \$100K. There are two other components; \$400-\$500 for the transafe mounts for the bariatric and the new stretcher which we may get down around \$12K which totals out about \$114K. The lowest quote I received was \$168,700. Comm. DiGregorio questioned the amount of the trade and was advised that they would not give us more than \$3,500 and recommended selling it independently. We may get \$10K on the open market to recoup the cost to repair the existing ambulance. Comm. DiGregorio stated that the chassis has some value. The Chief recommends having this company build this ambulance. The consensus of the Board is to move forward with it. Comm. DiGregorio questioned if there was any value to send them the prints of the existing layout of ambulance and was advised yes. The Chief reiterated that this literally looks like a new ambulance when they're done. Comm. Quirk asked how long for them to do this and was advised 12 weeks. There was discussion on North Conway's warrant article that failed on the ambulance study.

Superintendent

- Making progress on the freeze-ups. We will be reading meters Tuesday, with shut offs on Wednesday. Comm. DiGregorio asked if chasing hard water is mostly our stuff and was advised yes. There was discussion on the freeze-up on the property on Thorne Hill.
- Shut offs – Comm. Bean asked if there are a lot of shut offs for Wednesday and was advised about 28. Ms. Snow added that the word got out that we weren't shutting off until April 1 so they stopped coming in to pay. Comm. Bean asked if we sent a letter. Ms. Snow advised that we don't have to send them a second letter. The shut off notice specifically says that this is your final notice and if you don't pay your bill your water will be shut off. We don't have to keep sending letters and spending all that on postage, ink, paper and envelopes; and our rules and regulations say the same thing. They get that one letter. Comm. Bean stated that in the last meeting we said write them another letter saying you're not going to be shut off on this particular day but you will on April 1 if you read the minutes. It doesn't matter now, it kind of moot. Comm. DiGregorio questioned the procedure on when someone is shut off and was advised by Sup. Quint that usually when you pull up in the truck they usually start scrambling but sometimes they don't because they're at work. So usually what happens is we'll shut them off and then around lunch time someone will come in that day to pay and then they'll be turned back on. Ms. Snow advised that they receive a bill which states when they need to pay, then after 30 days they receive a bright orange letter that says Delinquent Notice right on it and it tells them exactly when the water is going to be shut off, and usually what happens is the day before, we are swamped with people coming in to pay their bill. It works. It's effective.

Old & Pending

- Escrow Policy Re-Review/Revised – Comm. Bean advised that this is the one that we adopted. Ms. Snow advised the Board of the changes that were made specifically how it is to protect the District more. Comm. Bean asked for a motion to adopt the revised Escrow Account for Professional Engineering Review Policy. **Moved by Comm. DiGregorio; seconded by Comm. Quirk**; further discussion: Comm. DiGregorio stated at the Town we have so much access to the attorney and wanted to know how we handle any questions when it comes to this type of thing and was advised that we don't use our attorney as much as the Town does. Ms. Snow advised that we use NHMA a lot. Comm. DiGregorio questioned if NHMA reviewed this and was advised no. Ms. Snow stated that we don't usually have our fiscal policies reviewed but Ed Alkalay reviewed our personnel manual but basically it is whatever this Board wants. This just protects us so that if something happens we are not responsible to pay Underwood. Comm. Quirk suggested removing "Underwood" and replacing it with "our engineer". Ms. Snow advised that we have a contract with Underwood which is why they are named in the policy. Chief Solomon advised that there is pending legislation at the State that may make this moot because if it passes we won't be able to do this. Comm. DiGregorio asked what the escrow accounts used for. Comm. Bean explained that right now we have Lamplighters and Evergreens on the Saco. They need to have engineering services to see if their system is compliant with ours. We have a contract with Underwood Engineers for them to review their plans. The escrow money is to pay for Underwood's services to review the plans. The discussion continued on the pending legislation. Comm. Quirk stated his concern is that he doesn't want to put un-fair burden on the people trying to do business in town and his suggestion would be that they contract directly with Underwood and we still wouldn't be liable for the bill. Comm. Bean stated that this is to protect our system and the District. Comm. Quirk stated that he still doesn't understand why they can't go to Underwood directly. Chief Solomon explained that they hire their engineer to design it and then they submit it to CVFD for review and approval but at some point the project is too big for us to review in house and they have to pay for us to hire someone to approve it. They are not hiring Underwood as all. Ms. Snow reiterated that we signed a contract with Underwood to do this. Comm. Quirk asked how do we determine the deposit amount and was advised that Underwood makes that recommendation. Discussion ensued. **Motion passed 2-1-0** (Comm. Quirk voting no).
- Credit Card Policy Draft – Comm. Bean stated that she doesn't have a problem with it. Ms. Snow stated that we do not have a credit card policy to protect the District. Comm. DiGregorio questioned if this is for employees that have credit cards and was advised yes and next asked where they are kept. Ms. Snow explained the locations and the current procedure. It's basically what we already do but it gives it more teeth just in case someone abuses the credit cards. Comm. DiGregorio stated that in lieu of a Town Manager the Commissioners are responsible. Ms. Snow explained that the department heads are the ones to decide who gets the cards that are locked up in the safe here at the office. Ms. Snow explained that basically what this does is that it holds people accountable, so that if they have a credit card they cannot use it for personal business and then reimbursing the District, which has happened before. The discussion continued on past history of credit card abuse; it gives Gregg and Steve the authority to go over and above what this policy does. Comm. DiGregorio stated that he has a couple of issues with the decision on who gets cards. Ms. Snow stated that this is for day to day business. Comm. DiGregorio reiterated that as far as who gets them and who is in control of them it seems that it

a Commissioners decision to say who is authorized to receive a card. We are in ultimate control of the precinct; that is where the voters are going to point their fingers at. I'm not talking about day to day use. The discussion continued pertaining to the current procedure and review of the policy. Comm. Bean advised that the discipline section needs to be looked at and re-worked according to our personnel policy. Ms. Snow will re-work the policy and will email it to the Board before the next meeting.

- Building security issues – Comm. DiGregorio advised that he looked into the cameras and how they work; they are high definition; powered through Ethernet; they take 4 inputs; dual hard drives. Discussion continued on the camera specifications.
- Bank Signature Cards – Comm. Bean advised that we need all new signature cards to add newly elected Comm. DiGregorio.

New Business

- Comm. Bean advised that she received an email regarding authorization from the Governors Council for an increase in our loan to do West Main Street water at \$2.5M. They will also have to approve Main Street. There was discussion regarding the history and authority of the Governor's Council.

Comm. DiGregorio commented to the Town Manager regarding the vehicle maintenance and was advised that they have never done that but will talk to Paul D about it. It may not go anywhere but if nothing else we may negotiate at better rate. The discussion continued regarding the possible conflict and prioritizing between school buses and ambulance service. Comm. DiGregorio stated that the Town is not closed to the idea.

Comm. DiGregorio stated that last week we talked about non-payment of ambulance service and thinks we should enter legislation. The Chief stated that they are going in the other direction; he has not been able to get support from other groups; we can't do it alone. After a brief discussion it is the consensus of the Board to submit letters to our Representatives. Comm. DiGregorio stated that it is easier to make an amendment. The Chief will ask to reverse the amendment.

Comm. Quirk stated that he could use a leave of absence for a while. I'm not going anywhere just so you know, and added that he is training for a position here in Conway and may not have the hours mid-week to spend on the Board and made the suggestion of taking a leave of absence and appoint somebody else, or he could resign and re-run again. Comm. Bean advised that he needs to look into his options. Ms. Snow advised that she's looked into the RSA's and there are no leaves of absence. Comm. DiGregorio questioned if whatever you're going to be doing is long term or short term and was advised short term; he is training for a new company that is coming to town. Comm. Bean advised that we are very flexible in our meeting times. Comm. Quirk reiterated that he is not going anywhere but wants to make sure that the District is covered. Comm. Bean stated to Comm. Quirk that he has to come up with a schedule of when he can meet and added that we don't have to meet every week. We could meet every other week and I don't mind if we meet later. Comm. Bean questioned how long the training was and was advised 6 months. Comm. Quirk advised that right now Thursdays are fine. Comm. DiGregorio next asked if there's any policy that we need for the amount of absentees and was advised no. Ms. Snow added that the RSA's state that the only way you can remove a

commissioner or selectman is if they are grossly negligent in their duties and by not showing up for the meetings is not being grossly negligent. It takes basically an act of Congress to remove someone. Comm. Bean added and if you don't have a residency but you are so. Comm. Quirk advised that he has that covered. There was discussion on the statutes for appointing a replacement should Comm. Quirk resign. Comm. Bean directed Ms. Snow to email the RSA's that talk about this.

Comm. Bean advised that she received an email that said the State is OK with putting in the sentence in that if we don't receive enough money to do the project, the State would not hold us liable. The State is OK with the ROW paperwork that covers everything for the Main Street project for the sidewalks.

Public Comment

- There was no public comment.

Future Dates

- Board of Commissioners meeting:
 - Thursday, April 2 at 3:30pm at the District Office.

Without objection, the meeting was adjourned at 4:58 p.m.

Respectfully Submitted,
Paula Abraham
Office Receptionist