

**CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE MEETING
April 4, 2014**

Comm. Bean called the meeting to order at 12:30 p.m.

Commissioners Present at Start of Meeting:

Janine Bean
Thomas Buco
Joseph Quirk

Others Staff Members Present at the Start of the Meeting:

Fire Chief Stephen Solomon
Superintendent Greg Quint
Municipal Bookkeeper Amy Snow

Others Present: Bob Nelson – 2:00 PM to 2:15 PM

Administrative Business

➤ Reorganization of Board of Commissioners

- *Commissioner Buco made a motion to appoint Comm. Bean the chairperson – Comm. Quirk 2nd. Motion passed 3-0-0*
- *Motion made by Comm. Buco to authorize Comm. Janine Bean, Commission Chair, to act on behalf of Conway Village Fire District in signing and executing any and all documents pertaining to all approved future projects in the village. Comm. Quirk 2nd. Motion passed 3-0-0*
- A/P manifest and checks dated April 3, 2013 – approved 3-0-0
- Weekly Payroll Manifest and checks for period ending March 30, 2014 – approved 3-0-0
- Monthly payroll manifest and checks for period ending March 31, 2014- approved 3-0-0
- Monthly elected official's payroll – approved – 3-0-0
- Quarterly elected official's payroll – approved –3-0-0
- Quarterly corrections of payroll for SR – approved 3-0-0

➤ Commissioner's Meeting Minutes Approval

Minutes of the March 21, 2014 and March 28, 2014 Commissioner's meeting were reviewed prior to the meeting.

- Minutes of March 21, 2014 – approved 2-0-1. Comm. Bucu abstained as he was not present on 3/21.
- Minutes of March 28, 2014 – approved 2-0-1. Comm. Quick abstained as he was not present on 3/28.

➤ Verifying Superintendent Quint & Chief Solomon's Time Card

Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.

Correspondence Items (F.Y.I.)

Discussion of letter from Town of Conway dated April 1, 2014 confirming that the Town has gone through the necessary steps to procure their portion of the required funding for Washington Street.

Comm. Bean mentioned that NCWP's SCADA was updated. Comm. Bean would like to inquire how the update was paid for – was a grant involved. Comm. Quirk inquired as to how safe the SCADA is from terrorism and hacking. Superintendent Quint stated that it is encrypted

Appointment – Paul Degliangeli / Town of Conway

Paul D. will not be attending. Comm. Bean gave board an update: Paul and Dave Mercier spoke on the phone. DOT authorized direct-drill change order and DeFelice agreed to change order. DES will not sign-off on it until we exhaust all other avenues including eminent domain. Paul will call and discuss this matter with DES as Paul has been authorized to work on this matter for the District.

Paul has spoken to property owner and Walgreens. It appears the lawyer for Walgreen has no problem with easement and work is proceeding to acquire the easements. After discussion the Board requested Superintendent Quint to call David Mercier and make sure our lawyer is up to date on progress of easements and keeps them in the loop as they will have to get the paperwork done as quickly as possible for this project to move forward.

Superintendent Business

➤ Abatement Request / 136 Washington Street

- Recommend by Superintendent Quint and Comm. Bean that \$435.54 , (75% of sewer), be abated.
- Comm. Quirk – NCWP: if leak did not go into sewer – 100% of past three year average is abated, with proof.
- It was decided that the commission needs proof that there was a leak and that it did not go into the sewer system.

- *Comm. Bean made a motion that upon evidence of a water leak that did not go into the sewer, CVFD may abate 100% on the sewer usage overage only. The overage will be calculated by the quarter in question compared to the same quarter of the previous year. Seconded by Comm. Quirk. Motion passed 3-0.*
- Comm. Bean requested that Mr. Smarzynski bring proof that a leak was apparent and that the water did not go into the sewer system.

Emergency Services

- Discussion regarding accident. Motion made to go into non-public by Comm. Bean at 1:03 PM as per RAS 91-A:3 II (a), seconded by Comm. Quirk.
- Returned to public session at 1:10. Comm. Bucu made motion to seal minutes, seconded by Comm. Quirk. Roll-call vote Comm. Bean - aye, Comm. Bucu - aye, Comm. Quirk - aye
- Comm. Bean made a motion to send letter to S. Rosman regarding plowing accident. Motion was seconded by Comm. Bucu. Motion passed 3-0

Contract for park maintenance between CVFD and RWN was signed.

Appointment – 2:00 p.m. / Bob Nelson – Re: Emery Lane

Mr. Nelson was concerned that he was responsible to bring connections up a town road; he found he cannot do that. Our policy states that we have to bring water and sewer up the road. This will mean that all houses on Emery lane will have to hook into the sewer with no connection fee. The new lot will have to pay the hook-up fee.

New Business

- Swearing in of Clerk Mark Hounsell occurred out of session at 12:15pm

Old & Pending Items

- Grinder Pump policy
 - Comm. Bucu made a motion to adopt the draft as the CVFD Grinder Pump Policy. Seconded by Comm. Quirk. There was little discussion. Motion passed 3-0
- Conway Village Improvement Committee
 - Amy Snow asked if an application is needed to decorate the gazebo or if a letter will suffice. Comm. Bean said a letter would be fine. Amy will have one drafted and present it at next meeting.
- Discussion on raises.
 - Motion made by Comm. Bean that Superintendent Quint and Chief Solomon each receive a three percent (3%) raise retroactive to the first of the year (January 1, 2014). Seconded by Comm. Bucu. Discussion ensued. Comm. Quirk proposed amendment to motion that after Chief Solomon gave his raises we see what is left for his raise. Motion not seconded.
Original motion passed 2-1-0

Public Comment

- There were no public in attendance

Future Dates

- Next Commissioner's meeting will be on Friday, April 11, 2014 12:30 p.m.

Motion to adjourn was made by Comm. Buco; motion seconded by Comm. Quirk. Motion passed unanimously.

Respectfully Submitted,
Amy Snow
Municipal Bookkeeper