**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**April 11, 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

 Office Receptionist Paula Abraham

**Others Present: Mark Hounsell**

**Administrative Business**

* Approval of A/P manifest and checks dated April 10, 2013; ***Moved by Comm. Buco; seconded by Comm. Quirk;*** Further discussion; Comm. Buco had a few questions on the flow testing air pack and backflow testing A/P’s; ***motion passed 3-0-0.***
* Approval of Weekly Payroll Manifest and checks for period ending April 6, 2014 – ***Moved by Comm. Buco; 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
* Approval of the Minutes of April 4, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***

**Correspondence Items (F.Y.I)**

* Commissioner’s Mail folder was reviewed

**Emergency Services**

* Ambulance Write-Offs (please see attached)

Fire Chief Solomon provided an update on the collection process.

***Comm. Buco moved to write off $10,487.86 as recommended by the Fire Chief; seconded by Comm. Bean; discussion ensued; motion passed 2-0-1.*** Comm. Quirk abstained from the vote, no reason given.

* Fire Chief Solomon advised that the plow truck has now been converted back to the forestry truck which is now in service.

**Superintendent Business**

* Abatement Request / 36 Main Street

Sup. Quint advised that Comm. Quirk is requesting abatement on the demand charges back to 2007. The abatement is based on the difference between the demand charge for a 1 ½” and a 1” meter. A meter analysis was performed on April 10, 2014 (survey attached) and it was determined that a 1” meter is adequate for this property based on the number of public use fixtures. It was determined that the calculations would begin in Q3of 2007as advised by Comm. Bean. This is when the first metered bill came out. In other words, this is when the district started charging by actual metered usage.

Comm. Quirk agreed to recuse himself from the discussion and is considered a member of the public at this point in time. Comm. Bean stated that we have never discussed any other abatement in a non-public session and Comm. Quirk is not requesting one; therefore this discussion will remain in public session. Comm. Bean and Buco worked together in calculating the figures from Q3 of 2007 to present to determine the difference in demand charges between the two meter sizes (please see attached worksheet). Sup. Quint provided a report (please see attached) of total penalty fees assessed since 2007 which amounts to $1,454.60.

***Comm. Buco moved to abate $8,117.44 to include the 3rd & 4th quarter of 2007 through the 1st quarter in 2014. This includes the accumulated penalty fees of $1,454.60 all of which is to be verified by the staff; seconded by Comm. Bean; motion passed 2-0.***

* Shut Offs – Sup. Quint provided an update and a customer list (please see attached) which was reviewed by the Board.

**New Business**

* Letter Draft / Town-wide Fire Department

Ms. Snow reminded the Board about the letter that needs to be written to start a discussion on forming a town-wide fire department per the request of the legislative body during the March 2014 Annual Meeting.

**Old & Pending Items**

* Audit Update

Ms. Snow updated the Board on the status of Auditor Preparer Gregg Colby and stated that he is making great progress.

* Conway Village Improvement Committee (CVIC) Update

Ms. Snow read a letter received from Kathy Hunter from the Conway Celebrations Committee regarding the bunting decorations around the gazebo for Memorial Day. Fire Chief Solomon commented that they need to advise us when they want to put them up and advise how they are going to be mounted. The Fire Chief also commented on a recent conversation he had with Ms. Hunter and didn’t feel that they shared the same vision for the District. Comm. Bean expressed her concern with the Conway Celebrations Committee (CCC) taking over the CVIC. Ms. Snow expressed her concern about what is going to happen after their (CCC) 250th Anniversary celebration. It was determined that clear directives need to be established with which committee is responsible for what activity. Comm. Bean added that she thinks there are too many people involved.

* Personnel Policy

Fire Chief Solomon provided the personnel policy that has been reviewed by Atty. Ed Alkalay and that he would like to meet with the Board at some point to review.

**Public Comment**

There was no public comment.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, April 18, 2014 at 12:30 p.m.

***Motion to adjourn at 2:03 p.m. was made by Comm. Buco; motion seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist