**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**August 29, 2014**

**Comm. Bean called the meeting to order at 12:35p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk (not present at start of meeting)

**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:** Tad Furtado / Conway Family Dental

Sue Hanley / Yazzi’s Ice Cream Shop

Bob Nelson

**Administrative Business**

* Ratify A/P Manifest and checks dated August 7, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean***: further discussion: Comm. Buco had questions and comments on a few A/P’s: DeFelice, NHRS and the overhead doors on the fire station. Chief Solomon explained the status of the doors***; Motion passed 2-0.***
* Ratify A/P Manifest and checks dated August 14, 2014; ***Moved by Comm. Buco; seconded by Comm. Bean***; further discussion: Comm. Buco inquired about the A/P’s for Carole Coppola & Associates, Albany Auto regarding the turbo on the E-1 tanker truck; ***Motion passed 2-0.***
* Ratify A/P Manifest and checks dated August 21, 2014; ***Moved by Comm. Buco; seconded by Comm. Bean***; further discussion: Comm. Buco inquired about the invoice to purchase a motor and mixing blade for treatment plant which Sup. Quint explained their uses at the plant; Eastern Mountain Sports reimbursement to Mr. Dukhardt. Chief Solomon advised that this should have been purchased with the ES credit card which is for the purpose of purchasing equipment; Earth Training for staff water certification; Lakes Region Apparatus for the E-1 maintenance; ***Motion passed 2-0.***
* Approval of A/P Manifest and checks date August 28, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean***; ***Motion passed 2-0.***
* Ratify Monthly Payroll Manifest and checks for period ending July 31, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean; Motion passed 2-0.***
* Ratify Weekly Payroll Manifest and checks for period ending August 3, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean; Motion passed 2-0.***
* Ratify Weekly Payroll Manifest and checks for period ending August 10, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean; Motion passed 2-0.***
* Ratify Weekly Payroll Manifest and checks for period ending August 17, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean; Motion passed 2-0.***
* Approval of Weekly Payroll Manifest and checks for period ending August 24, 2014 – ***Moved by Comm. Buco; seconded by Comm. Bean; Motion passed 2-0.***

*Comm. Quirk entered the meeting at 12:45 p.m.*

* Approval of Monthly Elected Official Payroll Manifest and check for period ending August 31, 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 - Minutes of the August 1, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of August 1, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***
* NH DES Letter for Audit – Comm. Bean signed the letter as presented.

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

* Commissioner’s Mail folder was reviewed – Comm. Buco commented on a letter received from a district customer regarding the delinquent/termination of service letter and inquired if this was within our district policies. Sup. Quint, Ms. Snow and Ms. Abraham advised that the process was implemented in accordance with our policies. Further discussion ensued.

**Emergency Services**

* Chief Solomon advised that it has been busy with the usual summer business. Hydrant testing was started. Jack from Almost There is trying to obtain the discount with his insurance company that he is due. The insurance industry does not accept the computer modeling so all the hydrants had to be tested. The ISO class V area will be extended to include that whole area on November 1. This will reduce homeowners insurance anywhere from 30 to 50 percent. It was discussed to submit a letter to the paper to inform Albany residents of this and how they have benefited by the work done by the CVFD. This fall they will start at the Route 16 Bridge and do the hydrants north of the bridge depending on what is going to happen with the project construction.
* At the next meeting we need to discuss the Albany town contract to decide on what we are going to propose.

*Mr. Nelson entered the meeting at 1:00 p.m.*

**Superintendent**

* **Appointment – Bob Nelson 1:00 p.m.** - Sup. Quint invited Mr. Nelson to come to the meeting today to present his questions to the Board directly regarding the sewer on Emery Lane. Comm. Bean asked Mr. Nelson what his status was with the town. Mr. Nelson advised that he was in a bit of a pickle. The town approved his subdivision based on us getting the water and sewer. When he was discussing his building permit with the town, the plan has septic, he was told that it was approved based on the sewer. He told them that he does not have an issue with putting in septic just as long has he is not forced to hook up to something that comes further down the road. He was advised by the town that his subdivision plan is no longer valid. The States’ take on it is that if we’re within precinct boundaries that we should hook up or be allowed to hood up. Comm. Bean added that that is not what the law says. Mr. Nelson advised that a new mortgage has been taken out for the residential portion only and the commercial portion is mortgage free. This could potential create a problem as the information on the deed is not accurate with respect to the sewer. It has not become a problem yet as he does have a signed approval letter. It’s really been messy. Mr. Nelson has resubmitted his subdivision plan with the State and the town and the feedback that his survey company is getting is that the State is not going to deny or approve it but they are saying that their understanding is that if I request it I should be granted approval. The understanding is if it was approved before they don’t see why it would not be approved the second time. Mr. Nelson’s concern is the cost and asked the board where they got the figures from and added that as he is capable of putting it in the road for about $38K. Sup. Quint advised that Underwood Engineers came up with the cost. Comm. Quirk added that the cost was not cost effective at that time to bring the sewer up the road. Comm. Bean reiterated that our policy states that your property would have to abut the sewer and your property does not abut the sewer line therefore we do not require you to hookup to the sewer and does not understand why the town does not understand that. It was stated that anyone digging in the road would have to be bonded. Mr. Nelson stated that he is not concerned about that as his company is a bondable company. The fact of the matter is that the town will not allow him to dig in the road because he is not an authorized road vendor. He has spent an astronomical amount of money due to the town having him jump through hoops and has asked the town what it takes to become an authorized road vendor as he is perfectly capable of doing the work himself. The long and short of it is that you have to be Colman’s or Drew. Further discussion followed. Comm. Bean stated that she doesn’t know what else we can we do to help you. We’ve already wrote a letter to the town. Mr. Nelson advised that one way or the other there will be a building there and because he tried to do the right thing with the town, it has cost him time and a lot of money.

*Mr. Nelson exited the meeting at 1:16 p.m.*

**New Business**

* Main Street - Comm. Bean advised that she and Paul D. spoke and she needs to know exactly how much money we have in the Water Capital Reserve and the Sidewalk fund. Ms. Snow advised that there is $152,374.03 in the Water Capital Reserve fund and $132,083.57 in the Sidewalk fund. Comm. Bean advised that Paul D. is meeting with the commissioner on September 9 at the State level. Paul D. advised Comm. Bean that “this is going to happen”. They need to know that we have the money for the water and sidewalks. The selling point will be that Paul D. will run the job. Comm. Bean advised that we have the engineering/surveying done on the sidewalks. Ms. Snow asked if Paul D. is doing this on our behalf. Comm. Bean advised that he knows that our water line needs to be put down and added that Main Street in Conway Village is a need as it has leaded pipe, road is awful and the sidewalks are very bad. Paul D. stated that he is positive that this is going to be done. The sidewalks will be from Olympia Lane to Washington Street. Comm. Bean added that we will have new sidewalks, new road, and new water line within two years if not sooner. Any left over money from the 2006 Article 2 will go into Main Street and sidewalks. Sup. Quint advised that the rehab to the well yard won’t happen and right now the well pumps are working, they’re old but working and that this has been added to the Asset Management program.

**Public Comments**

* Tad Furtado gave kudos to the District for all their hard work. Mr. Furtado provided much input on trying to build on the project previously discussed and stated that it would help to keep the esthetics of the village as a business destination. There was much discussion on ways to create more funding to improve the village. Ms. Hanley provided a summary of her experience of having a business in the village and wondered what direction is was going. Mr. Furtado offered his time as a private citizen to conduct non-binding research that he would come back to the Board with options and information. Comm. Bean advised that she didn’t think this Board has a problem with him going out and doing research.

**Superintendent (continued)**

* Ms. Snow presented to the Board proposed changes to be made to the Utility Service Bill (please see attached) which is slated for the next billing. Ms. Snow advised that we are cracking down on following are own policies and dealing with arrearages. Ms. Snow presented the ageing report from 2013 to present and emphasized how much it has been reduced.
* Next shut off date (see attached) – Ms. Snow presented to the Board a proposed timeline for the next quarter shut offs because of the unwritten policy in the winter months. Comm. Bean stated that we do not shut off people in the winter. Discussion followed. The consensus was that the Board approved the timeline to send out the letters however, if someone is turned off and did not pay, their water would have to be turned back on. Sup. Quint advised that we would have to see what happens and added that it would be weather permitting.

**Old & Pending Issues**

* Procedure Manual - Comm. Bean asked if this policy is needed. There is redundancy. Further discussion ensued. Chief Solomon will review what Comm. Bean had compiled to evaluate if there is anything that needs to be addressed.
* Personnel Manual - Ms. Snow presented a draft bereavement policy to be added to the Personnel Manual for the Board’s review (see attached). The policy would allow employees to use up to 3 days to attend a funeral instead of using vacation or sick time. Ms. Snow thought it would be nice to give something in lieu of taking something away. Comm. Bean advised that she would take this under advisement.
* Overtime policy – Ms. Snow presented a draft for the Board to review (please see attached). The Board reviewed as presented. Comm. Bean presented her suggestions. Discussion ensued.

*Comm. Quirk exited the meeting at 2:51 p.m.*

**Future Dates**

* The next Board of Commissioners meeting will be Thursday, September 4, 2014 at 9:00 am.

***Without objection, the meeting was adjourned at 3:16 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist