**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**February 7, 2014**

**Comm. Bean called the meeting to order at 12:37p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk

**Others Staff Members Present at the Start of the Meeting**:

Superintendent Gregg Quint

Fire Chief Stephen Solomon

Municipal Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to approve A/P Manifest and checks date February 6, 2014; motion seconded by Comm. Quirk;*** ***no further discussion was held; motion passed 3-0-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Buco to approve Weekly Payroll Manifest and checks for period end date of February 2, 2014; seconded by Comm. Quirk; no further discussion was held; motioned passed 3-0-0.***

***Motion was made by Comm. Buco to approve Monthly Payroll Manifest and checks for period end date of January 31, 2014; seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

***Motion was made by Comm. Buco to approve Elected Officials Payroll Manifest and checks for period end date of January 31, 2014; seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

* 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.

* Commissioner’s Meeting Minutes Approval

Minutes of the January 31, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the January 31, 2014 meeting; motion was seconded by Comm. Quirk; no further discussion was held; motion passed 3-0-0.***

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

1. Commissioner’s Folder (Mail)

**Superintendent Business**

* Abatement Request Letters

The Board reviewed two letters requesting abatements; 156 East Main Street and 40 River Street.

40 River Street - ***Motion was made by Comm. Quirk to abate $11.68 in penalty charges; motion seconded by Comm. Buco; no further discussion was held; motion passed 3-0-0.***

Discussion followed regarding the 156 East Main Street property. ***Motion was made by Comm. Quirk to abate 25% of the water portion of the bill; there was no second to the motion; motion failed.*** Comm. Bean advised to send a letter of denial to the customer.

**New Business**

* 2014 Draft Warrants and Proposed Budgets (please see attached)

Fire Chief Solomon provided the Board a draft packet for review. Sup. Quint advised that he was contacted today by NHDOT regarding the paving that they are planning to do which will increase the sewer operating supplies line. Further discussion ensued.

**Old & Pending Items**

* Auditor Proposals

Ms. Snow advised that she has contacted references on the auditing firms that have submitted proposals for the 2013 audit. Favorable references were received on most. Further discussion followed.

***Motion was made by Comm. Bean to hire the auditing firm Vachon & Klukay for one year; motion seconded by Comm. Buco; no further discussion was held; motion passed 3-0-0.***

Ms. Snow advised that she will contact Harding & Co. to advise that he needs to finish 2012 open journals and that he needs to provide our bound reports.

*Comm. Quirk exited the meeting at 1:45 p.m.*

* Personnel Policy Manual

Comm. Bean and Fire Chief Solomon reviewed discussed the current changes.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, February 14, 2014 at 12:30 p.m.
* February 11, 2014 at 7:00 p.m. / Budget Hearing
* March 11, 2014 at 7:00 p.m. / Annual Meeting

***Motion to adjourn at 1:50 p.m. was made by Comm. Buco; seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist