**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**February 28, 2014**

**Comm. Bean called the meeting to order at 12:49 p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

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. Quirk to approve A/P Manifest and checks date February 27, 2014; motion seconded by Comm. Bean;*** ***no further discussion was held; motion passed 2-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Quirk to approve Weekly Payroll Manifest and checks for period end date of February 23, 2014; seconded by Comm. Bean; no further discussion was held; motioned passed 2-0.***

* 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 February 21, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Quirk to accept the minutes of the February 21, 2014 meeting; motion was seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

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

1. Commissioner’s Folder (Mail)

**Superintendent Business**

* Abatement Request / 112 Kancamagus Highway

Sup. Quint provided a history of the leak issue at this property. Further discussion followed.

***Motion was made by Comm. Quirk to abate $1,217.47 for the sewer usage and $723.81(75% off the water usage charge) for the water usage charge totaling $1,941.28; no second was made; motion failed.*** Further discussion continued regarding abatement criteria. Comm. Bean advised to abate the recently assessed penalty charges. ***Comm. Bean made a motion to abate $1,217.47 for the sewer charge; motion was seconded by Comm. Quirk; motion passed 2-0.***

* Emery Lane / Bob Nelson / RWN Property Services

Sup. Quint advised that Mr. Nelson is planning to attend next week's Commissioners meeting to discuss hooking up to sewer as he is planning on constructing a new garage. Fire Chief Solomon added that Mr. Nelson is planning to subdivide which would then create a new need. Further discussion followed.

**Bookkeeper’s Report**

* Commissioners Saving Account

Ms. Snow inquired about this account that was established in July 2010 which has almost $10,000 in it and wanted to know what the purpose was and added that the bank as notified her that the account has been dormant, and that a monthly fee will be charged unless there is some activity. Ms. Snow will research the minutes to try and determine its purpose.

**New Business**

* Rural Development / Letter of Conditions / Capital Reserve Account

Ms. Snow provided an update on the RD letter of conditions item that pertains to the requirement of having a capital reserve account in which $21,667 needs to be deposited each year for the life of the loan. Ms. Snow has spoken to DRA and the new auditor and reviewed the details. Further discussion ensued. Comm. Bean advised Ms. Snow to investigate with RD how they arrived at this amount.

* Harding & Co. 2012 Audit Letter of Acceptance for Signature

The Board reviewed the letter that Harding & Co. provided which is from the Board of Commissioners to Harding & Co., accepting the criteria for the 2012 audit. Further discussion ensued regarding the September 17, 2013 date of the letter. Comm. Bean advised that she would like to change the date. Ms. Snow advised that Mr. Harding wrote the letter on September 17, 2013, and that the date of signature would be today's date. Fire Chief Solomon advised that Mr. Harding was provided all the information that he needed to conduct the audit.

**Non Public Session** (please see attached)

***Motion was made by Comm. Quirk to go into Non-public session under RSA 91-A: 3, II (a); seconded by Comm. Bean.  Roll call vote taken: Comm. Bean - YES, Comm. and Comm. Quirk - YES.***

Non-public session began at 1:49 p.m.

***Motion made by Comm. Quirk; seconded by Comm. Bean to return to public session.  Roll call vote was taken; Comm. Bean - YES, Comm. Quirk - YES.***

Public session reconvened at 2:10 p.m.

No further business to come before the Board.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, March 7, 2014 at 12:30pm
* March 1, 2014 (Saturday) from 11:00 a.m. to 11:30 a.m. / SOC Session
* March 4, 2014 / Annual Report needs to be available
* March 11, 2014 at 7:00 p.m. / Annual Meeting

***Motion to adjourn at 2:12 p.m. was made by Comm. Quirk; seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist