**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 9, 2014**

**Comm. Bean called the meeting to order at 12:31 p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Tom Buco

Joseph Quirk

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

Superintendent Gregg Quint

Fire Chief Stephen Solomon

Office Receptionist Paula Abraham

Municipal Bookkeeper Amy Snow

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to approve A/P Manifest and checks date January 8, 2014; seconded by Comm. Quirk;*** Further discussion: Comm. Buco has a few questions about the account payables; PLT Worker’s Compensation invoice re: coverage period; Concord Hospital invoice re: health exam for a firefighter to return to work; ***no further discussion; 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 January 5, 2014; seconded by Quirk; motioned passed 3-0-0.***

***Motion was made by Comm. Buco to approve Monthly Payroll and Manifest and checks for period end date of December 31, 2013; seconded by 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 2, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the January 2, 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)

**Emergency Services**

* Write-Offs (please see attached)

Fire Chief Solomon advised that the current receivables for ambulance is $333,391.64 (total end of year for 12/31/13) and $129,340.91of that is what was sent to Blethen Associates for collections and advised that he doesn't see any way to recover this money and recommends writing off the $129,340.91.

***Motion was made by Comm. Quirk to write off $129,340.91as recommended by Fire Chief Solomon; seconded by Comm. Buco; motion passed 3-0-0.***

Fire Chief Solomon advised that he was able to recover approximately $3,700 by just writing letters back in September and is recommending writing off the balance of $16,266.00 which will bring the new receivables amount to $187,784.73 (please see attached).

***Motion was made by Comm. Buco to write off $16,266.00 as recommended by Fire Chief Solomon; seconded by Comm. Quirk; motion passed 3-0-0.***

**Superintendent Business**

* Lamplighter's MHP

Comm. Bean requested an update regarding the issues that were discussed in last week's meeting. Fire Chief Solomon advised that he and Sup. Quint toured the park and then met with the manager to go over what the issues are and who is responsible for what and added that he has addressed the issues in a letter as well. Comm. Bean requested a copy of that letter to be sent to their lawyer and to the Hynes Group that we have met with the manager along with what was discussed.

* Abatement Request / White Deer Motel

The board reviewed the additional information regarding this abatement request that was discussed in last week's meeting. Discussion followed as to what a reasonable average usage would be for a motel this size where most of the units are being utilized as living quarters as his average usage is approximately 100,000 each quarter. Comm. Quirk advised that he (Mr. Peterson) has offered to pay the entire bill if we abate the penalties and added that he thinks that is a reasonable offer.

***Motion was made by Comm. Quirk to abate the penalty charges of $501.22; seconded by Comm. Buco;*** further discussion; Comm. Quirk suggested to add the stipulation that we will abate the penalty charges provided he pays his bill in full. Comm. Bean disagreed and advised that we are voting on just the penalty charges with no "if only"***; no further discussion; motion passed 3-0-0.***

* 81B Prospect Rd / Customer Complaint Letter

The Board reviewed the history of the service orders and communication with this customer. Sup. Quint provided details of the many site visits and communication with Jeff McClellen, who is the customers' fiancé, regarding the meter testing to evaluate if the high usage was due to some issue with the meter. It was determined that the meter is functioning correctly and tested at 99.6%. Sup. Quint questioned whether the greenhouses behind the house are part of this property but there is no way to confirm which property they belong to as the Richardson's property abuts the property. Fire Chief Solomon added that they (the Richardson's) have chickens. Sup. Quint advised that we have done everything we can and if they do not pay this bill it is going to be a lot higher come this April when we can shut off the water. Fire Chief Solomon added that there may be a failure to understand from the customer's point of view and to maybe abate the late fee. A letter response will be sent.

**Bookkeeper’s Report**

* Ms. Snow is working on getting the numbers for the end of the year once she receives the final numbers from our auditor. Further discussion ensued regarding the delinquency of the 2012 audit and what the consequences are.

**New Business**

* Budgets

Comm. Bean requested a draft by next week.

* RWN Property Services

Fire Chief Solomon asked the Board if they were satisfied with RWN Property Services for the District Park as they would like to have the contract again for 2014 for the same price. There was a discussion on what was provided for the price but the general consensus was that the park looks good. Fire Chief added that one of the light posts will need to be replaced due to someone hitting it with a plow.

**Old & Pending Items**

* LOGICS

There has been no response from LOGICS to date. Fire Chief Solomon suggested sending them an invoice. Comm. Bean advised to send them an invoice due to services not received. Fire Chief suggested stating on the invoice; we've accepted your lack of response as agreement to our request, here is our invoice for $5,000. Comm. Bean agreed.

* Grinder Pump Policy

Comm. Bean advised that we need a policy. The results (please see attached) provided by John Bush from Underwood Engineers were reviewed and discussed. Discussion ensued on the need for a policy with various language suggestions of what should go into the policy.

* Library Sidewalk

The sidewalk is looking good. Sup. Quint advised that the Town will be removing the snow tonight.

* Job Descriptions

Comm. Bean advised that job descriptions are needed for every employee and asked that drafts be provided in two weeks.

* Employee Policy

Comm. Bean advised that she wants this finalized before March. Fire Chief Solomon advised that the Short Term Disability policy needs to be finalized before it can be added to the Employee policy, then an adjustment will need to be made with HealthTrust in July to have our member agreement be as close to our policy as we can.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, January 17, 2014 at 12:30 p.m.
* January 16, 2014 at 11:00 a.m. / Phase III Washington St. Imp. Proj. Pre-Bid meeting
* January 16, 2014 at 3:00 p.m. / Phase II WW Improvement Project Bid Opening *(this date may have changed. Ms. Abraham will follow up with David Mercier)*.
* January 21, 2014 from 7:00 p.m. to 7:30 p.m. / SOC Session
* January 30, 2014 at 3:00 pm. / Phase III Washington St. Imp. Proj. Bide Opening
* January 31, 2014 from 3:00 p.m. to 5:00 p.m. / Candidates last day to file; Clerk must be present

***Motion to adjourn at 1:54 p.m. was made by Comm. Buco; seconded by Comm. Quirk and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist