**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**January 17, 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 16, 2014; motion was seconded by Comm. Quirk;*** Further discussion: Comm. Buco had a few questions about the account payables; Devine, Millimet & Branch invoice - there was a discussion regarding the itemization of the invoice with respect to the timeline of the RD bond . The Board directed to hold the check until further information is obtained; Pitney Bowes re: postage, Firematic re: the purchase of foam and Diesel Works re: tractor repair; ***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 January 12, 2014; motion was seconded by Comm. Quirk; no further discussion was held; motioned 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 9, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Buco to accept the minutes of the January 9, 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**

* Fire/Rescue Department Budget (please see attached)

Fire Chief Solomon provided a review of the 2013 Fire and Ambulance Department Budget, and the 2014 Combined Fire Department Operating Budget. A discussion followed regarding the warrant articles and anticipated questions in preparation for the Budget Hearing and the Annual Meeting. Comm. Buco asked Fire Chief Solomon how he plans on explaining the need to hire two full time employees at the Annual Meeting. Fire Chief Solomon stated that basically shifts cannot be filled due to the restriction of the number of hours they are allowed to work and no one can work 30 or more hours unless they are part of the NH Retirement System. Comm. Bean added that the voters voted to combine the fire and ambulance at the Annual Meeting last year because the voters wanted to keep the ambulance for the district.

**Superintendent Business**

* Project Update

Comm. Bean provided a review of a conversation with Paul Degliangeli about his conversation he had with Jonathan Harries from Rural Development in Vermont and it is a go on the HTPE pipe which is a good thing but the downside is the three easements on the gravity line; the property owners want money. Underwood Engineers is going design a pipeline that goes into the road and estimates that it would be an extra $120K to move it away from the easements. There was a discussion regarding payment terms if the District was to pay for the easements.

* Water/Sewer Budget

Sup. Quint provided a review of the 2014Water/Sewer budget for review (please see attached). A discussion followed as the Board reviewed the budgets. Sup. Quint advised that he would like to replace the dump truck which was bought new in 1988 with a one ton. A smaller truck would be better utilized.

**New Business**

* Auditor’s Invoice

There was a discussion regarding the invoiced amount from our auditor. The discussion ensued regarding a search for a new auditor. Comm. Buco stated that we need to start looking because we cannot keep being late and inquired if other auditing firms have been contacted for 2014. Fire Chief Solomon stated that there are really two issues here; first, are we going to pay the $22,000 and second, we are actually already behind reporting to the state because last year the law was changed and now we only have until January 10th to report who we will be using for an auditor for the year and advised that we have received a letter from our auditor at DRA asking for the MS60 report which identifies who we are using for an auditor. For now, we will have to report that Harding & Company is our auditor on the MS60 report but in the meantime, Ms. Snow will investigate to see if we can change now for 2014 and to see if there may be an auditor that may be available to take over the 2013 audit. Harding and Compay is requesting an acknowledgement to confirm the date of January 30, 2014 to oversee our inventory. Ms. Snow advised from reading the auditors' contract, that his fee cannot exceed $22,000 and that our reports would be available no later than August 2013 however, our report for 2012 was received 4 1/2 months late. Fire Chief Solomon advised that the 2011 audit invoice total was $19,800 which was then discounted 15% or $3,000 due to lateness and proposes that we reduce this bill by 15%.

***Motion was made by Comm. Quirk to send letter to Harding & Company stating that due to lateness we request a 15% reduction on this invoice; motion was seconded by Comm. Buco;*** Further discussion: Fire Chief Solomon suggested sending a check reflecting this reduction with the letter. Comm. Bean advised that the 15% discount equals $3,300 leaving a balance of $18,700 which will be noted in the letter; ***no further discussion was held; motion passed 3-0-0.***

Fire Chief Solomon suggested that the completion due date of the audit needs to be earlier than August 31st because our deadline to the state is September 1st and added that if the audit is not received by that date then impose a $500 per day penalty clause.

* Health Trust and Property Liability Insurance

Fire Chief Solomon reviewed the history of the split up of the LGC, Health Trust and PLT. It was determined in this latest court case that PLT will have to pay back $17.1M which in turn is causing PLT to have to turn over all their assets and liabilities to Health Trust and ceasing to exist and now Health Trust is operating our property liability, worker's compensation, unemployment insurance, health insurance and all of the disability insurance and added that because we have employment insurance with them we have to give Health Trust power of attorney over that so that they can operate on our behalf with the State of NH Employment Security which requires a vote of the Commission to authorize either me or Sup. Quint to sign the document.

***Motion was made by Comm. Buco to authorize Fire Chief Solomon to sign the necessary documentation on behalf of Health Trust regarding the Employment Insurance; motion was seconded by Comm. Quirk***; Further discussion: Comm. Buco inquired why is this required just for employment insurance. Fire Chief Solomon advised because there is a third party entity with the state and added that back in 2010 power of attorney was granted to PLT but this change now results in granting power of attorney to Health Trust. Comm. Bean inquired if we can obtain PLT from another source. Fire Chief Solomon advised that Primex would be the alternative and maybe we should look at them to compare as the policy expires on June 30, 2014; ***no further discussion was held;*** ***motion passed 3-0-0.***

**Old & Pending Items**

* LOGICS

The letter response that was received today from LOGICS was reviewed and discussed. There was a discussion disputing its content. Comm. Bean and Fire Chief Solomon will write a letter explaining what is being disputed but will accept their refund offer of $1,372 versus taking legal action as that would cost more money in the long run.

* E-One Grinder Pump Policy Review

The Board reviewed the final draft provided and agreed with its content. Comm. Bean requested that David Mercier at Underwood Engineering review it before it is adopted.

* Employee Policy Final Draft

Comm. Bean advised that she has added the changes that were discussed last week and it should be sent to the lawyer if there are no other any changes however the bonus leave needs to be addressed, and the Short Term Disability policy needed to be added. Further discussion continued regarding the vacation and sick time accruals.

* Sidewalks

Ms. Snow advised that she has learned that there may be a petition going around for the Town of Conway to take over our sidewalks. She ran into Mike DiGregorio and asked him if that was true and he advised no, there is no intention to petition an article to abandon the sidewalks. Ms. Snow explained what she was advised by Mr. DiGregorio of what he thought the process would be if that was something that the Commission would want to happen. Ms. Snow contacted DRA to see what would happen if the District decided to abandon the sidewalks would the town automatically take them over and she was advised that this would be a question for our lawyer. Comm. Bean advised that she has no inclination to put a warrant article in place for the town to take over the sidewalks.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, January 24, 2014 at 12:30pm
* January 21, 2014 from 7:00 p.m. to 7:30 p.m. / SOC Session
* January 23, 2014 at 3:00 p.m. / Phase II WW Improvement Project Bid Opening
* 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.
* February 4, 2014 / Last Day for Petitioned Warrant Articles
* February 11, 2014 at 7:00 p.m. / Budget Hearing
* February 12, 2014 Asset Management Meeting with Underwood Engineers (Mike Unger) and NH DES (John McKenna).

***Motion to adjourn at 2:30 p.m. was made by Comm. Buco; motion was seconded by Comm. Quirk and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist