**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**July 10, 2014**

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

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk

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

Fire Chief Stephen Solomon

Municipal Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Others Present:** Peter Pitsas / Underwood Engineers

**Administrative Business**

* Ratify A/P Manifest and checks dated July 3, 2014 - ***Moved by Comm. Buco; seconded by Comm. Bean***; further discussion: Comm. Buco stated a few observations on the A/P’s: Alkalay & Smillie for the easement work and noted the detailed description on the invoice, Carol Coppola & Associates for the pre-audit, HealthTrust regarding the insurance & Stryker for the bariatric (grant) equipment; ***motion passed 3-0-0***.

*Comm. Bean took the following out of order at 12:37p.m.:*

* Peter Pitsas from Underwood Engineers provided a project update to the Board regarding the Davis Bacon requirements that pertain to the two different wage categories; heavy and highway. Further discussion followed regarding the differences in labor classifications.

*Peter Pitsas exited the meeting at approximately 1:00 p.m.*

* Approval of A/P Manifest and checks date July 10, 2014 – ***Move by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco inquired about the Alkalay & Smillie invoice pertaining to the consult with the Fire Chief regarding ambulance billing and the auditor invoice from Vachon & Klukay; ***motion passed 3-0-0***.
* Ratify Weekly Payroll Manifest and checks for period ending June 29, 2014 - ***Move by Comm. Buco; seconded by Comm. Quirk***; ***motion passed 3-0-0***.
* Ratify Monthly Payroll Manifest and checks for period ending June 30, 2014 - ***Move by Comm. Buco; seconded by Comm. Quirk***; ***motion passed 3-0-0***.
* Ratify Quarterly Payroll Manifest and checks for period ending June 30, 2014 - ***Move by Comm. Buco; seconded by Comm. Quirk***; ***motion passed 3-0-0***.
* Approval of Weekly Payroll Manifest and checks for period ending July 6, 2014 - ***Move 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 June 27, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of June 27, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***
* Bank Signature Cards for DN Tanks Retainage Account – Ms. Snow advised that this account was overlooked for signature authority even though checks are not processed from this account. The Board signed as presented.
* Letter to Rural Development regarding loan details to the auditor - the Board signed the letter as presented.

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

* Commissioner’s Mail folder was reviewed

**Emergency Services**

* Town of Albany Meeting Update – Fire Chief Solomon advised that he met with the Selectmen of the Town of Albany regarding their fire service contract and provided a list of their questions (please see attached). Further discussion followed. The Chief will provide information back to the Town of Albany addressing their questions and also stated the he suggested to the Selectmen to consider a joint meeting with our Board of Commissioners for further discussions but they did not seem interested in doing that.
* Write Offs – (please see attached) The Chief provided a summary of the list of ambulance write offs which were reviewed and discussed by the Board.

***Moved by Comm. Quirk to approve the ambulance write off amount of $14,674.47 as recommended by Fire Chief Solomon; seconded by Comm. Buco; motion passed 3-0-0.***

**Superintendent**

* Sewer Abatement Request / 341 Tasker Hill Road – The Board reviewed and discussed the request for abatement and based on the District abatement policy, $50.66 is the overage amount difference from the same quarter in the previous year.

***Moved by Comm. Buco to abate the sewer usage amount of $50.66; seconded by Comm. Quirk; motion passed 3-0-0.***

* 69 Bald Hill Road / One-time Sewer Connection Waiver Request – The required septic permit number and date were provided to the Board that was previously discussed at the May 30th and June 27th BOC meetings.

***Moved by Comm. Buco, to approve a one-time 5 year sewer connection waiver for 69 Bald Hill Road; seconded by Comm. Quirk;*** Further discussion: It was stated that the water and sewer demand fees will still apply. The sewer usage charge will not apply during the 5 year time period and connection to the sewer system is required to be completed 5 years from the approval date (July 10, 2014) of this waiver; ***motion passed 3-0-0.*** The customer will be notified of decision in writing.

**Old & Pending Issues**

* Conway Village Improvement Committee (CVIC) - Comm. Bean stated that Board of Commissioners formed this committee and it is really not doing much of anything. Ms. Snow added regarding the flags, no one was interested in helping. Comm. Bean stated that she would like to do the flags but needs help with it. Further discussion ensued. Comm. Bean asked where the Celebration Committee works out of. Fire Chief Solomon advised that they are a subcommittee of the Chamber of Commerce and the 250th Celebration Committee is through the Town of Conway.
* Policy Manual – Comm. Bean asked if anyone brought any suggestions for this policy for discussion. None were presented but this item will be discussed at the next meeting. Some of the topics will be calculation overtime; sick time and the bonus leave time.

**Public Comment**

No public comment

**Future Dates**

* Friday, July 18, 2014 at 1:00 p.m. – Phase II WW Award signing at Fire Station (Clerk Mark Hounsell will provide the official CFVD seal)
* The Commissioners will meet on the following date:
  + Thursday, July 24, 2014 at 12:30 p.m.

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

***Moved by Comm. Buco to go into Non-public session under RSA 91-A:3, II (c) personnel; seconded by Comm. Quirk.  Roll call vote taken: Comm. Bean - YES, Comm. Buco - YES, Comm. Quirk - YES.***

Non-public session began at 1:47 p.m.

***Moved by Comm. Buco; seconded by Comm. Quirk to leave nonpublic session and return to public session.  Roll call vote was taken; Comm. Bean - YES, Comm. Buco - YES, Comm. Quirk - YES.***

Public session reconvened at 2:00 p.m.

No further business to come before the Board.

***Without objection, the meeting was adjourned at 2:01 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist