**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**July 24, 2014**

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

**Commissioners Present at Start of Meeting**:

Janine Bean (not present)

Thomas Buco

Joseph Quirk

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

Fire Chief Stephen Solomon (not present)

Superintendent Greg Quint (not present)

Municipal Bookkeeper Amy Snow (not present)

Office Receptionist Paula Abraham

**Others Present:**

**Administrative Business**

* Ratify A/P Manifest and checks dated July 17, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco commented that A&L Labs will no longer handle our sewer testing and that it is now being done by Eastern Analytical; ***motion passed 2-0***.
* Approval of A/P Manifest and checks date July 24, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco commented on the bulk caustic soda delivery from Monson and questioned whether this was for 6 months or a year; ***motion passed 2-0***.
* Ratify Weekly Payroll Manifest and checks for period ending July 13, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk;*** ***motion passed 2-0***.
* Approval of Weekly Payroll Manifest and checks for period ending July 20, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk; motion passed 2-0***.
* Time sheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Buco.
* Approval of the Minutes - Minutes of the July 10, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***Moved by Comm. Quirk to accept the minutes of July 10, 2014; seconded by Comm. Buco; motion passed 2-0.***

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

* Commissioner’s Mail folder was reviewed.

**Superintendent**

* Comm. Buco advised that Sup. Quint and his crew are working on the water line replacement on Bridge Street and have been for the past few days.
* Abatement Request / 34 Towel Road - The Board reviewed the documents as presented. Ms. Abraham provided a history summary to the Board and advised that the water leak overlapped two billing cycles and added that Comm. Bean expressed that she was in favor of the abatement request in a previous conversation with Ms. Abraham. The Board was advised as such. ***Moved by Comm. Quirk to abate $1,094.36 as presented and as stated in the District abatement policy; seconded by Comm. Buco; motion passed 2-0.***
* Abatement Request / 39 Colbath Street (meter issue); The Board reviewed the documents as presented. ***Moved by Comm. Quirk to abate $50.00; seconded by Comm. Buco;*** further discussion: Comm. Quirk stated that this is a reasonable request based on the fact that it was our equipment that caused the abnormality in usage; ***motion passed 2-0.***

**New Business**

* Audit Extension Deadline to October 1st - Comm. Buco advised that Gregg Colby from Coppola & Associates has be doing our pre-audit in preparation for the audit, has taken a long time as he has had to make a lot of corrections that had to be made and is now just providing the information to the auditor, will not be able to have it completed by the July 31st deadline and added that October 1st is still within the time period for submittal. Comm. Buco had a discussion with Comm. Bean prior to the meeting and she expressed that she was in favor of extending the date to October 1st due to the condition that Mr. Colby had found our books and that their request was reasonable. Further discussion ensued. Comm. Quirk requested that Ms. Snow provide an estimate of when the pre-audit will be completed and expressed that he would like to see them strive for a completion date of August 31st but supports the October 1st date, keeping the August 31st as the goal and would like Ms. Snow to provide that comment to Mr. Colby. ***Moved by Comm. Quirk to approve the deadline extension to October 1, 2014 with an expectation of completion by August 31, 2014 which may be adjusted at a later time; seconded by Comm. Buco; motion passed 2-0.***
* Town of Conway – Comm. Quirk advised that he attended a meeting at the Town of Conway on Tuesday and advised that there was a motion, but it may have been just a discussion, to drop the communication regarding the the town wide fire department. Further discussion followed. Comm. Quirk stated in the meeting that it was the voters and not the commissioners that wanted to start this discussion and emphasized that he pushed to keep the ball rolling. Comm. Buco referred to the letter received from the Town of Conway (please see attached). ***Moved by Comm. Quirk to send a letter to the Town of Conway stating that we should leave this issue open for discussion; seconded by Comm. Buco; motion passed 2-0.***

**Old & Pending Issues**

* The Board tabled discussion on these items until the next meeting.

**Public Comment**

No public comment

**Future Dates**

* The next Board of Commissioners meeting will be **Friday, August 1, 2014 at 12:30 p.m.**

***Without objection, the meeting was adjourned at 1:13 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist