**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**June 12, 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

Superintendent Greg Quint

Municipal Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Others Present:**

*Comm. Bean took the following out of order:*

**Emergency Services**

* Fire Chief Solomon advised the Board that business is picking up as it is that time of year. He has received the equipment on the bariatric grant. Because it is such a small timeframe, it is best if the bills related to this be paid and then submit just one payment request to the state so we will receive all the money back all at once. We partnered with Memorial Hospital to do community CPR which was very successful. The class was full and there were 14 people waitlisted so we will continue with these community programs.
* Met with Atty. Ed Alkalay and discussed the personnel manual and whether or not it would be worth taking unpaid ambulance bills to court. Atty. Alkalay is not convinced that if we had to hire him would it be worthwhile but he wanted to review the numbers for a determination.
* Town of Conway letter (please see attached) is requesting a representative from the District to be part of the committee for the health insurance study. They prefer an elected official or a decision maker versus an employee to participate. Discussion followed. The consensus is that the Board has interest but no one is available to meet at their meeting time. The Chief will attend this meeting to gather more information.
* The Chief, Ms. Snow and possibly Comm. Bean will plan on attending the meeting to discuss the consolidation of a town-wide fire service on June 24th at 4:00 p.m.

*Fire Chief Solomon exited the meeting at 12:50 p.m. to attend a meeting at the Albany Town Hall regarding a Route 16 safety study committee.*

**Administrative Business**

* Ratify A/P Manifest and checks dated June 4, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk;*** further discussion: Comm. Buco inquired about the A/P’s for Alkalay & Smillie; are the invoices separated between project work and other and was advised yes; the Cummins invoices and whether this testing is annual or semi-annual and was advised that it is semi-annual***; motion passed 3-0-0.***
* Approval of A/P manifest and checks dated June 11, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk;*** further discussion: Comm. Buco inquired about the A/P for the garage door for the fire station and further stated that the $60K in voided checks are the result from speaking with Atty. Smillie regarding the easements and was advised by Atty. Smillie to not pay anything until all the subordinations are received. Further discussion followed regarding the easement status. ***; motion passed 3-0-0.***
* Ratify weekly payroll manifest and checks for period ending June 1, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Ratify monthly payroll manifest and checks for period ending May 31, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Approval of weekly payroll manifest and checks for period ending June 8, 2014; ***moved 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 May 30, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of May 16, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***

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

* Commissioner’s Mail folder was reviewed

**Superintendent Business**

* Project Update - Sup. Quint advised that all the water line is in on Washington Street and they are now doing the water services and all seems to be going well.
* There were a couple of glitches with the on-line ACH payments but it is being straightened out. Ms. Snow has been working with the credit card payment company. Ms. Snow advised that there was another round of shut offs last week and there were quite a few customers who paid on-line and suggested that the shut off/on fees should be discussed at the next meeting.

**Old & Pending Items**

* Conway Village Improvement Committee – Ms. Snow advised the Board of an email that she received that was upsetting which stated that the CVIC was to take care of the trees and parade etc… Ms. Snow replied to that email stating that the CVIC is for permanent esthetic improvements that was formed by the BOC and nothing is to be done in the name of that committee unless it is discussed, period end of discussion. Discussion followed.
* Personnel Manual – the final version of this manual was reviewed and proof read for errors and content page by page by the Board.

***Moved by Comm. Buco to accept the Personnel Manual on this day as amended; motion seconded by Comm. Quirk; motion passed 3-0-0.***

**Public Comment**

No public comment

**Future Dates**

* The Commissioners will meet on the following dates:
  + June 27 and July 10, 2014 at 12:30 p.m.

***Without objection, the meeting was adjourned at 2:00 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist