**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**June 27, 2014**

**Comm. Bean called the meeting to order at 12:32 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:**

**Administrative Business**

* Ratify A/P Manifest and checks dated June 19, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco inquired if the A/P’s for the bariatric equipment was all granted related and was advised that it was. Fire Chief Solomon provided an explanation of how the equipment will be used; A&L invoice for the sewer testing was discussed; ***motion passed 3-0-0***.
* Approval of A/P Manifest and checks date June 26, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk;*** further discussion: Comm. Bean questioned the A/P for legal fees from the attorney for easement related charges and whether it was related to the Agreement & Consent document and was advised that it was not and that the agreement was attached to the check so that it could be sent together to Atty. Smillie at her request. Comm. Buco commented that the manifest amount was $295K which included payment to DeFelice, PLT/WC and the treatment plant electric bill was over $5K; ***motion passed 3-0-0***.
* Ratify Weekly Payroll Manifest and checks for period ending June 15, 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 22, 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 June 12 & 19, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of June 12 & 19, 2014; seconded by Comm. Quirk;*** Comm. Quirk was not present for the June 19th meeting. ***Motion was amended by Comm. Buco to move to accept the minutes for June 12, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***

***Moved by Comm. Buco to accept the minutes of June 19, 2014; seconded by Comm. Bean; motion passed 2-0-1***. (Comm. Quirk abstaining)

* Release of Lien / 222 Hobbs St – Bank of America remitted payment for additional penalty charges that were assessed prior to receiving final payment which allows the release of lien for this property. The Board signed the release as presented.
* Bank Signature Cards for DeFelice Retainage Account – Ms. Snow advised that this is a new account for an interested bearing account for the Washington Street project. The Board signed the cards as presented. There was discussion regarding the account for Rural Development which Comm. Buco advised, is not interest bearing due to it being federal dollars.
* Safety Deposit Box / Authorization of access signature cards – Ms. Snow advised that in order to update authorization to allow access for the Fire Chief, Superintendent and Bookkeeper, new signature cards are needed. Comm. Buco suggested an inventory be taken of the contents. Ms. Snow recommended that the Board set aside a time to review the old sealed minutes to determine whether the reason they were sealed in the first place still exists so that they may be part of the public record except for those that are employee related where they are required to be kept for three years after the employee no longer works for the District as advised by the Chief. The Board signed the cards as presented.
* Tax Money Request / Letter to Town of Conway for signatures – Ms. Snow advised that this letter is the result of an employee requesting to cash in his bonus leave. The Board signed the letter as presented.
* NHPDIP Sewer payroll accrual trust / Letter to Town of Conway for signatures – Ms. Snow advised that we are asking for half now and half at the end of the year. There was discussion regarding the order of priority of tax payments that the Town of Conway follows. Ms. Snow advised that TAN is supposed to be paid last by the town.
* Comm. Bean stated for the record that she is signing a document that Gregg’s (Quint) hourly rate for 2014 is $28.55 for audit purposes.

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

* Commissioner’s Mail folder was reviewed

**Emergency Services**

* Fire & EMS Response Report / Town of Albany (please find attached) – Fire Chief Solomon provided a summary of his meeting with the Town of Albany. Their main concern was that they were paying for calls in the National forest that they do not collect taxes for and presented them with a report of statistics at their request. Discussion followed. The Chief stated that the bottom line is that they are getting a really good deal for the service and their contract will change when the contract expires at the end of the year - Non precinct contract expires in 2017. Comm. Buco requested the Fire Chief to present the formula of determination to be discussed at the next meeting.
* Ms. Snow commended Comm. Bean on her presentation at the town-wide fire meeting this week with the Town of Conway - it was brilliant and added that at least at the end of the meeting, some were more open minded than when the meeting first started. Fire Chief Solomon stated that is was our taxpayers that asked us to look at this and feels that it is not fair that the taxpayers are held hostage by the NCWP Commission.

**Superintendent**

* Project Update – Sup. Quint advised that the Washington Street water line is installed. There are seven more house connections and two more big connections still to be done and expect to be all on-line by next Wednesday. The project is coming along great. The contract award and signing for the force main is scheduled for July 16th. Comm. Bean advised that Rural Development (RD) requested a copy of the executed addendum and that Pam Smillie will be sending that and we are waiting for RD to approve the opinion of counsel. Comm. Quirk asked if they have re-compacted the 200’ on Washington Street and was advised by Sup. Quint yes it has been.
* 69 Bald Hill Road / One-time Waiver Request - The customer provide the permit number 155079 but no date was provided. Comm. Bean asked is that the best that David Pandora can provide and directed Sup. Quint to call Mr. Pandora to verify the required permit date. The Boards decision is on hold pending this information.

**New Business**

* Ms. Snow advised the Board that the aging report for A/R in 2013 was approximately $86K outstanding and it is now down to approximately $18K and added that approximately $12K is properties that are shut off with liens in place along with those with payment plans. Ms. Snow commended Ms. Abraham for all the work she has done to reduce this amount.
* Comm. Buco suggested that the new Water Asset Management brochure be included with the 4th quarter bills but it would need to be printed. There was discussion of having a website where uploading the brochure would be a better alternative.
* Comm. Buco mentioned the two pre-applications that were submitted for funding; Pequawket Drive sewer extension and West Main Street water replacement.
* Ms. Snow advised that the first Delayed &Deferred payment of $87K was received this week.

**Old & Pending Issues**

* Policy Manual – Comm. Bean suggested to the staff to start looking at the parts of this manual that is of interest in changing.
* Personnel Policy – is in the process of being distributed to all employees.

**Public Comment**

No public comment

**Future Dates**

* The Commissioners will meet on the following dates:
	+ July 10, 2014 at 12:30 p.m.
	+ July 24, 2014 at 12:30 p.m.

***Without objection, the meeting was adjourned at 1:46 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist