**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**March 7, 2014**

**Comm. Bean called the meeting to order at 12:36 p.m.**

**Commissioners Present at Start of Meeting**:

 Janine Bean

 Thomas Buco

 Joseph Quirk

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

 Superintendent Gregg Quint

 Fire Chief Stephen Solomon

 Municipal Bookkeeper Amy Snow

 Office Receptionist Paula Abraham

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Quirk to approve A/P Manifest and checks dated March 6, 2014; motion seconded by Comm. Buco;*** Further discussion: Comm. Buco had few questions on the payables; NH Retirement format pertaining to the spreadsheet delineating the contributions, Con Edition - curious why there were no PSNH bills, Fire Fighter training - two Fire Fighters attended FF I training; ***no further discussion was held; motion passed 2-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Quirk to approve Weekly Payroll Manifest and checks for period end date of March 2, 2014; seconded by Comm. Buco;*** Further discussion: Comm. Buco inquired why on some of the fire personnel their net pay was greater than their gross where other pay is listed. Ms. Snow and Fire Chief Solomon advised that other pay indicates the shift stipends anything else that is not an hourly rate; ***no further discussion was held; motioned passed 2-0.***

***Motion was made by Comm. Quirk to approve Monthly Payroll Manifest and checks for period end date of February 28, 2014; seconded by Comm. Buco; no further discussion was held; motioned passed 2-0.***

***Motion was made by Comm. Quirk to approve Monthly Elected Officials Payroll Manifest and checks for period end date of February 28, 2014; seconded by Comm. Buco; no further discussion was held; motioned passed 2-0.***

* 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. Quirk.

***Motion was made by Comm. Quirk to approve the timesheets as presented; motion was seconded by Comm. Buco; no further discussion; motion passed 2-0.***

*Comm. Bean entered the meeting at 12:50 p.m.*

* Commissioner’s Meeting Minutes Approval

Minutes of the February 28, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Bean to accept the minutes of the February 28, 2014 meeting; motion was seconded by Comm. Quirk; no further discussion was held; motion passed 2-0-1.***

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

1. Commissioner’s Folder (Mail)

**Emergency Services**

* Fire Chief Solomon presented a preview of his Power Point presentation to the Board in preparation for the Annual meeting. Further discussion followed.

**Superintendent Business**

* Sup. Quint advised the Board that he has spoken to David Bernier regarding the NCWP's policy of hook up requirements.

**New Business**

* Commissioners Savings Account

Fire Chief Solomon advised that this money was from the sale of a fire truck and is not able to identify why the proceeds were deposited into this account but instead should have become fund balanced at the end of the year. Further discussion followed. Comm. Bean advised to table this issue for discussion at the next Commissioners meeting.

* Harding & Co. Letter

Comm. Bean advised the other Board members that she changed the date of the letter before signing it and feels comfortable with the content.

***Motion was made by Comm. Bean to sign the letter from Harding & Co; motion was seconded by Comm. Buco; no further discussion was held; motion passed 3-0-0.***

* Annual Meeting Preparation

The Board reviewed and assigned a person responsible to respond to questions for each warrant article in the new report in preparation for the meeting.

*Comm. Bean exited the meeting at 1:30 p.m.*

* Job Descriptions

Ms. Snow advised that there are some things in her job description that either needs to be amended or followed. It was suggested to table this discussion until the next meeting. Further discussion followed.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, March 21, 2014 at 12:30 p.m.
* March 11, 2014 at 7:00 p.m. / Annual Meeting

***Motion to adjourn at 1:44 p.m. was made by Comm. Quirk; motion was seconded by Comm. Buco and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist