**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**March 21, 2014**

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

**Commissioners Present at Start of Meeting**:

Janine Bean

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

**Others Present:** Greg Colby / Carol Coppola & Associates

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Quirk to ratify A/P Manifest and checks dated March 13, 2014; motion seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

***Motion was made by Comm. Quirk to approve A/P Manifest and checks dated March 20, 2014; motion seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Quirk to ratify Weekly Payroll Manifest and checks for period end date of March 9, 2014; seconded by Comm. Bean; no further discussion was held; motioned passed 2-0.***

***Motion was made by Comm. Quirk to approve Weekly Payroll Manifest and checks for period end date of March 16, 2014; seconded by Comm. Bean; 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. Bean.

* Commissioner’s Meeting Minutes Approval

Minutes of the March 7, 2014 Commissioner’s meeting were reviewed prior to the meeting.

***Motion was made by Comm. Quirk to accept the minutes of the March 7, 2014 meeting; motion was seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

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

1. Commissioner’s Folder (Mail)

**Emergency Services**

* Fire Chief Solomon advised the Board of a plowing accident that occurred at the Fire Station this week.
* Acceptance of Homeland Security Grant

Fire Chief Solomon presented to the Board, information on the Homeland Security grant for $25,400.00 and advised that CVFD would be a host site for this equipment. A list of equipment to be included was provided. Further discussion followed.

***Motion was made by Comm. Quirk to accept the Homeland Security Grant in the amount of $25,400.00 for Bariatric Equipment and authorize Chief Solomon to sign on behalf of the District; motion was seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

* Approval of Monitor Lease-Purchase

***Motion was made by Comm. Quirk to enter into the five year lease purchase agreement with US Bank for the purchase of two Cardiac monitors and accessories and authorize Chief Solomon to sign on behalf of the District; motion was seconded by Comm. Bean***; Further discussion: Chief Solomon provided a detailed description of the payment plan with the lease agreement; ***no further discussion was held; motion passed 2-0.***

* Hiring Procedures

Fire Chief Solomon advised the Board that he would like to post the two positions internally first and went on to explain the certification requirements (C-Pat) that are needed prior to start date. Further discussion ensued. The consensus of the discussion was to post internally for two weeks then post externally as needed.

**Superintendent Business**

* Abatement Request / 136 Washington Street

***Motion was made by Comm. Quirk to abate 75% of water and 75% of sewer; there was no second to the motion; motion failed***; Comm. Bean advised to hold this for discussion at the next meeting.

**Appointment / Greg Colby – Carol Coppola & Associates / Audit Status**

***Motion was made by Comm. Quirk to go into Non-public session under RSA 91-A:3, II (c); motion seconded by Comm. Bean. Roll call vote taken: Comm. Quirk – YES and Comm. Bean – YES***

Non-Public session began at 1:11 p.m.

Others Present: Sup. Gregg Quint

Fire Chief Stephen Solomon

Amy Snow – Municipal Bookkeeper

Paula Abraham – Office Receptionist

***Motion was made by Comm. Quirk to return to public session; motion seconded by Comm. Bean; Roll call vote was taken: Comm. Quirk – YES and Comm. Bean - YES***

Non-public session ended at 1:30 p.m.

Public session resumed at 1:31p.m.

***Motion was made by Comm. Quirk to seal the non-public minutes; motion seconded by Comm. Bean; motion passed unanimously.***

***Motion was made by Comm. Quirk to hire Greg Colby of Carol Coppola & Associates; motion seconded by Comm. Bean; no further discussion was held; motion passed 2-0***.

Mr. Colby exited the meeting at 1:34 p.m.

**Bookkeeper’s Report**

* Ms. Snow provided an update on the RD Reserve account that is being required per the letter of conditions and reviewed her recent discussions with Anne Getchell. Further discussion ensued.

**New Business**

* Oath of Office / Swearing in of Newly Elected Officials

1:48 p.m. / William Vose was sworn in as Treasurer

1:55 p.m. / Carole DiGregorio was sworn in as Supervisor of the Checklist

2:00 p.m. / Douglas Burnell was sworn in as Moderator

Various documents were then signed by the Elected Officials for submittal to DRA.

**Old & Pending Items**

* Comm. Savings Account

Fire Chief Solomon advised that this money came from the sale of fire truck in 2010. Further discussion followed.

* Job Descriptions

There was a discussion regarding the job descriptions for Ms. Snow and Ms. Abraham pertaining to the “reports to” section. Fire Chief Solomon and Superintendent Quint both agree to remove the Fire Chief from this section. Ms. Snow brought up the issue of the personnel records and requested a clarification of which items she would be responsible for. Further discussion ensued.

* Employee Handbook

Fire Chief Solomon will revise and send to Alkalay & Smillie for review.

* Building Security

Fire Chief Solomon is looking into target hardening to grant program for security upgrades.

**Public Comment**

* Tad Furtado from Conway Dental asked the Board what the next step was for the streetscape improvements in the village. Comm. Bean advised that we have a sidewalk committee but that it did not come to fruition and asked Mr. Furtado if he would like to be part of or head up the committee and added that the sidewalk committee could come to Board with proposals of their ideas which would include a collaboration in working with Superintendent Quint in creating priority list. Further discussion ensued. Comm. Bean suggested changing the name of the committee and asked Mr. Furtado if he would accept that task. Mr. Furtado agreed. The first committee meeting will be Tuesday, March 25th at 4:00 p.m.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, March 28, 2014 at 12:30 p.m.

***Motion to adjourn at 2:32 p.m. was made by Comm. Quirk; motion seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist