**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**March 28, 2014**

**Comm. Bean called the meeting to order at 12:33 p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk (not present)

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

Superintendent Gregg Quint (not present)

Fire Chief Stephen Solomon

Municipal Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Others Present:** Tad Furtado / Conway Village Improvement Committee

**Administrative Business**

* A/P Manifests Approval

***Motion was made by Comm. Buco to approve A/P Manifest and checks dated March 27, 2014; seconded by Comm. Bean;*** Further discussion: Comm. Buco commented that the recipients of the HealthTrust reimbursement are from names of long ago. Ms. Snow advised that this is the last reimbursement from HealthTrust. Comm. Buco inquired about the A/P for U.S. Bank Equipment Finance. Fire Chief Solomon advised that this is the down payment for the cardiac monitors; ***no further discussion was held; motion passed 2-0.***

* Payroll Manifests Approval

***Motion was made by Comm. Buco to approve Weekly Payroll Manifest and checks for period end date of March 23, 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

Because Comm. Buco was not present at the March 21, 2014 meeting, and because Comm. Quirk is not present today, approval of the Minutes of March 21, 2014 has been postponed to the next meeting as directed by Comm. Bean.

* Approval of Use of Facility/Property Request / Main Street Baptist Church

***Motion was made by Comm. Buco to approve the Use of Facility/Property Request as presented; seconded by Comm. Bean; motion passed 2-0.***

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

1. Commissioner’s Folder (Mail) was reviewed.

**Emergency Services**

* Holidays / New Schedule (see attached)

Fire Chief Solomon provided the new schedule starting July 1st. Comm. Bean asked if this schedule would go into effect on July 1st and if approved, it would become part of the new policy manual. Comm. Buco questioned if the budget would cover this schedule. The Fire Chief advised yes. Further discussion followed.

* Job Postings

Fire Chief Solomon advised that the job postings have been posted internally and the first resume has already been submitted. There are three more people who have advised that they are going to apply and added that he can actually hold off on the external posting until the two in-house candidates have taken their C-Pat test on April 14th, which is only five days from when we would have had to start the external posting which still leaves us plenty of time and questioned why go through all the effort to externally post when there are internal candidates that would potentially qualify. Comm. Bean added that she still thinks we should post externally according to our policy. Fire Chief added that if these two candidates work out, it is much better for us to hire them as it would save money on equipment and uniforms versus hiring someone from away where they would need absolutely everything. Ms. Snow questioned what would happen if we lose a couple of people to North Conway, we will need more candidates. Comm. Bean reiterated what the conversation was last week was that we would post internally for two weeks, then post externally. Comm. Bean stated for the record that she is not comfortable that we might hire someone who fought against their job which really pisses her off extremely and it will really piss off some of those other people if we do not externally advertise. Fire Chief acknowledged that it is a valid concern. It was concluded that the job posting will be posted externally.

**Superintendent Business**

* Abatement Request / 136 Washington Street (on hold for next meeting)

**New Business**

* Conway Village Improvement Committee

*Tad Furtado joined the meeting at 12:59 p.m.*

Ms. Snow advised the Board of the new committee name is the Conway Village Improvement Committee. Those who attended were Tad Furtado and Kate Hunter. Kate Hunter is also a member of the Mount Washington Valley Preservation Association (MWVPA) and the Town of Conway Community Celebrations (CCC), which Mr. Furtado advised is a sub-committee off the MWVPA which she also chairs. Ms. Snow provided a summary of the CCC’s responsibilities to the Board (please see attached). Comm. Buco had a question about the parade and thought that the Recreation Dept. was responsible. Mr. Furtado advised that CCC organizes it, tones it and pays for it and then some municipal departments reimburse for expenses like the cost of the fireworks. Mr. Furtado explained that the MWVPA is a legal entity as a 501(c) 3 non-profit organization and added that the town does pay for a number of things through them. Comm. Bean asked if the town has any representation to this organization and was advised that Mary Seavey is the selectman’s representative. Ms. Snow reviewed the issues that affect the CVFD (i.e., Banners and pole hangings need to be maintained, lights on the gazebo with a Christmas tree, flower pots, using the park as a Farmer’s market, etc…). Comm. Bean requested that we investigate why the Farmer’s market did not work out in the past.

Ms. Snow advised that the Rotary has done a lot in North Conway and a suggestion was made to approach the Kiwanis Club to see if they would want to help beautify Conway Village. Also, Ms. Snow is working on investigating who is responsible for the memorial wall in front of the Middle School to possibly have it moved to a better location at the Triangle Park with the fountain. Mr. Furtado added his summary of the first committee meeting. Ms. Snow added that the MWVPC would be financially available when the time comes to make improvements to the sidewalks. Fire Chief Solomon stated that he is a little curious why this group has changed its approach towards CVFD. Mr. Furtado advised that he is on the Board of the Chamber of Commerce and assured that this group, at his urging, will no longer ignore one village over the other for the benefit of North Conway. Mr. Furtado suggested creating a Facebook page for the new committee and requested that he be added to the distribution to receive a copy of the BOC’s agenda and the approved minutes for the last meeting. Ms. Abraham will add Mr. Furtado to the distribution list so that he can upload them to the committee’s Facebook page.

*Mr. Furtado exited the meeting at 1:35 p.m.*

* Appointment of Clerk

Comm. Bean advised that she has spoken to Mark Hounsell regarding the open Clerk position and he is willing to take the position. Comm. Bean advised that she has consulted with Comm. Quirk and he approves of the appointment.

***Motion was made by Comm. Buco to appoint Mark Hounsell as Clerk of the Conway Village Fire District; motion was seconded by Comm. Bean; no further discussion was held; motion passed 2-0.***

* NCWP Comparison

Comm. Bean advised that Comm. Quirk has a call into North Conway regarding their abatement procedures and added that this will be on-going, will be part of our policy manual and will remain on the agenda until completed. Comm. Bean asked if NCWP has a demand fee for water and sewer. Fire Chief advised they do but they call it a base fee. Discussion followed regarding the rate differences between CVFD and NCWP and what the anticipated revenue will be.

**Future Dates**

* Next Commissioner’s meeting will be on Friday, April 4, 2014 at 12:30 p.m.

***Motion to adjourn at 1:52 p.m. was made by Comm. Buco; motion was seconded by Comm. Bean and passed unanimously.***

Respectfully Submitted,

Paula Abraham

Office Receptionist