**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 9, 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:** Ed Alkalay / Alkalay & Smillie PLLC

 Mark Hounsell

**Administrative Business**

* Ratify A/P manifest and checks dated May 1, 2014***; moved by Comm. Buco; seconded by Comm. Quirk;*** Further discussion: Comm. Buco commented that three large A/P’s (NH Retirement, HealthTrust and the lease payment for the trackless) coincidentally were due to be paid when we did not meet last week***; motion passed 3-0-0.***
* Approval of A/P manifest and checks dated May 8 2014; ***moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Approval of A/P manifest and ACH payment for USDA RD dated May 1, 2014; ***moved by Comm. Buco;*** Further discussion: The question of whether previous authority was determined at the time of the loan agreement thereby omitting having to approve these loan payments via ACH was asked. Ms. Snow advised that Greg Colby advised that every ACH payment requires a manifest but was not aware of what authority was previously in place. Comm. Bean advised that going forward we do not need to approve each ACH payment***; seconded by Comm. Quirk; motion passed 3-0-0.***
* Ratify weekly payroll manifest and checks for period ending April 27, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Approval of monthly payroll manifest and checks for period ending April 30, 2014; ***move by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Approval of weekly payroll manifest and checks for period ending May 4, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk; motion passed 3-0-0.***
* Timesheets for Superintendent Gregg Quint and (Fire) Chief Stephen Solomon were reviewed and signed by Comm. Bean.
* Approval of the Minutes - Minutes of the April 25, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Quirk to accept the minutes of April 25, 2014; seconded by Comm. Buco; motion passed 3-0-0.***

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

* Commissioner’s Mail folder was reviewed

**Emergency Services**

* Working on the hiring personnel to be ready in July.
* Attended a webinar on EMS services.

**Superintendent Business**

* The new one ton dump truck is up and running.
* Abatement Policy / Incident Report Draft (see attached) – The Board reviewed and made a few corrections but otherwise is acceptable.
* Bank of America Settlement Offer / Property Foreclosure - 222 Hobbs Street (see attached)

***Moved by Comm. Buco to accept Bank of America’s settlement offer of $5,592.12 which includes abatement of penalty charges of $2,648.15; seconded by Comm. Quirk; motion passed 3-0-0.***

* Emery Lane / The Board reviewed and discussed a project cost summary provided by Underwood Engineers to construct a water and sewer line (see attached).

*Atty. Ed Alkalay entered the meeting at 1:00 p.m.*

**New Business**

* Appointment 1:00 p.m. – Attorney Ed Alkalay – Personnel Manual

Mr. Alkalay reviewed his suggestion points of the current draft with the Board (see attached). Discussion ensued.

* Comm. Buco asked Atty. Alkalay what he knew about the NCWP payment mechanism pertaining to the Force Main project. Atty. Alkalay recommended that Pam Smillie address this question and will following up on the easements as well.

*Atty. Ed Alkalay exited the meeting at approximately 1:50 p.m.*

*Mark Hounsell entered the meeting at 2:24 p.m.*

**Public Comment**

Mr. Hounsell came to the meeting to caution the Board on the upcoming health care meeting that the Town of Conway has coordinated and wanted to share the fact that if any governing body attends a public meeting it may open the District up to unfair labor practices. The Board advised that this would not be an issue as the District is not unionized and thanked Mr. Hounsell for coming.

*Mr. Hounsell exited the meeting at 2:30 p.m.*

**Future Dates**

* Next Commissioner’s meeting will be on Friday, May 16, 2014 at 12:30 p.m.

***Without objection, the meeting was adjourned at 2:41 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist