**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**May 16, 2014**

**Comm. Bean called the meeting to order at 12:30 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

*Comm. Bean took the following out of order:*

**Superintendent Business**

* Comm. Bean asked about status of the easements with Atty. Pam Smillie. Sup. Quint provided the Board a copy of the last email received from Atty. Smillie (please see attached). Discussion followed.
* Ms. Snow informed the Board that the District is now accepting credit cards (MasterCard, Discover and Visa), which was coordinated through Interware Development however, it is Visa’s policy to not allow the use of their card to pay utilities bills at the counter or over the phone. The customer has to pay on-line off District premises. Discussion ensued. The Board expressed their enthusiasm and approval.

**Administrative Business**

* Approval of A/P manifest and checks dated May 15, 2014; ***moved by Comm. Buco; seconded by Comm. Quirk;*** further discussion: Comm. Buco questioned the Interware Development invoice which was explained previously***; motion passed 3-0-0.***
* Approval of weekly payroll manifest and checks for period ending May 11, 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 May 9, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of May 9, 2014; seconded by Comm. Quirk;*** further discussion: Comm. Buco requested that a copy of these minutes that discuss previous authorization for ACH payments are retained with the transaction***; motion passed 3-0-0.***

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

* Commissioner’s Mail folder was reviewed – None

**Emergency Services**

* Comstar collections – Fire Chief Solomon advised of a new tactic that is happening with the collection process. The mail is being refused by the addressee and feels that it may be worth pursuing it further by consulting with Atty. Alkalay. There is a pair of residents that owe more than $5,000. Discussion followed. The Board felt that the Fire Chief should consult with Atty. Ed Alkalay.
* Comm. Buco provided a graphic that Fire Chief Solomon created regarding the 2013 CVFD Billing Data (please see attached).
* Is on track for hiring staff to start July 1st.

**Superintendent Business** *(continued)*

* Emery Lane - Sup. Quint updated the Board on the status.
* Fixed a leak this week on Pollard St, Pond Crossing has been discontinued, flow test was done.
* Washington Street Project Update - Monday & Tuesday DeFelice will be mobilizing on Washington St. and then maybe digging on Wednesday.
* Update on NH DOT paving status.

**Public Comment**

No public comment

**Future Dates**

* Next Commissioner’s meeting will be on Friday, May 30, 2014 at 12:30 p.m. The Board will begin meeting every two weeks as follows: June 13, 27 and July 11 at 12:30 p.m.

***Without objection, the meeting was adjourned at 1:20 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist