**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**November 6, 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 Gregg Quint

Bookkeeper Amy Snow

Office Receptionist Paula Abraham

**Others Present:** Mark Lucy – White Mountain Survey & Engineering

Ed Poliquin – Glen Builders

**Administrative Business**

* Approval of A/P Manifest and checks dated November 6, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco questioned the payable for the dump truck and asked if we still had the truck. Sup. Quint advised yes, it came in handy this summer. Comm. Quirk added that we own it and use it once in a while. Comm. Bean asked if it needed any work and was advised that it needed tires and general maintenance. Other payables that were discussed were the hydrant traffic repair, treatment plant dam registration and the last payment in 2014 for the District park landscaping; ***motion passed 3-0-0.***
* Approval of Weekly Payroll Manifest and checks for period ending November 2, 2014 - ***Moved by Comm. Buco; seconded by Comm. Quirk***; ***motion passed 3-0-0***.
* Approval of Payroll Manifest and check for Chad McCarthy for period ending November 2, 2014 – ***Moved by Comm. Buco; seconded by Comm. Quirk;*** further discussion: Ms. Snow advised that this is for Mr. McCarthy’s bonus leave. Comm. Bean advised that he is not to receive this check until all passwords are returned***; motion passed 3-0-0.***
* Approval of Monthly Payroll Manifest and checks for period ending October 31, 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 October 29, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***Moved by Comm. Buco to accept the minutes of October 29, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***

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

**Old & Pending Issues**

* Great Bridge Properties Senior Housing Project - Comm. Bean asked the Board to entertain a motion to abate the hookup fees for the Great Bridge Property Senior Housing Project. ***Comm. Buco so moved; seconded by Comm. Quirk;*** further discussion: Comm. Buco stated the taxpayers of CVFD are already paying $12M for the water/sewer improvements and doing this will increase their taxes. Comm. Quirk stated 0+0=0 and stated if they don’t do the project we get how much? Sup. Quint stated that we have to remember that this is the same company that built the workforce housing and asked for the same thing and they still built it. Comm. Bean added to abate somebody that now has the opportunity to build in an area that was moratorium for a long time until the taxpayers voted is stupid as a Board of Commissioners to make that decision because that would put the burden back onto the taxpayers. Discussion continued. ***Comm. Quirk moved to amend the motion to abate 5% on the hookup fees to show the sense of community support that we want this project to go through; there was no second, Comm. Bean moved to the motion;*** Comm. Quirk asked if this motion was to abate 100% of the fees and was advised yes this motion is to abate the hookup fees as requested; ***no further discussion was held; motion failed 0-3-0.***

**Emergency Services**

* Meeting with Town of Albany – This meeting was un-postponed and met with the Albany BOS for 15miutes yesterday. They stated that they appreciated us but since they have no say on the budget and no representation on the Board and no stake in the equity they don’t feel they should pay that much and want to pay $90K not $105K. They asked if Rob Nadler could meet with the Board to discuss. They actually voted to allow Mr. Nadler to come as an official representative of the BOS. They brought up the emergency management plan cost and wanted that added to the contract at no extra cost. Comm. Bean advised that we can meet next week. The Chief will advise Mr. Nadler to plan to meet with the Board on Thursday, November13 at 1:00 p.m.

**Appointment – 1:00 p.m. | Mark Lucy – White Mountain Survey**

* Evergreen on the Saco Sewer Connection Extension – Mr. Lucy advised the Board that he is here today to initiate a design on a low pressure sewer on a portion of Poliquin Drive that will be built soon. He provided plans to show the Board and explained the logistics of the proposed 55+ facility would be gravity. Mr. Poliquin stated that at a meeting several years ago with himself, association members and the Board of Commissioners, it was stated that the original home owners in the association would not have to connect in the future to the District sewer. Research of the minutes that discuss this issue was suggested. There was a discussion regarding the District Rules & Regulations regarding sewer connection and the timeline of when the sewer went on-line. Comm. Bean stated that the value of the property would increase if connected. Mr. Lucy went on to explain the details of the proposed design. Comm. Bean asked how this would enter our system. Chief Solomon stated that it is like a little mini-force main that would dump into the basin. Mr. Lucy advised that when completed this system would be owned and maintained by the District, and added that is why he here. After much discussion, Comm. Bean suggested that Mr. Lucy speak directly with our engineers. Mr. Lucy agreed and recommended it as well.

*Mr. Lucy and Mr. Poliquin exited the meeting at 1:35p.m.*

The discussion continued; the association land abuts the roadway and the homeowners have 30 feet around their homes to use; the homeowners do not own the land. Our regulations state the property that abuts our sewer line needs to hook up to the sewer. Comm. Buco stated that he wants to hear what David Mercier has to say about it if we are going to own this we want our engineers to design it.

**Emergency Services** (continued)

* Comstar & FFR Meeting – (see attached collection process) The Chief advised the Board of what he learned in the class that he attended on Tuesday. We treat everyone the same way, Comstar will take care of the insurance stuff; they send the bill, then the 30 day delinquent notice, then it goes to collections. The suggestions and contract from FFR (see attached) were reviewed and discussed and asked if the Board was in favor of proceeding with this, a vote is needed to allow changes. ***Comm. Buco moved to allow the changes to the ambulance billing process as presented by Chief Solomon; seconded by Comm. Quirk;*** further discussion: Comm. Buco asked how long the contract is for and was advised it is self-renewing every 3 years. Ms. Snow added that the credit reporting is huge; ***motion passed 3-0-0.***
* Draft Budget – (see attached) was presented to the Board for review and discussion. Comm. Bean suggested adding a contingency line item that is not more than 1% of the total budget. Ms. Snow advised that this would need to be a warrant article to be raised an appropriated under the general (Commissioners) fund. Comm. Bean suggested putting in the article. Ms. Snow will obtain the wording for the warrant article. The Chief advised that he needs to buy an ambulance and will need a fire truck soon. The Truck Equipment Committee is working on that. The building issues list; need vs. want (see attached) was presented for review and discussion.
* Abatement Request – The Chief advised the Board that this is from a motor vehicle accident in October 2013. He received an abatement request from the claimants’ attorney requesting $1,144 abatement. The claimant has just gone back to work but has medical expenses to pay. The Chief asked the attorney if he is abating his attorney fees and was advised that he could not discuss that. The Chief added that the only reason why she is alive to not pay her bill is because of us. The discussion continued. Comm. Bean stated that she is not in favor of abating. Comm. Buco stated that he is not in favor of abating and maybe try their tactic. The Board recommended the Chief respond back advising that we will accept $855 paid in full within 30 days.

**New Business**

* District Park - Veteran’s Day Buntings – Tad Furtado via email (see attached) requested approval to place buntings around the gazebo. The Board was all in favor of the timeline as presented and directed Ms. Abraham to inform him of their decision.
* Consideration of Unanticipated Revenue of $460.50 (pursuant to RSA 31:95-b para. III-b) ***Moved by Comm. Buco seconded by Comm. Quirk; motion passed 3-0-0.***
* Design Phase Contract for the engineering for West Main Street for signature - ***Moved by Comm. Buco to sign the engineering contract as presented; seconded by Comm. Quirk; motion passed 3-0-0.*** Comm. Bean signed the contract as presented.
* Ms. Snow distributed a draft of the District budget (attached) for review and discussion.
* Ms. Snow advised that she received a quote from Minuteman Press for the Annual Reports and recommended that we stay with ordering 100.
* The Chief commented that the majority of the lights at the District Park are out. Discussion ensued.

**Correspondence Items (F.Y.I)** *Commissioner’s folder was reviewed*

* FairPoint Meeting with NHDOT Email (see attached) - The meeting will take place on November 14 at 10:00 a.m. at the NH DOT District 3 office in Gilford. The Board is invited to attend. Comm. Bean advised that if we can’t be there then maybe our engineers should be there. Ms. Snow stated that someone needs to be there to represent us. Comm. Bean advised to contact Underwood Engineers and ask if they can attend and then proceeded to call David Mercier to request that he attend this meeting as our representative and directed Ms. Abraham to contact FairPoint to advise them of this.
* The bond letter from the Attorney General’s office regarding the sink-hole issue was discussed.

**Superintendent**

* Comm. Buco asked if the FairPoint issue came up at the last project meeting and was advised that it did not. They (DeFelice) are working by Banners now and will be working on Veterans Day. They should button everything up by next Friday and then will start along the river bank.

**Old & Pending Issues** (continued)

* Comm. Bean provided suggestions to the personnel policy. The changes pertain to workweek, overtime, comp time and sick time; sick time being the biggest change, remove bonus leave completely, add one personal day, and increase sick time to 9 weeks.

**Public Comments**

No public comment.

**Future Dates**

* The next Board of Commissioners meeting will be Thursday, November 13 at 12:30 p.m.
* Phase II Force Main Project Meeting – Thursday, November 20 at 10:00 a.m.

***Without objection, the meeting was adjourned at 3:10 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist