**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**October 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 Gregg Quint

 Bookkeeper Amy Snow

 Office Receptionist Paula Abraham

**Others Present:**

**Administrative Business**

* Approval of A/P Manifest and checks date October16, 2014 – ***Move by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco had some questions on a few payables; Carol Coppola & Associates – Ms. Snow advised that Greg Colby has one more visit and that will be it for this year; Pitney Bowes postage for meter – Ms. Abraham advised that the funds are transferred automatically as needed when funds are low. Comm. Bean inquired about the check for Joshua MacMillan. Ms. Snow advised that when he was initially set up in the system, he was entered as having dental and he just now noticed that this money was being deducted and has informed me that he never signed up for this and now needs to be reimbursed for it; ***motion passed 3-0-0***.
* Approval of Weekly Payroll Manifest and checks for period ending October 12, 2014 - ***Move 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 9, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***Moved by Comm. Buco to accept the minutes of October 9, 2014; seconded by Comm. Quirk;*** Further discussion: Comm. Buco stated that when the people from Great Bridge were here last week, the Chief asked a question on whether we had the authority to abate and stated that if that is a question in the minutes we really should document that it is. Comm. Quirk stated that we do not know if we can abate that. Comm. Bean added that we need to find out if we can. Chief Solomon stated that a determination is needed of whether it was an ordinance or a regulation. Comm. Bean explained that if it is an ordinance that does not have an abatement procedure then it would have to be brought to the voters but it could very well be in the rules and regulations and if that is the case then we could abate. We just have not looked into it regarding which way it is done. Comm. Buco asked if we need to do that now. Chief Solomon advised only if you intend to abate; ***motion passed 3-0-0.***

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

* Commissioner’s folder was reviewed – There was discussion regarding the letter (please see attached) received from Underwood Engineers regarding the Albany Auto drainage complaint. Comm. Bean directed Sup. Quint to send a letter in response.

**Emergency Services**

* Chad McCarthy resigned today, is going to the NCWP effective 11/2/14. There is an internal candidate that is interested in applying for the position. The Chief stated to the Board that he would like to build a career ladder for officer status and will keep Board posted. Comm. Bean suggested sending a thank you for your service letter to Capt. McCarthy.

**Public Hearing – Unanticipated Revenues (Pursuant to NH RSA 31:95-b)**

*Comm. Bean opened the Public Hearing at 12:45 p.m. and proceeded to read the public notice (please see attached) that was published in the Conway Daily Sun on October 8, 2014.*

Comm. Bean asked if there was any public comment. There was no public comment.

*Comm. Bean closed the Public Hearing at 12:47 p.m.*

***Moved by Comm. Buco to accept the amount of $25,400 as unanticipated revenues received for the Bariatric Grant as presented; seconded by Comm. Quirk; motion passed 3-0-0***.

*Comm. Bean opened the seconded Public Hearing at 12:48 p.m. and proceeded to read the public notice (please see attached) that was published in the Conway Daily Sun on October 8, 2014.*

Comm. Bean asked if there was any public comment. There was no public comment.

*Comm. Bean closed the Public Hearing at 12:50 p.m.*

***Moved by Comm. Buco to accept the amount of $11,416.49 as unanticipated revenues received from HealthTrust as presented; seconded by Comm. Quirk; motion passed 3-0-0***.

**Acceptance of Unanticipated Revenue under $10,000 (Pursuant to NH RSA 31:95 III-b)**

* Consideration of unanticipated revenue for $297.50 from the State of NH.

***Moved by Comm. Buco to accept the amount of $297.50 as unanticipated revenues received from the State of NH as presented; seconded by Comm. Quirk;*** Further discussion: Comm. Bean asked what this is for and was advised by Ms. Snow that it was a reimbursement for a Fire Fighter class. Chief Solomon added that it was due to the enrollee dropping out and moving out of state; ***motion passed 3-0-0***.

* Consideration of unanticipated revenue for $1,030.06 for a refund for penalty fees from the IRS

***Moved by Comm. Buco to accept the amount of $1,030.06 as unanticipated revenues received as a refund for penalty fees from the IRS as presented; seconded by Comm. Quirk;*** Further discussion: Comm. Quirk questioned if this was just a credit. Ms. Snow advised that it was for a refund of penalties. Chief Solomon advised that to reverse this to the expense line instead of accepting it as miscellaneous revenue a motion is needed. Ms. Snow added that this was not accounted for in our budget so we need to accept it; ***motion passed 3-0-0***.

**Superintendent**

* 105 Hillside Avenue – Sup. Quint advised the Board that the property owner was contacted by the Building Inspector of the Town of Conway regarding the septic backup into the basement causing unsanitary conditions and needs to connect to the municipal sewer. The property owner is requesting relief of the sewer charges in place while not being connected to the system. Because the property had no usage for several years, the amount of usage was minimal amounting to $24.06. Comm. Bean advised Sup. Quint to send a letter to the property owner requiring them to hook up to the sewer system.

***Moved by Comm. Quirk to abate $24.06 for sewer usage as presented; seconded by Comm. Buco;*** Further discussion: Comm. Buco asked if there would be any chance someone will be living there. Sup. Quint advised that the property is shut down because of the septic backing up into the basement and was not sure when it would habitable again***; motion passed 3-0-0.***

* Washington Street is almost done. Driveways and some sections of sidewalk and some striping remain.
* Things are going right along up north. Comm. Buco stated that Fair Point is placing conduit in the trench and wanted to know who gave this authorization. There was much discussion and a lot of questions were raised pertaining to who gave Fair Point authorization to do this. Comm. Bean and Buco called the project manager at DeFelice, David Mercier from Underwood Engineers and David Bernier from NCWP. The Board directed David Mercier to contact Fair Point and have them cease the laying of their conduit. The Board was not pleased with this; Comm. Bean, Comm. Buco and Sup. Quint plan to go to the job site after adjournment to tell Fair Point to stop.

**New Business**

* Great Bridge Properties Senior Housing Project – Comm. Bean advised to table this item for a future meeting as the issue is still under advisement.
* Comm. Bean advised that Paul D. met with NH DOT yesterday regarding the Main Street project. He advised that the project is a go but they are going to use federal money and it will not happen until 2016. The question is what are we going to do with our money? Maybe extend the new loan with NH DES and do West Main Street and the water pumps. The other part of this whole thing is because it is federal money there are strings attached. The discussion continued. There was also a discussion regarding the Town of Conway taking over the sidewalks. Chief Solomon suggested that the Board submit a warrant article to do just that and if someone else submits a signed petition for the same thing, the decision of which language to use, which may be the same on both, could be worked out at that time.

**Public Comments**

No public comment

**Future Dates**

* The next Board of Commissioners meeting will be Thursday, October 23 at 12:30 p.m.

***Without objection, the meeting was adjourned at 1:47 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist