**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 12, 2014**

**Comm. Bean called the meeting to order at 12:34: p.m.**

**Commissioners Present at Start of Meeting**:

Janine Bean

Thomas Buco

Joseph Quirk (not present at start of meeting)

**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 Hounsell

Tad Furtado

**Administrative Business**

* Approval of A/P Manifest and checks date September 11, 2014 – ***Move by Comm. Buco; seconded by Comm. Bean***; further discussion: Comm. Buco inquired about the repair invoice for the 12A1 due to fuel smell in the cab. Chief Solomon advised that it was the O-rings that eventually compressed; Alert invoice for school kits/hats; Chief Solomon advised that this purchase is for fire prevention week and are handouts to 300-400 children that visit the fire station; DeFelice and Underwood Engineers A/P’s were noted; ***motion passed 2-0***.
* Approval of Weekly Payroll Manifest and checks for period ending September 7, 2014 - ***Move by Comm. Buco; seconded by Comm. Bean***; ***motion passed 2-0***.
* 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 September 4, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***moved by Comm. Buco to accept the minutes of September 4, 2014; seconded by Comm. Bean; motion passed 2-0.***

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

* **Conway Village Improvement Committee / Dissolution of this Committee**

Comm. Bean thanked Mr. Furtado for removing the Face Book page. It was stated under a motion that passed at the last meeting, to vote to dissolve this committee at this meeting. Comm. Bean gave a brief history of how this committee started out as the sidewalk committee and then evolved into the improvement committee.

*Comm. Quirk entered the meeting at 12:40 p.m.*

***Comm. Buco moved to officially dissolve the Conway Village Improvement Committee; seconded by Comm. Bean***; further discussion: Comm. Buco reiterated that he wants to make sure that there is no direct connection to the CVFD. Comm. Bean advised that if we dissolve this committee then there will be no connection. Comm. Quirk mentioned a committee that was formed for the park where one commissioner was involved and worked with the committee; it worked very well. The committee brought information back to the Board and it did not make any decisions. Comm. Buco added that he guessed that was the understanding.

Mr. Hounsell added that the park committee was for district owned property and added that an improvement committee should focus on water/wastewater, fire and ambulance and advised that this committee is outside of the prevue of the CVFD and it would be wise to adopt this motion. Ms. Snow stated for the record that originally when you (Mr. Furtado), me and Kathy met, it was determined that it was strictly pole related and anything else (park or sidewalks) needed approval of the Board. Mr. Hounsell stated that it would remain with or without the committee and he has no problem with improvements but it is not the business of this commission; should not be involved with a group that has split opinions and it is a mistake. Mr. Furtado agreed with Mr. Hounsell and added that he has no objection with dissolving this committee and will move forward in a private capacity and agrees that there are some juristical issues that may happen and repeated that dissolving the committee is OK. ***Motion passed 2-1-0*** *(Comm. Quirk opposed).*

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

* Commissioner’s Mail folder was reviewed - Ms. Snow asked the Board if renewing the membership for NHGFO is needed as she does not see any benefit to being a member. The consensus was that we can always re-join at a later time.
* NHRS Request for District Images for a Financial Report – Ms. Snow asked the Board what images they would want to send to NHRS. The Board recommended sending one of the Emergency Services building, the District Administration sign and the covered bridge.

**Bookkeeper**

* RD Loan – Ms. Snow advised that Board that we have a loan in the amount of $11,416.49 that is coming to maturity in 2017 which has a graduation clause attached to it. There was discussion regarding possibly paying off the loan through a warrant article which would save about $3K in interest. It was suggested building it into the budget.
* HealthTrust – Ms. Snow advised that we received a refund for approximately $11K which will be received on 9/25/14.

**Emergency Services**

* Town of Albany Ambulance Contract - (please see attached) Chief Solomon provided an overview to the board; there are many moving parts here. The non-precinct contract needs a complete re-write. The assessment should cover only CVFD. The increase for Albany will go from $80K to 105K. Discussion ensued. The consensus was to go with the $105K and see how it goes from there.
* Personnel Manual – The ES staff provided a letter (please see attached) of their requests for policy changes. This item was tabled for discussion for the next meeting.

**Superintendent**

* 53 Bridge Street – Sup. Quint provided a history of the water line in Cranmore Shores. He has been able to get three households off this line at our expense. Sup. Quint is prepared to shut off the water as of 9/16/14. Comm. Quirk asked for a recap of district boundary of this water line. The Board advised Sup. Quint to do what you have to and supported shutting off the water on 9/16/14. Sup. Quint added that there will be a meter pit in place should they want our water and it will be installed at our cost.
* Sink Holes – Comm. Bean stated that all this time with all the directional drills we’ve had in the past, the only problem we have is the one with Coleman’s.
* Rural Development National Office Meeting / September 24 at 10:00 a.m. – RD National Office from Vermont and New Hampshire are coming to do a walkthrough of the District projects. The meeting will be held at the fire station. Comm. Buco and Sup. Quint will attend.
* Sept 9th Meeting – Comm. Bean advised that Paul D. stated in an email (please see attached) that the meeting with the DOT commission went well and that Underwood Engineers would like to meet with the Board to discuss.

**New Business**

* District Park Resident - Chief Solomon advised the Board that James Minitolli has taken up residence at the District Park and added that he can be violent and asked the Board if they wanted him removed, because as the property owner we can have a trespass notice issued by Conway PD. The Chief went on to say that he is very problematic. There was further discussion on the homeless population and where they take up residence at various locations in the community.

**Bookkeeper** (continued)

* Audit update
* Changes to the Utility Service bill were reviewed
* Interware Development will be here on 9/16/14 to observe an overview of what we do then they will come back to provide a demo of their software. Comm. Buco mentioned the payroll issue with the ACH. Discussion followed.

**Public Comments**

Public comments are noted above under the Conway Village Improvement Committee.

**Future Dates**

* The next Board of Commissioners meeting will be Friday, September19, 2014 at 12:30 p.m.

***Without objection, the meeting was adjourned at 2:12 pm.***

Respectfully Submitted,

Paula Abraham

Office Receptionist