**CONWAY VILLAGE FIRE DISTRICT**

**BOARD OF COMMISSIONERS**

**MINUTES OF THE MEETING**

**September 19, 2014**

**Comm. Bean called the meeting to order at 12:35: 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 September 18, 2014 – ***Move by Comm. Buco; seconded by Comm. Quirk***; further discussion: Comm. Buco inquired about the A/P for Computer Port regarding the Carbonite Back Up. Ms. Snow advised that this a yearly charge, was the least expensive vendor to provide offsite backup for the server, and added that other options will be looked into for next year; ***motion passed 3-0-0***.
* Approval of Weekly Payroll Manifest and checks for period ending September 14, 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 September 12, 2014 Commissioner’s meeting were reviewed prior to the meeting; ***Moved by Comm. Buco to accept the minutes of September 12, 2014; seconded by Comm. Quirk; motion passed 3-0-0.***

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

* Commissioner’s Mail folder was reviewed – Comm. Bean commented on the letter from Liberty Mutual to NHDOT and wondered why NHDOT would submit a claim regarding the sink hole issue. It was suggested that Sup. Quint and Comm. Bean speak with David Mercier on Monday. Sept 16 was one year from substantial completion which was most likely the reason this was submitted.
* Ms. Snow presented three copies of the MS35 form that was provided by the auditor for signature. The Board signed as presented.

**Emergency Services**

* Write-Offs – (please see attached) The Board reviewed the list of ambulance write offs as presented by Fire Chief Solomon. ***Moved by Comm. Quirk to write off $4,431.10 as recommended by Chief Solomon; seconded by Comm. Buco; motion passed 3-0-0.***
* Ambulance Abatement Applications – (please see attached) The Board reviewed the two applications as presented. Comm. Quirk suggested that the applicants are offered a 10% discount if the bill is paid on time. Comm. Bean stated that we have no policy on this and that we should have one. Ms. Snow suggested offering the applicants a payment plan. Discussion followed regarding offering a payment plan for both applicants.

 ***Moved by Comm. Quirk to allow Chief Solomon to arrange for a payment plan for both applicants for one year; seconded by Comm. Buco; motion passed 3-0-0.***

**Superintendent**

* Project Update – Substantial completion on the Washington Street project will be done by Tuesday or Wednesday of next week. The top layer will be put down after the Fryeburg Fair. Sidewalks will be done by then as well and will be complete with paint down in 3 weeks.
* Project Up North – The strip is coming along very well. The engineer said the 9/26 deadline is going to be very close but everything else is going according to schedule.
* Pollard Street water line is just about done.
* 53 Bridge St / Jodi Morrissette - The water was turned off. Comm. Buco stated that she called her State Rep. who then called him. Further discussion followed. Comm. Buco advised that Ms. Morrissette informed him that she is in the process to have her dug well operating again. Sup. Quint advised that if she comes off our system and wants to be reconnected in the future she will have to pay the $1000 water connection fee.

**New Business**

* Comm. Bean attended the Selectmen’s meeting on Tuesday and advised that Conway and East Conway are willing to sit down to talk about the town-wide fire but no others were interested. She thanked the Board of Selectmen for bringing this issue forward and stated on camera that she recommended the voters go to their commissioners.
* Sewer Non-Capital Reserve Fund – Sup. Quint requested $5,000 from this fund to purchase manholes covers and rings needed for Washington Street.

***Moved by Comm. Buco to authorize the withdrawal of $5,000 from the Sewer Non-Capital Reserved fund as requested by Sup. Quint; seconded by Comm. Quirk; motion passed 3-0-0.***

**Old & Pending Issues**

* Policy Manual – The Holiday policy for Emergency Services was discussed.

***Moved by Comm. Bean to change the career personnel policy language to read “ those career personnel who are not scheduled to work a holiday shall be paid up to 12 hours of straight time for the holiday”; seconded by Comm. Buco; motion passed 3-0-0.***

Other policy changes were discussed. Comm. Bean stated that her proposed changes to the water and sewer schedule are only a suggestion because there may be some changes due to the force main and added that it is something that we should just be looking at. Sup. Quint commented that he has no problem with looking at it for now. Ms. Snow stated that she thought that Comm. Bean’s suggested changes to the policy was because of the overtime due to the on-call and charts over the weekend and added that the force main statement was the first she heard about it. Discussion continued.

**Public Comments**

No public comment

**Future Dates**

* The next BOC meeting will be Thursday, September 25, 2014 at 12:30 p.m.

***Without objection, the meeting was adjourned at 1:50 p.m.***

Respectfully Submitted,

Paula Abraham

Office Receptionist