

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday March 29, 2018
Minutes**

Meeting was called to order at 4:43 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Others present: Gregg Quint- Superintendent, Steve Anderson- Assistant Superintendent, Chief Solomon, and Amy Snow-Municipal Bookkeeper

Public: None

Administrative Business

- a. Ratify Payroll Manifest and sign checks for period ending 3/25/2018
- b. Approval and signing of Superintendent's and Chief's timecards for period ending 3/25/2018
- c. Ratify A/P Manifest and Sign Checks dated 3/28/2018
- d. Approval of Meeting Minutes dated 3/23/2018

ADMINISTRATIVE BUSINESS

Mr. Digregorio made a motion to approve items A through C, motion seconded by Mr. Buco; Discussion: Mr. Buco questioned the physio bills that should have been filed they were not part of the A/P manifest he also questioned if the money that has been requested from the Trust Funds has been deposited yet. Mr. Bamsey and Mrs. Snow explained the letter and the check is being signed this week then it will be sent to the Town for them to deposit. Comstar reimbursement due to overpayment was discussed next. Mr. Buco questioned Emstar, Fire tech safety and Lakes Region repair bill for engine 2. Chief Solomon explained each one. **Motion passed 3-0-0.**

Mr. Buco made a motion to approve and sign the Superintendents and Fire Chiefs time card dated 3/25/18, Mr. Digregorio seconded the motion; Motion Passed 3-0-0.

Mr. Buco made a motion to approve the Meeting Minutes dated 3/23/18, Mr. Digregorio seconded the motion; motion passed 3-0-0.

DES RIGHT TO KNOW REQUEST

Mr. Digregorio reopened the question of the board discussing with attorney Bisbee the estimated cost of getting a copy of the letter stating not being able to pay grant on grant. Discussion ensued on if there was a letter or was it in interpretation. There was further discussion around what the cost might be to reach out to Bisbee to have him pursue the letter. Mrs. Snow will send Mr. Bisbee an email to see if he will talk to Commissioners via conference call. It was agreed the board would like an estimate on what it would cost to move forward. Discussion ensued around CVFD being denied information regarding the letter under RSA 91A and going forward to get a copy of the letter.

Mrs. Snow stated Mr. Hounsell would like to attend a commissioners meeting first of April to update the board. Mrs. Snow will follow up with Mr. Hounsell to set a date for him to come in and update the board.

WEEKLY MEETING AGENDA IDEAS

Mr. Bamsey opened up the discussion on ideas for cutting back on overtime for weekly meetings.

Ideas discussed:

Check future meeting minutes for any amendments or changes to these minutes.

- Alternating evenings with mornings
- Is there a need for both the Superintendent and Assistant Superintendent at meeting
- Leaving early/flex time.
- Does everyone need to be present for the whole meeting?
- Having a meeting every other week in the summer.

It was decided to try a flex schedule.

Mr. Bamsey suggested rotating Friday mornings with Thursday evenings for a start. Next meeting will be Thursday 4/5/18 at 4:45 p.m. the following week will be Friday 4/13/18 at 6:45 a.m.

SUPERINTENDANT'S BUSINESS

Mr. Quint presented sewer abatement on behalf of Harold Bridges of 45 Wilder St. for \$1,009.53

Mr. Digregorio made a motion to approve sewage abatement for Harold and Nancy Bridges \$1,009.53, seconded by Mr. Bamsey; Motion passed 3-0-0.

Mr. Anderson updated the board on the proposal from Ted Berry Company to line the sewer pipe.

While Mr. Anderson stepped out briefly to make copies of the proposal for everyone, Mr. Quint updated the board on the well rehab for well 2. A video was reviewed and briefly discussed. The pros and cons of going to a submersible pump were discussed. Mr. Anderson should have a proposal in a few weeks.

The sewer lining contract was reviewed next. Mr. Anderson stated CVFD is on the schedule for the week of Oct 29th and November 5th for lining the sewer pipe. CVFD will be doing the flagging. The project will be done at night. Having the proper clothing and equipment for night flagging was discussed. Mr. Digregorio suggested negotiating the price of the contract if they are not doing the cameraing or the flagging. The warrant is for \$125,000 the proposal came in at \$131,712.50. Discussion ensued around how to cover the difference.

Action: Mr. Anderson will contact Ted Berry Company to negotiate the price.

Mrs. Snow will contact the DRA to see if the difference can be covered by the operating budget.

FIRECHIEFS BUSINESS

Chief Solomon reported that the leasing company would like a specific resolution adopted regarding tax laws related to them. Commissioners received a copy of the resolution.

Upon reading the resolution the following motion was made:

Mr. Bucu made a motion to adopt the lessee resolution as presented(see attached) to the Board by the Fire Chief, Mr. Digregorio seconded the motion; Discussion: Mr. Bucu asked who was who in the contract, CVFD is the Lessee and the board is the governing body of. Chief Solomon explained this has to do with the tax code that a tax exempt leasing company operates under. The Lessee Resolution is the terminology the lease company needs the board to adopt to proceed. **Motion Passed 3-0-0.**

Adoption of the Resolution was signed by the Board.

Chief explained the Rozzie May Animal Alliance has requested to use the meeting room at the Fire Station for a pet first aid course May 19th from 9-3. This will be a fund raiser for them.

Check future meeting minutes for any amendments or changes to these minutes.

Mr. Digregorio made a motion to approve the Rozzie May Animal Alliance to use the meeting room at the Fire Station May 19th from 9:00 a.m. to 3:00 p.m. Mr. Buco seconded the motion. Discussion: The concern the board has is if the animals leave a mess. **Motion passed 3-0-0.**

Chief questioned the board how to proceed with advertising for the boilers, bid spec vs. RFP (request for proposal).

Chief explained it would be challenging to do a bid spec because he would have to find someone to give him the correct information. Mr. Digregorio commented Paul Degliangeli back ground is HVAC and suggested getting his thoughts on it.

After a brief discussion it was decided to ask Paul D. his opinion.

Chief Solomon will talk to Paul D to get his opinion on advertising for the boilers.

Estimates to paint the Fire Station was discussed next. Discussion ensued around bidding the project as one project or two, one for painting the fire station and one for replacing the trim and siding. Chief is in favor for bidding it as one project. Mr. Digregorio suggested posting at Lindsey's and Sherwin Williams. Discussion ensued around bidding scenarios. Mr. Digregorio suggested posting it a construction project and they would sub out the painter. Chief Solomon will continue to work on the paint specifications for posting the bid.

BOOKEEPERS BUSINESS

Mrs. Snow presented a letter requesting \$35,000 be withdrawn from the CVF Water and Equipment Trust Fund to pay for the CVFD water/ sewer truck.

Mr. Buco made a motion to release \$35,000 from the CVF Water and Sewer Equipment Trust Fund, Mr. Digregorio seconded the motion; Motion passed 3-0-0.

Mrs. Snow inquired of the board on a date when the board would want to open the bids for the trailer, truck and backhoe. It was decided that bids be in by noon on 4/26/18 and opening them at the Commissioners meeting on 4/27/18.

Policies were reviewed next.

Mr. Digregorio made a motion to adopt the amended promotions and advancement policy, Mr. Buco seconded the motion; Motion passed 3-0-0.

Information Security Policies was discussed next.

Mrs. Snow gave a brief background on the Information policy and explained that CVFD has changed to a different company that processes our payments and does not require PCI compliance and explained CVFD does not keep any information regarding any credit cards in the file or on the system.

Mr. Digregorio made a motion to adopt the Information Security Policy as presented, Mr. Buco seconded the motion; Discussion: Mr. Buco questioned if the printer eliminated all but the last four numbers. Mrs. Snow responded the software does that. **Motion passed 3-0-0.**

Residency Requirement policy was discussed and reviewed next.

Check future meeting minutes for any amendments or changes to these minutes.

Mr. Digregorio made a motion to adopt the Residency Policy as adopted and presented, Mr. Buco seconded the motion; Motion passed 3-0-0.

Nonpublic to Review Minutes

Nonpublic was tabled.

Mr. Digregorio announced he will be doing some consulting work for Gregory Lucini of ISM Solar part time. He will be recusing himself from any future votes regarding the solar project.

There being no other business to come before the Board, meeting adjourned at 6:32 p.m. without objection.

Respectfully Submitted,
Stacy Bolduc,
Receptionist