

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONER'S MEETING  
Friday July 27, 2018  
Minutes**

Meeting was called to order at 6:47 a.m.

Commissioners present: Steve Bamsey, Tom Buco

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

Absent: Michael Digregorio

Public: Nancy Hildebrand

ADMINISTRATIVE BUSINESS

- a. Ratify and sign checks for Weekly Payroll Manifest for week ending 7/22/18
- b. Ratify and sign A/P manifest dated 7/25/18
- c. Approval and signing of Supervisors' timesheets for week ending 7/22/18
- d. Approval of Meeting Minutes dated 7/19/18

**Mr. Buco made a motion to approve items A and B, motion seconded by Mr. Bamsey**

**Discussion:** North Conway Water Precinct- April- June septage.  
Vachon Clukay- Payment for 2017 audit.  
Fire Tech- Refurbished thermal imaging camera.

**Motion Passed 2-0-0.**

**Mr. Buco made a motion to approve and sign the Superintendent's and Fire Chiefs time sheets for the week ending 7/22/18, seconded by Mr. Bamsey; Motion passed 2-0-0.**

**Approval of meeting minutes for 7/19/18 tabled till next week.**

Mr. Bamsey inquired if there has been any word from Dana Bisbee. Mrs. Snow responded no, Mrs. Snow will e-mail Dana Bisbee to ask him if he has any updates for commissioners.

Mr. Bamsey would like to have discussion about the Inter- Municipal Agreement, he feels there may be different views as to what CVFD is responsible to pay for in regards to capital improvements and he would like to review the septage receiving piece as well. Mr. Bamsey would like commissioners to review the contract to get familiar with its content. Inter-Municipal Agreement will be on the agenda next week.

Nancy Hildebrand came before the board to discuss the treasurer position with commissioners. The details of the position were discussed. Nancy will come on August 10<sup>th</sup> to get sworn in.

**Mr. Bamsey made a motion to appoint Nancy Hildebrand to the position of treasurer for CVFD effective 8/10/2018, motion seconded by Mr. Buco; Discussion:** Mr. Buco questioned if three Commissioners were needed to appoint Ms. Hildebrand, Mr. Bamsey responded just a quorum is needed. Mr. Buco wanted to clarify this appointment is to finish out Mr. Vose's term and then she will need to be elected to the position in March. **Motion passed 2-0-0.**

SUPERINTENDANT'S BUSINESS

Mr. Quint presented sewer abatement for a property on East Side Rd. for \$68.83. There is not enough information to grant the abatement. Mrs. Snow has requested that Mr. Clarke get a

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

signed affidavit from the plumber explaining what happened and that it has been fixed, one has not been provided yet. After discussion around what was provided and what the policy allows, it was decided there was not enough evidence however, the customer can resubmit for the sewer abatement with an affidavit from the plumber.

**Mr. Bamsey made a motion to approve the sewer abatement for 1 East Side Rd. in the amount of \$68.83, seconded by Mr. Bucu; Motion failed 0-2-0.**

Mrs. Snow will write a letter informing Mr. Clarke of the board's decision.

Mr. Quint updated the board the well rehab is almost done and we will be receiving the bill soon, the money will come from the Water Improvement Fund.

Mr. Gagnon (North Conway Superintendent) has emailed Mr. Anderson budget numbers for improvements and would like to meet with commissioners. Having Peter review the contract was briefly discussed after commissioners have a chance to review the contract and form their questions. Mr. Anderson relayed to Mr. Gagnon he could come to the Aug. 2<sup>nd</sup> commissioners meeting.

Mr. Bucu was brought up to date on DOT wanting to put in guard rails at the Scenic Vista. Mr. Quint received an email from DOT asking if Mr. Quint would like to have someone from CVFD present when the project is started. Mr. Quint responded he would like two weeks' notice before they start and he will have someone there when the project starts.

#### FIRE CHIEFS BUSINESS

Chief Solomon reviewed write-offs and the disposition report (see attached). Attempting to collect payments in the office was discussed and if ambulance billing was to be done in-house, there would need to be a software update to be able to handle that.

**Mr. Bucu made a motion to write off \$2,491.55 as recommended by the Fire Chief, motion seconded by Mr. Bamsey; Motion passed 2-0-0.**

Chief Solomon reported the generator is done; the bill will be submitted next week to be paid.

The paperwork is completed for the Environmental Historic Preservation for the vehicle exhaust capture.

Clean Air systems have confirmed that the light fixtures need to be moved in the apparatus bay for the exhaust capture system. Chief Solomon stated he put money in the grant to move the fixtures; however, it will not cover changing the lights to LED. He is working with Rockingham Electric to upgrade the fixtures. Two quotes will be needed where there is a grant involved.

The fire department will be getting reimbursed for its expenses from FEMA for the October 30<sup>th</sup> storm. The sewer departments will not be getting reimbursed for its expenses because after the insurance paid its portion it was under the minimum threshold for reimbursement.

In total for the year, CVFD will have received a total of \$62,000 in grant money.

Chief Solomon reported that the Center Conway expansion failed.

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Helping Tamworth with Paramedic intercepts were discussed next, due to Tamworth having issues with Care Plus Ambulance not having enough ambulances or personnel to staff the ambulances, Chief Solomon would like to offer help to Tamworth to do intercepts at no charge. Mr. Bamsey responded he is not opposed but expressed his concerns about pulling staff out of the District when CVFD has limited staff and it is very busy.

After a brief discussion Chief Solomon stated that he would like to talk to the Tamworth Chief regarding what help CVFD can offer and what that help may look like regarding intercepts. Chief Solomon was asking permission to not bill Tamworth \$500.00 for doing intercepts.

**Mr. Bamsey made a motion to allow CVFD to provide paramedic intercepts to Tamworth without billing them, Mr. Buco seconded the motion; Motion passed 2-0-0.**

The new generator is in and Chief Solomon asked Commissioners how they would like to dispose of the old generator, Peter Howland has expressed interest in taking the generator to see if he can fix it for his personal use. After a brief discussion, it was decided to leave how the generator is to be disposed to Chief Solomon.

A letter from Shawn Bergeron regarding the siding on the fire station was reviewed and discussed. Taking money out of the \$30,000 that was appropriated in fund balance was discussed as an option to hire Shawn Bergeron to access the fire station siding and decide what needs to be done.

**Mr. Bamsey made a motion to accept the engagement letter with Bergeron Technical Services in the amount of \$4,300 to look at the fire station and what needs to be done with the exterior siding, Mr. Buco seconded the motion; Motion passed 2-0-0.**

#### BOOKKEEPERS BUSINESS

Mr. Bamsey signed a release of funds for \$12,000 from the Sewer Debt Expendable Trust Fund.

**Mr. Bamsey made a motion to release \$12,000 from the CVFD Sewer Debt Expendable Trust Fund acct # 7044, Seconded by Mr. Buco; Motion passed 2-0-0.**

Engagement letter with Vachon Clukay yellow book audit was signed.

Mrs. Snow informed Commissioners that the District got a clean audit. The audit is waiting for Mr. Vashon's signature; Mrs. Snow should have the audit next week.

Chief Solomon updated Commissioners he changed the head gasket on the Model T fire engine.

There being no other business to come before the board, the meeting adjourned without objection at 8:04 a.m.

Respectfully Submitted,  
Stacy Bolduc Receptionist