

**CONWAY VILLAGE FIRE DISTRICT
COMMISSIONER'S MEETING
Thursday, September 5, 2019
Minutes**

The meeting was called to order at 4:45 p.m.

Commissioners present: Steve Bamsey, Michael Digregorio, Tom Buco

Others present: Amy Snow- Municipal Bookkeeper Steve Anderson- Superintendent, Chief Solomon

Absent:

Public:

SUPERINTENDANT'S BUSINESS

Mr. Anderson reported he spoke with the septic haulers from O.M. Quint & Sons Septic Pumping regarding feedback about the new septage receiving facility at NCWP. They responded there are pro and cons to it.

Cons: The tip back is not quite enough, and they have to pressurize the truck.

Pros: It's automated and keyless, and it's quicker, in the future they will have key cards to access it when nobody is there. The feedback was overall; it's a better process.

Mr. Bamsey questioned other than NCWP, where the nearest dumping station is. Discussion ensued around one being in Berlin/Gorham area, but they don't take porta potty waste.

Ted Berry has all the information for infiltration in the manhole on Chase and Wilder St. Mr. Anderson will contact them if he does not hear from them soon.

Mr. Anderson reported projects that the guys are working on include painting fire hydrants and replacing meters, and he has two more interviews to do this week for the open position.

Hydrant flushing will be done at the end of the month; an ad in the paper will notify people of the testing.

Discussion ensued around fire pond testing, and fire hydrant testing that will take place annually. To better manage the testing; the system is separated into thirds.

Mr. Anderson reported that the IMA committee meeting went well yesterday and they are looking at changing some of the language; Jason is looking to see if he has a word version of the current IMA that they can use as a working document. It was suggested the proposed language be in bold or italicized and put lines through the language they want to remove. Mr. Bamsey stated at next week's meeting a hard copy would be presented and thought that the committee was two or three meetings away from coming up with a proposal to put before the board's for review. Mr. Buco stated that the whole IMA does not need to be rewritten only certain sections, for example, looking at section six to see if the language needs to amended or deleted altogether.

FIRE CHIEFS BUSINESS

Chief Solomon reported that the siding is in the process of being stripped off the fire station. There is no news on engine one. Chief has talked to the broker, and he thinks it will sell but cannot tell Chief when; he suggested if the Chief is in a hurry to get rid of it to advertise it. The goal is to get rid of it before the snow comes.

Discussion ensued around scheduling challenges.

BOOKKEEPERS BUSINESS

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

Authorization to proceed from Underwood Engineers was reviewed. The following motion was made:

Mr. Digregorio made a motion to enter into Service Request Authorization to Proceed with Underwood Engineering for final engineering for the estimated cost of \$50,511.93 for the Main St. Project, motion seconded by Mr. Bucu; Discussion: Mr. Bucu commented on the following:

- The final engineering design is supposed to be done by January 2020
- When 100% of construction documents are prepared and submitted to DOT, DES, and CVFD for review and approval. CVFD will have to approve them, and one set will be sent to the Town of Conway for comments. Mr. Anderson mentioned that in 2020, the town would be advertising for construction.
- Any DES requirements for monthly disbursement packages for Conway Village Fire District review signature and submittal- Mr. Bucu wants to bring to Mr. Bamsey's attention there will be disbursements for him to sign off on as the Chair.
- Task 4 is regarding easements. There **could** be up to 30 easements. Discussion ensued around the billing process, and service lines are not mentioned as part of the scope in the Service Request Authorization to Proceed. A phone call was placed to David Mercier to have him clarify if the service lines will be in the engineering design. David confirmed that any service lines in the right of way would be replaced. Mr. Bucu asked if any federal funds are involved in the job. David responded yes and explained the breakdown of the project. David Mercier made it clear even though Conway Village Fire District signs their Service Request Authorization to Precede and returns it; Underwood Engineers will not proceed till DOT returns their Authorization to Precede but encouraged CVFD not to delay getting it returned so that it is on file when DOT sends back their Service Request Authorization to Proceed. He hopes to have it back within a week to 10 days. Call ended.

Motion passed 3-0-0.

Mr. Bamsey signed the Service Request Authorization to Proceed.

ADMINISTRATIVE BUSINESS

- a. Ratify Payroll Manifest and sign checks for week ending 9/1/19
- b. Ratify A/P Manifest and sign checks dated 9/4/19
- c. Approval and signing of Supervisors' timesheets for week ending 9/1/19
- d. Approval of Meeting Minutes dated 8/29/19

Mr. Digregorio made a motion to approve items A and B, motion seconded by; Mr. Bamsey

Discussion:

Eversource- \$5,978.30 Mr. Bucu noted that the sewer portion of the bill is down.

BMSI- \$6,534.10 is for A/P software and licensing and is a prepaid expense for January 2020.

Quick Med Claims- \$ 1,231.16 is the bill for collecting ambulatory ground deposits for July.

Motion passed 3-0-0.

Mr. Digregorio made a motion to approve and sign the Superintendent's and Fire Chiefs timesheets for the week ending 9/1/19, seconded by Mr. Bucu; Discussion: Motion passed 3-0-0.

Mr. Bucu made a motion to approve the meeting minutes of 8/29/19, seconded by Mr. Digregorio; Motion passed 3-0-1.

Mr. Digregorio made a motion to enter into nonpublic under RSA 91-A: 3 II (a), motion seconded by Mr. Bucu; Motion passed by roll call vote: Mr. Digregorio-yes, Mr. Bucu- yes, and Mr. Bamsey- yes.

Entered into nonpublic at 5:41 p.m.

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

Reconvened public session at 6:02 p.m.

The next meeting will be 9/12/19 at 4:45 p.m.

There being no other business to come before the board, meeting adjourned without objection at 6:03 p.m.

Respectfully Submitted,
Stacy Bolduc Receptionist