

COMMISSIONERS MEETING
MINUTES
January 9, 2008

The Commissioner's convened at 4:00 p.m. at the North Conway Water Precinct Office 104 Sawmill Lane North Conway, NH 03860. The following were present: Chairman James Umberger, Commissioner Michelle Seavey, Commissioner Robert Porter, Superintendent David Bernier, Fire Chief Patrick Preece, and Recording Secretary Kristine Cluff.

Chairman Umberger called the meeting to order at 4:00 pm.

MINUTES

Motion of Commissioner Seavey seconded by Commissioner Umberger to accept the public minutes of 9/12/07, 11/28/07 and 12/12/07 as written. Motion carried by voice vote 2-0-1 with Commissioner Porter abstaining.

FIRE DEPARTMENT

Chief Preece presented his bi-weekly report (i.e. a copy will be attached to the original minutes). Chief Preece presented a revised budget to the Board.

OLD BUSINESS

RFP Auditor:

Commissioner Umberger stated he is concerned over the service the Precinct has been receiving. Commissioner Seavey is not supporting this at this time but has no problem seeing what is out there. Commissioner Seavey is concerned this will be more complicated than the RFP for the legal and does not want to see the Precinct change so many things at one time.

The Precinct has a draft from the previous RFP and this will be revised and forwarded to the Board as a draft document.

Ad Hoc Budget Committee:

Commissioner Umberger stated no one volunteered to fill the vacancy on the ad hoc budget committee. After a brief discussion, it was agreed not to fill the vacancy at this time. Mrs. Umberger explained with the Commissioners Representative there is an odd number and the board representative gets a vote.

RFP Legal Services:

The Board received three RFP's for Legal Services as follows:

- a. Wadleigh Starr & Peters
- b. Bates and Mitchell
- c. Devine Millimet & Branch

After a short discussion, it was **Motioned by Commissioner Porter seconded by Commissioner Seavey to appoint Wadleigh Starr and Peters as Precinct General Counsel. Motion carried by voice vote 3-0-0.**

Committee Reports

Karen Umberger reported they were trying to reschedule the ad hoc budget committee meeting to January 22, 2008 or January 29, 2008. Due to conflicting schedules, the meeting will remain on February 5, 2008 at 7:00 p.m. at the Precinct Office. Commissioner Umberger explained the budget committee would elect a chairman at that meeting.

New Business

Encumbrances:

Superintendent Bernier stated he would be encumbering the following from the Commissioners Budget: \$1,932.00 for Legal and \$15,000.00 for Consulting. From the Sewer and Water budgets, the encumbrance would be \$510.82 for sick time buyout for a union member.

Chief Preece stated he would be encumbering \$4,585.25.

Motioned by Commissioner Porter seconded by Commissioner Seavey to encumber the necessary funds by department as stated above. Motion carried by voice vote 3-0-0.

RFP Architectural Study NCFD:

Chief Preece stated this almost completed and will forward it by email to the Board.

Goals for Superintendent & Fire Chief:

Commissioner Umberger would like both the Superintendent and Fire Chief to bring to the next meeting their Goals for 2008.

Water Rules & Regulations:

Superintendent Bernier has reviewed most of the document and found a few typographical errors. The Board should review the document and contact the Superintendent if there any corrections. The rules and regulations will be ready for adoption at the January 23, 2008 meeting.

Superintendent's Report

Superintendent Bernier presented his bi-weekly Superintendent's report (i.e. a copy will be attached to the original minutes).

Well #6:

New well #6 is producing 1.5 mgd or slightly more than 1,000 gpm. The sand issue has resolved itself and the well stabilizes within five (5) minutes after shutting down.

Amethyst Hill Road:

Superintendent Bernier reported the third beam break on the Amethyst Hill. The crew did a great job. It was well executed, well planned out and the residents may have been out of water for two (2) hours. This was the first job for the new ripper tooth and it worked great.

Easement for Depot Road:

The easement for Depot Road should be completed this week. Once this has been received the Precinct can go out to bid for the project.

Mechanic Street:

Sharon Nall of the NHDES has approved Mechanic Street to be eligible for state funding at 30%. Superintendent Bernier noted this is a huge savings for the Precinct.

Also, Ms Nall will approve Intervale Cross Road for state funding once the Precinct has installed sewer laterals up Wyman Avenue and Longview Terrace and connected the first properties on each road.

Budgets

Superintendent Bernier explained he needed some sense of approval for cost of living for non union employees.

PUBLIC COMMENT

Karen Umberger questioned when Pennichuck is projecting providing water to Birch Hill. Superintendent Bernier stated they are looking at the middle of February.

Signature Documents

The following documents were in the signature documents folder for the Board to sign:

- A. Northway Bank Short Term Note Commitment Letter for \$340,000.00
- B. Corporate Resolution Form from Northway Bank
- C. Certificate of Authority Form from Citizens Bank

Other Business

Commissioner Porter brought forward a comment from MacDonald Motors regarding a truck brought in for service. The Precinct waited too long to service the vehicle and thereby causing more repairs. Superintendent Bernier will check into the matter. Commissioner Porter questioned if there is a vehicle maintenance program in place and if not maybe look into one.

Budgets

Water

It was agreed to review diesel for both water and sewer. Water diesel will increase to \$12,500.00.

After as short discussion, it was agreed the Precinct will look into a merit pay setup for the non union employees. This can be done in several different manners and Commissioner Porter will sit down with the Superintendent to review this in detail. Commissioner Porter's only concern is the timing to implement for the 2008 budgets.

Superintendent Bernier responded to Commissioner Umberger's question from the last meeting regarding COLA's. The COLA for New England is 4.0%, the military COLA is 3.5% and Social Security COLA is 2.3%

Fire

It was agreed to increase fuel to \$9,000.00. Heat for the station will go to \$7,500.00. Telephone will increase to \$4,000.00. Workers comp changed because of the new company.

Commissioner Umberger questioned the administrative assistant going to 30 hours. Chief Preece explained she types his letters, inputs data, schedules and types fire inspection reports. Fire inspections have increased. The alarm reports are current for 2007, 2006 is done, 2005 is about $\frac{3}{4}$ quarters completed, then 2004-2000 need to be completed. Everyone needs to bear in mind that calls are up 101 calls over last year.

Chief Preece explained the base rate on call payroll went up \$1.00 last year and will go up another \$1.00 this year to \$12.00 hr. Chief Preece stated the department is back to carrying a roster over 40 members and the response to calls is up. Chief Preece explained they are trying to maintain the response level and avoid going to the full time. Chief Preece explained he budgeted 6,500 hours for 2007 and actually used 7,007.5 hours. For the year 2008, he is adding another 1,000 hours to calls and 500 hours to training.

Fire Department Warrant Articles:

Chief Preece is looking for a Warrant Article for a new Tank Truck for \$375,000.00. This would take all the funds in the Obsolete Fire & Equipment of \$322,389.00 including the 2008 appropriation of \$160,000.00.

Warrant article for \$13,000 for replacement pagers for the Minitor II's and III's.

Mrs. Umberger stated if the Board of Commissioners are the named agents to expend on the warrant article, then the Board does not need to go back to the voters for authorization to withdraw the funds. It is believed on this account, the Board has not been named as agents to expend. This account was established through a DRA audit and the Precinct was instructed to turn the funds over to the Trustee of Trust Funds. We will have to review this and find out if a warrant article was ever done to establish the Obsolete Fire and Equipment Capital Reserve and to appoint the Board of Commissioners as agents to expend.

Commissioners

Superintendent Bernier added money to purchase the new copier. Superintendent Bernier will be working with Mark Porter on this directly.

Sewer Department

Fuel Costs:

Superintendent Bernier will increase the diesel costs.

Truck Maintenance:

Superintendent Bernier doesn't anticipate a lot of repairs as sewer will have a brand new truck. The Precinct does all the minor repairs and oil changes.

Kearsarge Estates:

The year 2007 was the full year of electrical costs to the pump station.

Meters:

The Pittsfield Aqueduct meters are expended here and there will be an offset for this purchase.

Commissioner Umberger questioned the payroll offset in water. Superintendent Bernier explained this was for the water doing the fire department receivables, billings, copying etc. It was agreed to remove it when the administrative assistant was hired. Superintendent Bernier questioned whether an enterprise fund could pay for expenditures of a taxation fund. Chief Preece questioned if that is the case why the Commissioner's budget doesn't pay for some of the water/sewer administrative costs. This will be reviewed for the next meeting.

Sewer Special Articles:

Special article for a new truck.

Special article to crack seal the entire complex this will be split 50% water and 50% sewer.

Sign Checks

Motion of Commissioner Seavey seconded by Commissioner Porter to sign checks out of session. Motion carried by voice vote 3-0-0.

Adjourn

Motion of Commissioner Seavey seconded by Commissioner Porter to adjourn at 5:55 p.m. Motion carried by voice vote 3-0-0.

Respectfully,

Kristine M. Cluff
Recording Secretary