

COMMISSIONERS MEETING
MINUTES
January 23, 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 Porter seconded by Commissioner Seavey to adopt the public minutes of December 19, 2007 and January 9, 2008 as written. Motion carried by voice vote 3-0-0.

Fire Department

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

Chief Preece reported the recorder in dispatch is in need of replacement. This recorder records radio traffic and transmission of calls. It was agreed Chief Preece will bring in a couple of quotes for the next meeting and after reviewing the quotes to purchase a new recorder immediately.

Commissioner Porter questioned if the telephone calls at the station are recorded. Chief Preece stated no but a new recorder could have this capability. If this were to happen, the person answering the phone would need to announce this call is being recorded.

Chief Preece presented a draft agreement between Conway Village Fire District and North Conway Fire Department for the C-9 non precinct area (i.e. the new high school). Both Chief Solomon and Chief Preece are comfortable with the agreement. The Board will review this and discuss at the 2/6/08 meeting.

Chief Preece presented the board with a new detailed budget information packet and revised budget. The Chief is also in receipt of the Function Report from the Disaster Drill held last fall at Kennett High School. Chief Preece reviewed the apparatus replacement schedule.

Karen Umberger asked if anyone had looked into the Board being able to expend from this fund without going back to the voters. Office Manager explained it appears the fund was created by warrant article in 1983 with the funds going directly to the trustees of trust fund. In 1985 that fund was closed and the funds transferred back to the Precinct in the amount of \$16,001.29. At the annual meeting in 1985, an appropriation of \$22,000 was made to establish trust fund and

this money was in the hands of the Commissioners as a savings account. On April 7, 1993, the Precinct was told they could not hold the funds and they were to be transferred to the Town of Conway Trustees of Trust Funds and this was done without a warrant article. The cleanest way to handle this according to Don Borrer at the DRA is to close out this account with a warrant article and write a second article to establish the fund correctly. This is basically a housekeeping issue. After a short discussion, it was agreed this article would be written without the Commissioners being agents to expend. Any appropriation or expenditure to this fund will have to be by warrant articles.

Old Business

RFP Auditor:

A draft request for proposal was presented to the Board. The Board will review for discussion at the next meeting.

RFP Architectural Study for NCFD:

Chief Preece explained he was not able to quite finish this and would have it for the next meeting. A short discussion ensued regarding the possibility of a substation at the south end of town. Chief Preece discussed the pros and cons of such a station and the manpower issue that goes with it.

Goals for Superintendent and Chief:

These will be discussed at the next meeting.

Commissioner Umberger stated he would like to see an Aquifer Overlay District on the Superintendent's list. A brief discussion ensued regarding this was approximately 90% completed. A base map still needs to be developed for both Conway and Bartlett and Superintendent Bernier and CDM have met with the planning board of Bartlett and Conway regarding some zoning regulations for the overlay district.

Water Rules and Regulations:

A final draft was presented to the Board for approval.

Motion of Commissioner Porter seconded by Commissioner Seavey to approve the North Conway Water Precinct Rules and Regulations as revised January 23, 2008. Motion carried by voice vote 3-0-0.

Bill Hounsell questioned if the Guidance Document has been reworded. Superintendent Bernier will be working on this shortly. The major revision is to the word tariff to Infrastructure fee.

Superintendent's Report

Superintendent Bernier presented his biweekly report (i.e. a copy will be attached to original minutes).

Superintendent Bernier reviewed the following:

- Met with foreman regarding vehicle maintenance and scheduling. Superintendent Bernier reviewed the vehicle log books. The Precinct will be using a different garage in the future.
- Discussed with the office manager the funding issues for Contract #6. This contract will be funded by four different agencies and we need to be able to manage the agencies separately.
- Implemented a 3% COLA increase for all non-union employees and a 2% merit pay pool with an assigned mean average of \$1,228.
- Met with Paul DegliAngeli on Contract 6 – Intervale Crossroad, Dinsmore Road and Mechanic Street will be done in 2008 and Kearsarge Road in 2009.
- Well #6 has had no impact on the Saco River contrary to what DES and our hydrologist had anticipated. The well pulled from Middle River which is the overflow under Second Bridge.
- Last comments on the Old Bartlett Road easement have been forwarded. There is a missing signature on the Depot Road easement that still needs to be resolved.

Karen Umberger was concerned about the aggressive construction schedule and Superintendent Bernier explained the type of contractor we are looking for should be able to handle it. Bill Hounsell explained Contract #6 would be one bid but done in phases.

Signature Documents

Motion of Commissioner Seavey seconded by Commissioner Porter to sign the Promissory Note in the amount of \$340,000.00 from Northway Bank at the interest rate of 3.4%. Motion carried by voice vote 3-0-0.

The Board signed the signature cards for the new Well #6 account at Northway Bank associated with the \$340,000.00 Promissory Note.

Merit Pay Pool

Commissioner Porter stated he has acquired the information from the Town of Conway and Conway Police Department regarding the merit pay pool. Commissioner Porter will meet with Superintendent Bernier and Chief Preece to review the setup of the merit pay pool upon Superintendent Bernier's return from vacation.

Sign Checks

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

Budgets

Fire Department:

- Revised payroll to reflect 3% COLA for non union and 2% merit pay with a mean average of \$1,248.00
- Both Chief and Superintendent are happy with \$2,000 payroll offset.
- Administrative increase is on reflective of the two hour increase not the seniority nickel.
- Gas/Oil number is based on the Board's recommendation
- Telephone increased \$100.00
- Heat number based on the Board's recommendation
- Station Repairs - will need to address rescue door this year and compressor in tower (put in 1955)
- Fire Fighting Equipment – has the 4 sets of turn out gear
- Immunization – new members requiring Hepatitis B shot required by OSHA
- Communication – this has radios included in case the warrant article fails. Recording equipment is budgeted in this account.

Chief Preece stated he looked into Homeland Security grants for the Minitors II & III replacements. As these units receive only and do not transmit, there is nothing available in the form of a grant.

Chief Preece reviewed the Special Articles as presented and explained there are two more articles to be written - one to include the word Ambulance in our charter. A brief discussion ensued regarding the formation of the current ambulance service. The second article is to withdraw funds from the Obsolete Fire Capital Reserve for a new truck to replace Tank One. The new truck will add additional 250 gallons of water on the road to eliminate an ISO issue and also eliminate the engine issue for ISO and the department ends up with a tanker.

Commission Budget

- Precinct will lease purchase the new copier - this will decrease the copier cost from \$6,000.00 to \$2,700.00. This is a \$15,000.00 copier for just over \$8,000.00

Sewer Budget

- Diesel increased \$1,500.00.
- Add word "pay" to merit pool

Water Budget

- Increased diesel to \$15,000.00
- Increase overtime line to \$32,781.00

- Pump Station # 3 electricity should increase \$2,000 for the prolonged test pumping - will increase from \$30,240.00 to \$32,240.00.

Superintendent Bernier stated these increases amount to approximately \$6,000.00 With regard to opening the charter for the fire department, Superintendent Bernier stated the timing might be right because we may want to address the Precinct Boundary issue.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Motion of Commissioner Seavey seconded by Commissioner Porter to adjourn this public meeting at 5:31 p.m. Motion carried by voice vote 3-0-0.

Respectfully

Kristine M. Cluff
Recording Secretary