

COMMISSIONERS MEETING

MINUTES

July 9, 2008

The Commissioner's meeting convened at 10:00 a.m. in the training room at the Wastewater Treatment Plant, 104 Sawmill Lane North Conway, NH. The following were present: Chairman James Umberger, Commissioner Robert Porter, Commissioner John Santuccio, Superintendent David Bernier, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Commissioner Umberger called the meeting to order at 10:05 a.m.

Minutes

Motion of Commissioner Porter seconded by Commissioner Santuccio to accept the public minutes of June 25, 2008 as written. Motion carried by voice vote 3-0-0.

Motion of Commissioner Porter seconded by Commissioner Santuccio to accept the first, second and third session non-public minutes of June 25, 2008 as written. Motion carried by voice vote 3-0-0.

Fire Department

Chief's Report:

Membership:

44 Members: One new application pending at this time.

Personnel:

The membership worked very hard over the holiday weekend and would like to thank them for their hard work.

Training:

The department training for July will be at the Kennett High School; this is a joint training with Conway Fire Department. Will brief you on how this went

Department Actives:

The fire department association will be hosting a petting zoo on the 4th of July on the front lawn of the fire station.

Emergency Calls:

The fire department has responded to 95 calls for the month of June.

The fire department has responded to 23 calls for the month of July.

The fire department has responded to 567 calls year to date.

Apparatus / Trucks:

Engine One has holes in the floor of the rear cabinet; Lakes Region will look at it and give us our options.

The booster hose on the forestry needs to be replaced; it is old and leaking, approx. 200 feet of rubber hose.

Equipment Issues:

One air pack is still out of service at the factory no word as of yet.

Purchase for New Equipment:

Will have four members measured for new gear on Monday night.

New Pumper/Tanker:

Commissioner Porter clarified his position on the purchase of the pumper/tanker. His motion was to enable the department to transfer \$360,000.00 and keep the remaining \$12,000.00 in reserve to have as leverage should a problem arise. Chief Preece was concerned the board did not place a dollar in their motion to purchase the truck. The Board has a contract with E-One for \$372,000.00 that should be sufficient.

Motion of Commissioner Umberger seconded by Commissioner Porter to signed necessary checks for E-One out of session. Motion carried by voice vote 3-0-0.

Old Business

Architectural Study - Board will meet with Ed Bergeron on July 23, 2008.

Sewer Rules & Regulations - Swap #39 definitions with #44. Superintendent Bernier will write consistent language on arrearage and termination of service to be consistent with water rules and regulations. It was agreed to leave the hook up footage at 400". This footage was used for prior businesses and it would not be fair to change it now. These will be forwarded to Attorney Judge for his review.

Karen Umberger questioned if the 90 day termination was after the second billing (i.e. red bills). Superintendent Bernier stated it would be 134 days before termination (30 days, then another billing cycle of 90 days and 14 day shut off).

Commissioner Umberger stated the Precinct needs to develop I.D. badges for employees and develop required permits.

Interrupted Agenda for Attorney Brooks from Dewhurst Law Office

Attorney Brooks presented the school easement for the new high school. **Motion of Commissioner Umberger seconded by Commissioner Porter to approve and sign the all necessary documents with respect to the Easement, Maintenance and Water System between the North Conway Water Precinct and Conway School District. Motion carried by voice vote 3-0-0.**

Attorney Brooks noted that all documents pertaining to the Kennett Company will be incorporated into this easement.

Took Agenda out of Order to Accommodate Northway Bank

Northway Bank:

Ms Hunt stated the bank has honored the commitment rate in their letter of May 9, 2008. The only difference in the commitment is the bank will have to pass on any legal fees associated with the commitments. Superintendent Bernier agreed that is fair and equitable as the bank has held the interest rates. **Motion of Commissioner Porter seconded by Commissioner Umberger to sign the two commitment letters from Northway Bank in the amount of \$2,088,000.00 and \$1,060,000.00. Motion carried by voice vote 3-0-0.**

Returned to Agenda – Old Business continued

By Law:

Copies provided to Board for their review - forward any changes to the office. Any amendments will be taken to the next annual meeting.

Evaluation Form:

Attorney Peahl reviewed the form presently being utilized Attorney Peahl recommends changing to the three categories – exceed expectation, meets expectations and below expectations. Scoring would then be below 60, 60-79 and 80-100. Attorney Peahl recommends adding line for date of hire, supervisor comments such as major strengths, major weaknesses and areas for growth. There should also be a line for both the supervisor and employee to sign and date.

Commissioner Porter disagrees with three categories doesn't give enough for an adequate evaluation. Commissioner Umberger stated this is what is in the union contract. Superintendent Bernier has started to make the changes to the current form. 80-100 exceeds expectation, 60-79 meets

expectations and 60 is below expectations. Commissioner Porter would like to see more categories added during the next negotiation session.

RFP Auditor:

The office manger still has not been able to find an escape clause to terminate the auditor if he or she doesn't work out. It was agreed this would be added to the auditor's contract. Commissioner Umberger would like to simplify this RFP and the office manager will contact Local Government Center to see if they have any sample RFP's for an Auditor.

River Run Company:

The Board is waiting on Sheila Duane and Joe Berry to reschedule.

Service Bill Rate Increases:

After a short discussion, it was agreed to table this matter prior to annual meeting.

Survey:

Commissioner Umberger questioned the status of the survey of the Precinct Boundaries by Doug Burnell. Superintendent Bernier will contact Mr. Burnell.

Committee Reports

No Committee reports at this meeting.

New Business

Commissioner Umberger stated he asked that a copy of the new Right to Know law be included in today's packets. These are the changes the Board should review.

Superintendent's Report

- Reviewed easement request form Underwood Engineers regarding NCWP/CVFD Interconnection & reviewed meter building and job specs.
- Provided CDM with elevations from Well #3 locations for pump sizing Wells #3 and #6.
- Grabbed numerous samples for field survey Well #6 Permit, CDM was on site to complete Wetlands delineation.
- Bowart Longyear conducted second prolonged pump test and MPA sampling for Well #6.
- Met with Jim Mesereau and Ben Wilcox from Cranmore Ski Area re: hooking up Health Club and Lodge into sewer. Also discussed their plans to log parcel of Cranmore land.
- Verified Fairpoint installation of high speed line for Kearsarge Estates Pump Station.
- Installed 2 ½" fire hydrants for Kearsarge Estates and Mt. Surprise Road.

- Met with Park Construction reps several times last week. Discussed need to conduct a brief shut down on July 9th in order to install water valves to work starting next week.

Public Comment

Bill Hounsell informed the Board the Governor has signed HB 1202 into law on June 27, 2008.

Signature Documents

See sign checks.

Sign Checks

Motion of Commissioner Porter seconded by Commissioner Santuccio to sign signature cards for Northway Bank and checks out of session. Motion carried by voice vote 3-0-0.

Non Public Session

Motion of Commissioner Santuccio seconded by Commissioner to enter non public session at 11:40 a.m. for personnel matter as allowed under RSA 91-A: 3, II (c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Reentered Public session at 12:18 p.m.

Adjourn

Having no further business to discuss at this public meeting, Commissioner Porter motioned Commissioner Santuccio seconded to adjourn this public meeting at 12:19 p.m. Motion carried by voice vote 3-0-0.

Respectfully,



Kristine M. Cluff
Recording Secretary