

COMMISSIONERS MEETING  
MINUTES  
May 14, 2008

The Commissioner's 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 F. Porter, Commissioner John Santuccio, Superintendent David Bernier, Fire Chief Patrick Preece and Recording Secretary Kristine Cluff

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

Commissioner Umberger stated he has a conflict with the board meeting scheduled for June 3, 2008 at 10:00 a.m. and would like to reschedule it for June 4, 2008 at 10:00 a.m.. The Board agreed to move the meeting and a letter will be forwarded to Mr. Ewing.

Minutes

**Motion of Commissioner Porter seconded by Commissioner Santuccio to approve the public minutes of April 16, 2008 and April 30, 2008 as written. Motion carried by voice vote 3-0-0.**

**Motion of Commissioner Porter seconded by Commissioner Santuccio to approve the non public minutes first and second session of April 30, 2008 and said minutes to remain sealed indefinitely. Motion carried by voice vote 3-0-0.**

Fire Department

**Membership:**

44 Members: no new applications at this time. The department has one new member which is Justin Bellen; he is an EMT which he came to us from Tamworth Rescue. He also works for NCA.

**Personnel:**

Assistant Chief is out from an injury to his ankle not work related. He has been out of work for over a week and half, he should be back to work by the end of the week.

**Training:**

The forestry training went very well on Pine Hill one of the main focuses was on accountability and went well. Six members attended the pump classes.

**Department Actives:**

**Emergency Calls:**

The fire department has responded to 19 calls for the month of May.  
The fire department has responded to 404 calls year to date.

**Apparatus / Trucks:**

The Tower truck has an intake relief valve leaking and E-One will be here to rebuild the valve, while they are here I will have the aerial serviced at that time.

**Equipment Issues:**

The snow damaged two skylights at the fire station and got the word from Portland Glass it will cost about \$1,500.00 to replace them.

Karen Umberger questioned if there were skylights out there that might be a little more modern and energy efficient. Chief Preece stated Portland Glass is looking at all options. Commissioner Umberger questioned if the skylights could be taken out and closed in and Chief Preece explained it would cost \$4,000.00 to \$5,000.00 to close them in.

**Purchase for New Equipment:**

We order three hose hoist and two hose clamps for each of the trucks as required by ISO. The radio system is just about complete and I have e-mail Anne from ISO to set up a new review and waiting to hear from her on a new date.

The truck specifications for the new tanker / pumper is completed and waiting for your review and approval.

Commissioner Santuccio questioned who makes up the truck committee and Chief Preece stated Dep. Chief Anderson, Captain Drew, couple of the Lieutenants and a couple of members make up the committee. Commissioner Porter questioned the email he received from Bob Nelson regarding the poly valves and asked if this is a concern. Chief Preece explained the 3" valves are standard and the poly tends to score with sand while drafting.

Commissioner Porter and Commissioner Santuccio agreed to put the confidence in the committee. It was agreed to send the RFP for the Pumper/Tanker out. June 5, 2008 will be the addenda date otherwise bids will be due June 9, 2008. There is a seven month build time.

Commissioner Umberger questioned if the RFP for the station renovations was put in the paper. Chief Preece stated no but that it can be advertised in the CONWAY DAILY SUN.

**Mutual Aid Agreement:**

Chief Preece explained the mutual aid agreement is basically the same except the date was changed and the signature page updated the new commissioner.

**Motioned by Commissioner Santuccio seconded by Commissioner Porter to approve and sign the Mutual Aid Agreement dated May 14, 2008. Motion carried by voice vote 3-0-0.**

## Old Business

### Draft Vehicle Policy:

Commissioner Umberger stated he had received the recommended revisions by Chief Preece and Superintendent Bernier. Commissioner Umberger had a concern about the Board not being notified when a vehicle is going out of town and allowing non-employees to drive the fire department apparatus. Chief Preece explained that during a mutual aid call another fire department member might bring the apparatus to the scene. Commissioner Umberger stated that would be common sense. We will change this to "as determined by the Superintendent, Fire Chief or Acting Chief". It was noted this policy will apply to the Chief's truck and the Assistant Chief's truck. Questioned about using the vehicles to go to the grocery store and it was agreed to and from work is not an issue.

### Items for old business:

Commissioner Umberger would like to add the following to old business so they are not forgotten: Guidance Document update, Sewer Rules & Regulations, By-Law update, Evaluation Forms and Handbook update.

### Superintendent's Report

- Attended meeting with NHDES regarding request for State Grant monies for Article 15 (\$222,000.00) Artist Falls Pump Station upgrade. This request was the first of its kind for the Precinct and for DES. Good news as it looks right at this moment; we are eligible for \$45,000.00+ of grant monies paid lump sum at the completion of the project.
- Completed plan review for Mae Kelly's
- Attended meeting with Paul D and Merrill Construction regarding the replacement of sewer up a portion of Barnes Road
- Well #2 is currently 19' feet away from the edge of the Saco River  
Precinct has tried diligently to get help from various agencies with this problem but has been told to let Mother Nature handle it.
- Went over vehicle use policy with fire chief made several changes to guidelines
- Wrote letters to bidders on truck bid and sent formal award notice to low bidder
- Crews working on clean up sewer at Clarendon Motel
- Called Coop to cancel the power at Well #1
- Scheduled installation of Verizon for SCADA system at Kearsarge Estates Pump Station
- Worked with Milton Cat to get Kearsarge Estates Generator up and Running after two days of startup problems and VFD fault codes. We are now running well and transfer of power to and from emergency source working without faults.
- Attended meeting at Town Hall regarding Birch Hill fire hydrants
- Notified by NHDES that we are receiving another \$4,500.00 security grant for Kearsarge Estates Generator Project.
- Fadden Logging is cutting trees in around Hussey Well Field.

Superintendent Bernier noted the final addenda goes out today for Contract 6.

The crew installed the vinyl fencing for the gate section at the treatment plant.

Other Business

Public Hearing:

The board scheduled a public hearing regarding using the surplus funds from Contract #5 to fund Depot Road and Neighbor's Row on June 11, 2008.

Night Meeting:

The board scheduled a night meeting for June 25, 2008 at 7:00 p.m. at the Precinct Office.

DOT Letter:

Superintendent Bernier received a letter from Jim Bowles at NHDOT stating Audley is looking for an additional \$92,000.00 for pipe installation they claim is under paid. This will need to be reviewed by all parties.

Pine Hill Expansion:

Commissioner Porter questioned where this stands. The Precinct has not heard from Bayard Kennett to date.

Public Comment

Karen Umberger questioned the Precinct has closed up #1 Well. Superintendent Bernier explained the building is being taken down but there will be water available.

Karen Umberger questioned if someone was going to talk about the Outing Club. Superintendent Bernier met with John Cannell of the Outing Club and there are several options being talked about for the future of the skating rink. The Outing Club is paying to have the sod replaced.

House Bill 1202:

Bill Hounsell stated the bill passed 5-0 as amended in Senate and now goes back to the House for concurrence then on to the governor for signature.

Sign Checks

Having no further business to discuss **Commissioner Porter motioned seconded by Commissioner Santuccio to sign checks out of session. Motion carried by voice vote 3-0-0.**

**Motion of Commissioner Santuccio seconded by Commissioner Porter to adjourn this public meeting at 11:05 a.m. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in black ink that reads "Kristine M. Cluff". The signature is written in a cursive style with a large initial 'K' and a long horizontal stroke at the end.

Kristine M. Cluff  
Recording Secretary