

Commission Meeting
Minutes
December 10, 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 John Santuccio, Superintendent David Bernier, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Chairman Umberger called the meeting to order at 10:05 a.m. and welcomed Commissioner Santuccio back.

Motion of Commissioner Umberger seconded by Commissioner Santuccio to accept the public minutes of December 10, 2008 as written. Motion carried by voice vote 2-0-0.

Fire Department

Membership:

42 Members: no new applications at this time a couple of inquiries and signs of interest. Chief Preece stated it is nice to have Eric Olson back.

Personnel:

Nothing new to report

Training:

The ladder training went very well and no one dropped anyone in the carries from the roof to the ground. Different ladder stations were set and people rotated among the stations.

Department Actives:

Department has been very busy answering calls. The Department assisted Bartlett with a structure fire and sent all trucks. There were no problems to report it went very well and it was very cold.

Emergency Calls:

The fire department has responded to 88 calls for the month of November.

The fire department has responded to 24 calls for the month of December.

The fire department has responded to 1067 calls year to date.

FYI the department responded to 974 calls we are 93 calls over last year.

Apparatus / Trucks:

Trucks have been winterized and are in good shape, with no major issues or problems to report.

Equipment Issues:

The Tower Truck had a front tire leaking air and it was taken to Frechette Tire for repair of a valve stem extension leak.

The Tower truck past its pump test with flying colors.

Purchase for New Equipment:

Draft Fee Schedule:

Chief Preece presented to the Board his draft fee schedule for Fire Dept. services. He asked the Commissioners to review the schedule and respond with their comments. Chief Preece explained he looked at other towns (i.e. Rindge, Lebanon, Exeter and Hooksett) and stated the Town of Gilford just recently adopted a fee schedule. Chief Preece explained our fees are lower and the numbers can be changed after the Board's review. Commissioner Umberger asked if there was background information on the other towns and if the Board could receive it. Commissioner Umberger stated the Precinct has already approved fees for apparatus and Chief Preece explained that is represented on the last page of the schedule. There is also an alarm policy in place and Chief Preece will be adding that to the schedule. Commissioner Santuccio questioned what the

department now charges and Chief Preece stated there are no current charges. Chief Preece explained all the fees are proposed changes except the apparatus fees.

Chief Preece stated he ran the numbers, and on the revenue side you would receive an additional \$3,000.00 per year just on the place of assembly. Currently, the fire department has 42-43 Hotel, Motel, Bed & Breakfasts and Inns and he is currently obtaining the room counts for sleeping capacity. Chief Preece will provide this information to the Board once it is finalized. Commissioner Umberger stated any revenues generated from the fee scheduled will go to the general fund. Commissioner Umberger stated this must be done very carefully, because these people already pay taxes to us. Chief Preece explained that by the time you do the inspection, come back write the inspection report and then have the Secretary input into the computer and send the report, there is a substantial cost incurred and \$60.00 is pretty reasonable. Chief Preece explained the department needs to be fair – the NC Grand Hotel has seventeen permits and someone like Delaney's should not pay the same amount. For a fireworks display, we have to sign off on the permit, inspect the site and be on standby. Board will review the draft fee schedule at the meeting of December 17, 2008.

Chief Preece presented the Board with the November monthly call firemen hours. Chief Preece explained he is now tracking call work details at the station per the Board's request. Commissioner Santuccio asked what call work details is. Chief Preece explained it is rolling hose, repairs on trucks, and basic station coverage if people are on vacation. Commissioner Santuccio questioned if this is a different rate of pay. Chief Preece stated that all training and work details are paid at the call firemen's rate. Commissioner Santuccio asked for the basic rate of pay and Chief Preece stated the call base rate is \$12.00 hour and then training is added to the base rate. Chief Preece stated the four firemen attending the FFI class have all passed.

Old Business

Boundary Survey:

Superintendent Bernier will contact Doug Burnell from HE Bergeron for an update on the Precinct boundaries and ask they be completed by 12/31/08.

Superintendent's Report

- Depot Road: Our crew completed the cutting chipping and stumping of trees and brush in anticipation of Northeast Earth completing the 100 feet of sewer for the Whitman Woods Assisted Living Facility. This work will get us out of the major groundwater depths and make our job easier when we plan on extending the line in the future. NHDES and RD approved this change order.

Superintendent Bernier stated he eliminated one manhole and the extra footage to install the manhole. The drainage work is installed and billed to the Town of Conway.

- Dinsmore Road: Park Construction remobilized to the Old Bartlett Road cross country sewer installation, they worked from Kearsarge Brook Westerly to Kearsarge Road and completed this work yesterday.

Park is continuing to work on the cross country portion to reconnect to Kearsarge. There is 200' on the east side of the brook all of Old Bartlett Road to be completed next year.

- Attended monthly progress meeting, review and signed pay estimates for November totaling over \$800,000.00 in work completed for the month.
- Attended meeting with CDM and CVFD personnel and Underwood Engineers regarding possible connection with NCWP. Discussed fees and agreed to a sum of \$4,800,000.00 as a tentative Buy in Fee for purposes of conducting the engineering and feasibility studies.

The cost for CDM to look at our concerns, and the cost for the tentative agreement is \$40,000.00 - \$50,000.00. Because CDM is employed by the Precinct, the funding agencies are requiring the contract be with Precinct. Superintendent Bernier will be requesting CVFD forward something in writing regarding payment of this agreement before NCWP signs the agreement.

- Started testing all Backflow Preventers
- Completed all fire hydrant inspections and flushing for the Low Pressure area of the Precinct.
- Archived and sent along additional information needed for the SAG in order to make all our projects eligible for sewer grants dating back to 1999.
- Reviewed plans for new restaurant next to Eastern Mountain Sports.
- Ordered a new Technology Ph probe for Well 4&5 which should improve accuracy and reliability.
- Completed Department of Commerce Survey for all our construction Project.
- Decided to cancel sewer collection system flushing because contractor was unavailable until well after freezing temperatures set in for winter. Rather than fight winter weather every fall I have decided to permanently schedule sewer flushing in the spring of each year (i.e. will be re-budget for 2009).

Superintendent Bernier has followed up with CDM on the plan for the CSRR Agreement in order to keep this project going forward.

2009 Budgets:

Superintendent Bernier would like to have the Board set the goals for the non-union employees. This will be an agenda item for the next meeting on December 17, 2008. Superintendent Bernier noted there are sufficient revenues to level fund the water and sewer budgets and there hasn't a rate increase since 1997 in water or sewer. This is an accomplishment to our being proactive and staff. Superintendent Bernier noted the Precinct's tax rate has come down for the last four years in a row. Mr. Hounsell stated the stimulus package for federal funding of water and wastewater projects will have a positive effect on our projects. We are being proactive by having our new projects for Well #6 and Contracts 7/8 on the radar. Superintendent Bernier stated this affects our CIP accounts and consideration might be given to transferring from the operating accounts to the CIP Accounts. Bill Hounsell explained that any project after October 22, 2008 state funding will be delayed until June of 2009.

Public Comment

There was no public comment at this meeting.

Sign Checks

Motion of Commissioner Santuccio seconded by Commissioner Umberger to sign checks out of session. Motion carried by voice vote 2-0-0.

Adjourn

Having no further business to come before this meeting, **Commissioner Santuccio motioned and Commissioner Umberger seconded to adjourn this public meeting at 10:47 a.m. Motion carried by voice vote 2-0-0.**

Respectfully,



Kristine M. Cluff
Recording Secretary