

Adopted: As Amended  
February 18, 2009

Commission Meeting  
Minutes  
February 4, 2009

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, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Chairman Umberger called the meeting to order at 10:02 a.m.

**Motion of Commissioner Porter seconded by Commissioner Santuccio to take the agenda out of order to accommodate the Ed Bergeron's presentation on the fire department study. Motion carried by voice vote 3-0-0.**

**Fire Station Study – Ed Bergeron and Chris Fournier , H.E. B. Engineers**

Mr. Bergeron explained this is the culmination of the cost study for the North Conway Fire Station and Seavey Street properties. This is a work in progress and subject to review and revisions. He started off with the existing offices and apparatus bays at the current station designed by Frank Kennett in the 1960's. Basically, the department has outgrown the building and needs to consider more office space and apparatus bays.

Mr. Bergeron explained it is proposed to rehab the entire building going up two stories over the existing dispatch/office section with a new apparatus bays and multi purpose room on the ground floor level. Expansion will be going toward the Conway Scenic Railroad Station on the northern side of the building. The basement would be rearranged to include new hot water, new storage and the elevator up to the top three floors. The second floor would house the lobby, reference room, Chief's Office overlooking Schouler Park, fitness room, bathroom, storage, pre-plan room, Assistant Chief's Office, Janitor's closet. The third floor will house lounge/kitchen area, four bunk rooms and laundry facilities. The third floor could be framed and left unfinished. Chief Preece explained it is cheaper to do this now. The new addition adds 16,000 square feet of new area.

Commissioner Umberger questioned if the elevator is absolutely necessary and Mr. Bergeron explained it is required by the American Disabilities Act. Commissioner Umberger also questioned the bunk rooms and Chief Preece explained these are being planned for the future. Commissioner Umberger questioned there are two more bays being added and Chief Preece explained the Rescue Bay on the back of the building will be eliminated. Actually only adding one more bay.

Mr. Bergeron stated he is having a cost estimator go through the upgrades one by one and present a cost estimate for each item (i.e. heating, electric, elevator etc). This should be available within the next week.

Mr. Bergeron explained the new design violates certain set backs at the back of the building, and the golf course side. The Precinct, being a government entity, is not required to have a site plan review but we will seek a courtesy site plan review from the Conway Planning Board. The only green space will be on the golf course side of the building.

The new look will have granite slate over the apparatus bay. There will be laminate and steel gussets. Another item to consider would be solar panels on the roof of the new tower. If the Board doesn't want to

change the pitch on the new tower roof, the solar panels could be installed to tip up. The cost might be in the vicinity of \$20,000.00.

#### Seavey Street

The best option is to demo the building and start over. A new building would have 14' doors and 20' bay spacing. There would be a 12' mezzanine with stairs, one bathroom, 1 small office with secure storage. This would be a pre-engineered building with gable dormer, 4' high kicker wall. There will no interior finish, electricity and water for the bathroom. If the Board chooses, an HVAC system could be added. The building would be 17' high at the eaves. There will be a 6" slab on grade with a 4" frost wall. This will be a plain vanilla building.

Commissioner Porter questioned what equipment is stored at Seavey Street and Chief Preece explained snow machine & trailer, forestry truck, usually the 1937 American LaFrance, boats. Commissioner Umberger stated there is approximately half acre of land on Seavey Street. Basically, the Town of Conway put the two lots together. Commissioner Porter questioned why this building couldn't be built at the Precinct Office instead of uptown. Commissioner Umberger stated he has spoken with Chief Preece about a south station and that would meet the ISO requirement of 1.5 miles. Chief Preece noted if you move the primary pieces from Norcross then you will lose the 1.5 miles going in the northerly direction. Currently, the Seavey Street location is seasonal equipment and storage. Commissioner Porter stated the Board needs to give serious thought to this and look at all the options.

The total cost estimate for both pieces of property is 4.2 million dollars. Mr. Bergeron stated the fire station costs were based on \$160.00 sq. ft. This number was based on recent expansion at the Laconia Fire Department then you would add the site work, paving, sewer & water, and planting / landscaping, architect fees. The furnishings number is basically a picked out number. We have contingency built into both projects. The details for the electrical have not been finalized but as the project goes along, the number will be firmed up. If the big numbers go up, then the contingency number will go down. The Seavey Street project along is \$460,000.00 as a bare bones project.

Commissioner Umberger stated the Precinct needs a station on the south end and Commissioner Porter stated the need to look at building down here if it is more practical. Chief Preece stated his first priority is the storage garage whether it is built at Seavey Street or down here.

Chief Preece stated the need to upgrade to the fire station is to handle the bigger fire trucks, storage, clear space around the apparatus, file storage, office space and we only have one bathroom. Basically, we have outgrown this building. Questioned if there is economic stimulus money available and Chief Preece explained there is Homeland Security Money for emergency shelters and money for energy efficiency. There is also money for alterations to existing buildings but not new construction. The training /conference room could be labeled an emergency operations center and maybe qualify for something. Chief Preece will look to see if there is any grant funding available.

The Board will review the documents presented and revisit this at the next meeting.

#### Minutes

Correction to January 21, 2009 minutes: The motion to adjourn was not included in the minutes.

"Motion of Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting (1/21/09) at 11:11 a.m. Motion carried by voice vote 3-0-0.

**Motion of Commissioner Porter seconded by Commissioner Santuccio to accept the minutes of January 21, 2009 with the adjournment time to be added by Superintendent Bernier. Motion carried by voice vote 3-0-0.**

Fire Department

**Membership:**

42 Members: We have one new application pending and the general membership vote on Monday night. Chief Preece stated that new member Josh Cleveland is a high school Senior and has been informed he cannot leave school to respond to calls. He recently worked as an intern on North Conway Ambulance. He will be on probation for the next six months.

**Personnel:**

FF II Class of Chris Greenwood, Ryan Smith, Robert Nelson and Jerry Capozzoli all passed with score in the high 80's and 90's.

**Training:**

Department Training will be on the new truck

**Department Activities:**

**Emergency Calls:**

The fire department has responded to 101 calls for the month of January.

The fire department has responded to 3 calls for the month of February.

The fire department has responded to 104 calls year to date.

**Apparatus / Trucks:**

The factory final inspection went very well, we found 12 items that they fixed or made adjustments on. The truck is in Vermont for dealer prep and lettering of the truck. The new truck is expected on February 6, 2008. Commissioner Umberger questioned if this is being driven or coming in on a trailer and Chief Preece explained they drove it up from Florida and will drive it over from Vermont. This gives it a chance for the engine to seat. The warranty is five years or 100,000 miles whichever comes first.

**Equipment Issues:**

Tank One Radiator had to be repaired the patch let go and started to leak again. Gorham Spring was able to solder and braise the leaking radiator on the Tank One. Gorham Spring was able to solder and braise the leaking radiator.

Tank One will be leaving here next week for the potential in South Dakota. If South Dakota doesn't purchase it for \$45,000, then Brunelle will purchase it for \$10,000.0 and it will go to Alabama. South Dakota was unable to send someone to New Hampshire to look at the truck. Chief Preece will know in two weeks if South Dakota is going to take the truck.

The small roof at the station had three small leaks and they were able to be patched.

**Purchase for New Equipment:**

Chief Preece is obtaining prices on a new station air compressor, still waiting for prices.

Station study will be having meeting with the Board of Commissioners on 2/4/08 HEB will be here to present to the Board.

Fees: Tabled for a later date

Encumbrances

A list of encumbrances is attached to the back of the budget packets.

Other Business

The Precinct has received a request from Bob MacDonald to use the Hussey Field at Well #4/5 for the Maine Spaniel Trials on May 29-31, 2009. This is the same event as the past couple of years.

**Motion of Commissioner Santuccio seconded by Commissioner Porter to approve the request of Bob MacDonald to use the Hussey Field at Well #4/5 for the Maine Spaniel Trials May 29,2009-May 30, 2009. Motion carried by voice vote 3-0-0.**

Sign Checks

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

Signature Document

Board signed the State Revolving Loan extension document for Depot Road.

Non Public Session

**Motion of Commissioner Porter seconded by Commissioner Santuccio to enter non public session at 11:05 a.m. for a personnel matter under RSA 91-A: 3, II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or investigation of any charges against him, unless affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Motion carried by roll call vote, Umberger –aye, Porter – aye and Santuccio aye.**

**REENTERED PUBLIC SESSION 12:18 P.M.**

Adjourn

**Having no further business to discuss, Motioned by Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting at 12:18 p.m. Motion carried by voice vote 3-0-0.**

Respectfully,



Kristine M. Cluff  
Recording Secretary