

Commission Meeting
Minutes
April 1, 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, Superintendent David Bernier, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Chairman Umberger called the meeting to order at 10:00 a.m.

Oaths of Office

Commissioner Porter motioned Commissioner Santuccio seconded to take the agenda out of order to Administer the Oath of Office to the newly elected officers of the Precinct. Motion carried by voice vote 3-0-0.

Jean Simon administered the Oath of Office to the Commissioner Porter, Supervisor of the Checklist Richard Hansen, Clerk Karen Umberger and Treasurer Maureen Westrick Forbes.

Elect a Chairman

Commissioner Porter stated for the purpose of getting back on the schedule of having the outgoing Commissioner be chairman he **Motioned and Commissioner Santuccio seconded that James Umberger be elected chairman of the Board of Commissioners for the ensuing 2009/2010 year. Motion carried by voice vote 3-0-0.**

Fire Department

Membership:

42 Members: Barbara Rosman resigned from the fire department; with the new baby she does not have the time commitment. I would like to thank her for her 13 years of service to the NCFD

Personnel:

Firefighter Ones took their test and waiting for their results.

Training:

The department training will be working the trucks; mainly the pumps
Engine Three will be training on drafting and tanker shuttle with the new truck.
Rescue training will be review of medical emergencies and protocols updates.

Department Activities:

Thank you letter from the Kennett High Hockey Team

Emergency Calls:

The fire department has responded to 57 calls for the month of March.
The fire department has responded to 231 calls year to date.

Apparatus / Trucks:

E- 1 needed a new head light assembly
C- 1 needed a new rear brake light assembly
E- 4 Passed with no issues
T-2 Passed with no issues
E- 3 needs rear tires rotated; will be done on 4/1/09

Chief Preece stated during the rotation of the E-3 tires it was noted there was an issue and the tires needed to be replaced at a cost of \$1,600.00. The tires were ordered today.

Equipment Issues:

Our training smoke machine has to be replaced; they do not make this machine anymore and could not get parts for. It was 20 years old

Purchase for New Equipment:

New smoke machine for \$1,600.00

Seavey Street update the crews have started to clean out the building. Mrs. Forbes will provide the board with some ideas at the meeting.

Seavey Street

The crew has started to clean out the garage and everything is being stored down at the Treatment Plant. Superintendent Bernier stated a roll off container has been obtained and the crew will salvage as much as possible. Superintendent Bernier has gone through the paperwork and saved annual reports from 1960's to 1980's and some old tax maps. A work order has been issued to NH Electric Cooperative to remove the outside lighting. Commissioner Umberger questioned about installing water and sewer to the new building. Superintendent Bernier explained we will use the old office line and extended it to the garage. Chief Preece stated the water and sewer lines will installed during construction to the building.

Karen Umberger questioned how many took the fire fighter one class. Chief Preece stated five took the class and are waiting for their test results.

Chief Preece stated he met with Architect Maureen Westrick Forbes and went over the architectural concepts of the building as discussed at the annual meeting. This was to make a normal steel building look more pleasing in the village. The current site plan has 10' sidelines and 5' on the front of the property. A little bit of the existing building sits a little on our neighbor's property. We will correct this with the new building. Chief Preece believes notification was send out and Chief Preece has spoken with Badger and Cornerstone Kids. Foreman Woodward has barricades to be utilized during construction. Ms Westrick Forbes suggested changing the pitch of the roof to 8/12 gaining the building a second floor. This is free space and could be utilized economically as rental space as a loft. The mezzanine is at the back of the building accessed by a stairwell and still has 10' ceilings while the bay height is 15". The front bay doors are 14/x14. We could do more with the outside of the building that faces Decades. Ms Westrick Forbes stated that we do as much as we can with the budget provided and it is also possible to phase the project. Ms Westrick Forbes stated that it is more important to do the board and batten than put on the good doors on at this time. As far as the landlord situation, you could rent the space for \$500.00 to \$1,000.00 a month as a possible way to pay back the extra costs. It is something she would be interested in and so would others. There is enough space for two offices on the second floor. The second floor could also just be framed in at this time. We will dry lay water and sewer lines at this time.

Chief Preece stated the biggest concern is the 8/12 pitch change and the cost. Chief Preece stated he and Ms Westrick Forbes will work on numbers and come back to the Board. Commissioner Umberger questioned doing the extra exterior work on just the side facing Decades could you do both sides Ms Westrick Forbes also suggested looking at this as a green building and with the possibility of getting some DOE money.

Karen Umberger stated she is having trouble visualizing the building. The building will be shifted over towards the East and moved forward on the lot. Chief Preece explained they tried to spin the building but that doesn't leave enough room to make the swing into the building. Commissioner Umberger stated that an RFP is needed for the building. Also, this is a lapsing article and needs to be completed this year. The week of April 13, 2009 the

building will be demolished. Commissioner Umberger stated that until the RFP is out and back, the actual price is not known. Ms Westrick Forbes stated they could ala carte items in the RFP and look at the economy of scale. Karen Umberger questioned if the RFP would include the 8/12 pitch roof and the answer was yes.

The Board will wait for the numbers from Chief Preece and Ms Westrick Forbes and the RFP to be presented at the next Board meeting.

Superintendent's Report

- Attended a meeting with CDM regarding progress and status on our ten separate contracts we have going on concurrently.

Superintendent Bernier stated the Precinct is the only community with two projects being funded with stimulus money.

- Ordered new loader and was able to secure additional \$2,000.00 savings due to trade increase.

Superintendent Bernier was able to obtain the same tire size on the new loader to fit our chains that we previously purchased

- Spoke to Stephen Judge and Kathy Peahl about sewer regulations and possible startup of union negotiations.
- Started working on complete update to Precinct Emergency Action Plan
- Started working on cleaning out Seavey Street building. Most of the contents is going to landfill with exception of metals old inventory and some paperwork
- Spoke with PAC about Well permitting and continue working the DES to bring some common sense to permitting process

Superintendent Bernier reported he has received the Agreement from NH DOT Rails and Transit the Precinct has been granted a special permit to run 2,000' of sewer pipe parallel with railroad tracks. This eliminates a pump station at Ash and Maple Street and saves the Precinct a half a million dollars.

Motion of Commissioner Porter seconded by Commissioner Santuccio to authorize Superintendent Bernier to signed NHDOT Use and Occupancy Agreement for the Bureau of Rail and Transit in conjunction with Contract 7. Motion carried by voice vote 3-0-0.

Other Business

Superintendent Bernier reported there was a snafu with the February samples and we missed the second set of samples. This was due to a staffing change with the contracted lab. We have instituted a policy that will make it nearly impossible for this to happen in the future. We previously did all six samples at the same time now they are split three and three. We sent out notices to all of our customers in the mail. This is a minor reporting issue and we were one of sixty other communities that missed the same samples.

Superintendent Bernier stated he has had a request for an abatement of hooking into the sewer system and not to be billed for the sewer. This business is right in the middle of our aquifer district. The reason for the request is they will be required to install a pump. We have required other residential and commercial accounts to install a pump system when necessary. Superintendent Bernier recommends the Board deny the request as the business is in the middle of the aquifer district. **Motion of Commissioner Porter seconded by Commissioner Santuccio to deny the request based on the location being in the aquifer district. Motion carried by voice vote 3-0-0.**

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Adopted: As Written
April 15, 2009

Signature Documents

The MS32 DRA Form was executed by the Board of Commissioners.

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Adopted: Draft

Public Comment

Karen Umberger questioned if the Precinct is going to keep track of the costs to demolish the Seavey Street building. It is important to know what we are paying for with water and sewer Funds. GASB 34 reporting will need to have the right number for your depreciation of the Building over time. Mrs. Umberger is just asking that it be kept track and not asking that it charged back. Superintendent Bernier agreed and also noted that Chief Preece has agreed to reimburse the diesel costs for the project. However, the indirect costs are not reimbursed such as equipment and labor.

Richie Hansen questioned if there has been any word from Northeast Earth Mechanics as to when they will start on Depot Road. They will be starting on April 6, 2009.

Sign Checks

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

The Board also acknowledged the time and effort by Maureen Westrick Forbes for her work on behalf of the Seavey Street Project.

Motion of Commissioner Porter seconded by Commissioner Umberger to nominate Commissioner Santuccio as Vice Chair for the ensuing year 2009-2010. Motion carried by voice vote 3-0-0.

Adjourn

Having no further business to discuss at this public meeting, Motioned by Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting at 10:48 a.m. Motion carried by voice vote 3-0-0.

Respectfully,



Kristine M. Cluff
Recording Secretary