

Board of Commissioners

Minutes

February 3, 2021

The Commission meeting convened at 10:00 AM virtually —at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, Fire Chief Patrick Preece, Superintendent Jason Gagnon, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

Meeting called to order by Chairman John Santuccio at 10:07 AM.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from January 20, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

No new applications at this time.

Personnel:

2 members on leave at this time

No members in quarantine at this time.

Training:

Department Training. Has not been set up for March until the officer's meet.

Engine 1 Training: using Webex power point lecture.

Rescue Training: they will be doing winter emergencies training.

Department Activities

Currently 15 members have received their shots; with no side effects.

More members are in the process of scheduling over the month overall it has been going smoothly.

Emergency Calls:

The fire department has responded to 112 calls for the month of January

The fire department has responded to 6 calls for the month of February

The department has responded to 118 calls year to date for 2021

Apparatus / Trucks:

Car 1 is finally at McDonald Motors for repair; should have it back at the end of the week.

Norcross Circle:

1. The Masons are making good progress overall everywhere we have brick on all sides of the building.
 - a. Lying brick on the hose tower; this will take 3 weeks to complete.
 - b. They start putting the top granite up on Thursday if the weather is good.
 - c. They have complete the block work for the elevator door ways.
2. The Plumbers have been installing the new boilers; most of the work is complete; they are waiting on 2 pumps that are on order.
3. Electricians working on rough wiring in the admin offices, Decon and apparatus bays; continue to pull wires.
4. Sheetrock has been installed in the following areas Decon rooms, offices, 2nd floor. They need to install in the basement. They have been tapping the joints getting ready to paint.
5. Pine State is onsite started to install the elevator; this should take about 1 week left to complete.

Great Tour last week. Everyone was impressed with the building.

Budget Draft for Monday. Hiccups in the number game. Waiting for Allan on his team for heat/electric estimates. We still have to play with usage factors. No history.

Second Covid-19 Vaccinations - Closing of Troop E Site will hopefully allow half of the funding allocation to come to the hospital so they can get vaccinated at the hospital. NH has been proactive about calling the guys to get them rescheduled.

New Business

(Superintendent's Report)

Annual Meeting 2021

Governor Sununu's Emergency Order #83 allows the Commission to set the date of Annual Meeting as you see fit. Once this date is set, corresponding dates for the budget hearing, filing period, posting of the Warrant, etc. are then set as well. The nice thing about EO#83 is that it removes the need to formally postpone the meeting every two weeks as we had to do last year. A proposal to hold Annual Meeting in the apparatus bay of the new fire station has been considered. By holding the meeting in this large, new space, the Precinct could better accommodate social distancing guidelines as well as open the apparatus bay doors to provide copious ventilation while still maintaining protection from the elements. After speaking with

Allan Clark and John Ricci, we believe that the apparatus bay will be ready to hold Annual Meeting by the first week in May.

The one item that does have a firm deadline we need to be aware of is the water Asset Management Grant. Based on the timeline provided to me by NHDES staff, I anticipate that we can hold Annual Meeting as late as Saturday, May 8th and still meet NHDES deadlines with a tiny bit of cushion.

Below are two options for Annual Meeting scheduling:

	OPTION 1	OPTION 2
Annual Meeting	Saturday, May 1	Saturday, May 8
Annual Report Available	Friday, April 23	Friday, April 23
Post Warrant	Friday, April 16	Friday, April 16
Commissioners Approve Warrant (at regular Commission Meeting)	Wednesday, April 14	Wednesday, April 14
Budget/Bond Hearing	Wednesday, March 31	Wednesday, March 31
Candidate Filing Period Begins	Saturday, March 13	Saturday, March 20

Motion of Commissioner Nelson and seconded by Commissioner Porter, in accordance with the Governor’s Emergency Order #83 for the ongoing Coronavirus pandemic, to set the Annual Meeting date of Saturday, May 8th at 1:00 p.m. to be held at the Fire Station.

Motion carried by a 3-0-0 voice vote.

Budget Hearing and Quarterly Night meeting will be held on the same night. The Commissioner’s Meeting will commence at 7:00 p.m. and move right into the Budget Hearing after the Commissioners Meeting.

Final 2020 Revenue Update

Attached are two graphs showing final 2020 Billing Amounts for water and sewer as compared to 2016 – 2019. Thanks to the dry year, we were not as far off on historical billing for water as we could have been, coming in approximately \$68K under the historical average. Sewer revenues were a bit weaker, coming in approximately \$146K under the historical average. The good news is that Precinct staff were well aware of these potential revenue shortfalls and we were able to hold expenses below the revenues we did receive.

At the next Commission meeting I will have final numbers for how 2020 shook out included in my updated 2021 budget sheets. One of the benefits of having Annual meeting later in the year is

that we have more time after year end to compile and reconcile the previous year's data, as well as refine the upcoming year's budget based on that data.

Solar Project Update

Progress continues on the solar array. This week's snowstorm will slow them down a bit, but they've been making great strides getting the actual solar panels mounted on the racking.

Well 2 Project Update

We seem to be getting quite a bit of interest for the Well 2R bid. Bids are scheduled to be opened on February 12th – hopefully the amount of interest translates to good pricing!

New England Water Environment Association – Annual Meeting Presentation

This year's NEWEA annual conference was held virtually due to COVID. Due to the virtual nature of the conference, Paige Howard and I recorded our presentation via PowerPoint. The presentation was then played to virtual attendees before opening up to a live question and answer session. Overall the session was well received and it was good to be spreading the news about the good work we're doing here at the Precinct.

Signing of Checks

Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify checks signed out of session:

1. Payroll Checks dated 2/4/2021
2. Accounts Payable Checks dated 2/4/2021
3. January Callfire Payroll Checks dated 2/3/2021

Motion carried by voice vote 3-0-0.

Adjourn

Having nothing further to come before this public meeting, **Motion of Commissioner Nelson and seconded by Commissioner Porter to adjourn this public meeting at 10.44am** .

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary