

Board of Commissioner  
Minutes  
April 3, 2019

The Commissioner's meeting convened at 10:00 a.m. in the meeting room at the North Conway Water Precinct Office 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, and Recording Secretary Kristine Cluff.

Call the Meeting to Order

Meeting called order by Chairman John Santuccio at 10:00 a.m.

Public Hearing(s)

There were no public hearing at this meeting.

Minutes

Minutes will be carried to the next meeting.

Fire Department  
(copied from Chief's Report)

**Membership:**

No new applications at this time.

**Personnel:**

3 members on leave at this time

**Training:**

Department Training. Set up 5 skill stations; 1 rising a 24ft ground ladder with 1 person, 2 forcible entry teaching how to force open different types of doors, 3 Hose rolls, 4 donning SCBA correctly, 5 ropes and knots.

Engine 3 Training. Will be doing pump operator training if the weather is good.

Rescue Training: swift water rescue skills review.

**Department Activities**

Just received plans for the proposed hotel, restaurant and retail/bank development at 1858 White Mountain Highway.

**Emergency Calls:**

The fire department has responded to 4 calls for the month of April. The fire department has responded to 75 calls for the month of March. The department has responded to 296 calls year to date for 2019

**Apparatus / Trucks:**

No problems to report at this time. Trucks are running well

**Equipment Issues:**

**Purchase for New Equipment:**

Award the bid for 2001 Pick-up.

Rescue 2 updated pricing and contract for your consideration from Desorcie Emergency Products, LLC

Chief Preece stated Desorcie is our vendor for Rescue 2 and the Precinct has been working with them since 2002. We have been trying to save the Precinct money by putting money aside every year for new apparatus. Chief Preece explained there is going to be a 2.5% cost increase effective April 1<sup>st</sup>. The cost as of 4/1/19 for Rescue 2 is \$281,852.00. If we prepay for the truck the cost is \$274,929.00 and there is an additional savings of \$4,500.00.

**Motion of Commissioner Nelson seconded by Commissioner Porter to authorize Chief Preece to sign related documents to the Desorcie contract for Rescue 2. Motion carried by voice vote 3-0-0.**

**Motion of Commissioner Nelson seconded by Commissioner Porter to purchase R2 from Desorcie Products LLC in the amount of \$270,419.00. Motion carried by voice vote 3-0-0.**

**Other**

Chief Preece reminded everyone to change their batteries in their fire alarms and carbon monoxide detectors. Commissioner Nelson explained it is really important.

Chief Preece stated he received eleven (11) bids for the 2001 pickup truck. The highest bid was for **\$2,000.00.**

**Motion of Commissioner Nelson seconded by Commissioner Porter to award the bid for the 2001 pickup truck to the highest bidder in the amount of \$2,000.00. Motion carried by voice vote 3-0-0.**

Old Business

There was no old business discussed at this meeting.

New Business

Commissions Report/Superintendent's Report

Superintendent's Report  
(copied from the Superintendent's Report)

As Superintendent Gagnon was not available, Commissioner Nelson read his report in to the record.

**Wastewater Asset Management**

The final report from CDM Smith has been submitted to NHDES and is available for your review. As you each learned during the Level of Service workshop, asset management is a continuing process of monitoring, evaluating, and planning for replacement of WWTF assets. Once we have digested the contents of this report, we will be working to identify what our next steps should be.

**Legislative Update**

Good news on the State Aid Grant front – HB352 passed the NH House Division I Finance Committee with a unanimous vote. This is another major hurdle overcome in the fight to re-instate SAG funding. At least two, potentially three, NCWP projects are on the list for reimbursement. Should this measure pass the full house and senate and ultimately be included in this year's biennial budget, NCWP will receive a minimum of \$137,703 per year that will directly offset taxes, with the potential for another \$81,541 per year depending on the final language that gets passed.

**Business Administrator Position**

We are receiving a number of applications for this position, and I'm optimistic that we'll find a good fit based on what I've seen so far. The application period will be open until April 12<sup>th</sup>.

**Website Update**

I have been working with our new website provider to get things up and running. Our planned "Go Live" date for the new site is May 9<sup>th</sup>.

**Wastewater Treatment Facility – Energy Efficiency Award**

I was notified earlier this week that NCWP WWTF received an award from NHDES for most improved WWTF with respect to reducing our energy use. This has been an effort many years in the works, with previous Superintendent David Bernier, previous Chief Operator Peter Labonte, and current Chief Operator Mickey McDonald working hard to identify areas of potential energy savings and then implementing them in a cost-effective manner. Continuing to reduce our energy demand will remain a priority moving forward – just this past week, a scheduled replacement of a main influent pump was done with a significantly more efficient pump than what was previously installed.

Committee Reports /Reports at this meeting

There were no committee reports at this meeting.

Other Business

There was no other business at this meeting.

Public Comment

Signature Documents

Signing of Checks

**Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:**

Payroll checks dated 4/4/19

Accounts payable dated 4/4/19

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

Non Public Session

NON-PUBLIC SESSION UNDER RSA 91-A: 3, II (b) – The hiring of any person as public employee.

**Motion of Commissioner Nelson seconded by Commissioner Porter to enter Non-Public session under RSA 91-A3, II (b) – the hiring of any person as public employee. Motion carried by roll call vote – Santuccio – aye, Nelson- aye and Porter –aye.**

Reentered Public Session at 11:13 a.m.

Commissioner Santuccio stated there were no votes take in nonpublic session.

Adjourn

Having nothing further to come before this public meeting, **Motioned by Commissioner Nelson seconded by Commissioner Porter to adjourn this public meeting at 11:15 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 horizontal line underneath the name.

Kristine M. Cluff  
Recording Secretary