

Board of Commissioner
Minutes
February 20, 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 Robert Porter, Superintendent Jason Gagnon, Chief Patrick Preece and Recording Secretary Kristine Cluff. Commissioner Nelson remoted into the meeting via telephone.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the public minutes of January 23, 2019, Nonpublic minutes of January 23, 2019. Motion carried by voice vote 3-0-0.

Motion of Commissioner Porter seconded by Commissioner Nelson to accept the public minutes of February 6, 2019. Motion carried by voice vote 3-0-0.

Fire Department
(copied from Chief's Report)

Membership:

37 Members

No new applications at this time.

Personnel:

3 members on leave at this time

Pido Has resigned from the department. I would like to thank him for his 15 years of service to the department.

Training:

Department Training. Has not been set up until the officer meet next week. Engine 1 Training. Trained using ropes, they set up the Z system and did some lifting of tools. Rescue Training: Trained on hyperthermia, this was a lecture of signs and how to treat them.

Discussion: Chief Preece explained it is important to be aware of hypothermia for both patients and firefighters. Firefighters are coming out of a hot buildings and into the cold.

Department Activities

Started a plans review for the North Conway Grand Hotel Expansion.

Issued a new CO for the Eastern Mountain Sports. We approved the new fire alarm system.

Discussion: Chief Preece stated he has started the review for the Grand Hotel expansion which includes moving the carport, adding 33 rooms on the east side, south and to expand the interior swimming pool.

Emergency Calls:

The fire department has responded to 64 calls for the month of February. The department has responded to 167 calls year to date for 2019. The Ranger has been busy with back country rescue calls. 2 calls for snow machine accidents. 2 calls for cross country skiers. All the calls went well and the Ranger performed well. Vacation week has been very busy for the department and for the community.

Apparatus / Trucks:**Equipment Issues:**

We had to have the lower roof of the fire station shoveled again, the upper roof has started to land on the lower roof putting a lot of weight on it.

Purchase for New Equipment:

We had to purchase a new computer for the secretary, the computer started having problems, this computer had window 7 which is no longer supported. Our server also has window 7,

which needs to be replaced as well, I am hopeful that we can hold on until the end of the year.

Discussion: Chief Preece noted that Windows 7 will no longer be supported at the end of this year. Commissioner Porter questioned if Chief Preece had money in his budget and suggested putting it in there and be done with it. Commissioner Nelson agreed put the money in the budget to have it. Commissioner Nelson questioned if he would notice when there is an issue and Chief Preece explained not in this case – sometimes it just goes.

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)

Legislative Update

As mentioned in my last report, there is strong bi-partisan leadership in both the NH Senate and NH House supporting legislation to restore funding for the State Aid Grant program. The SAG program was a promise made by the State of NH to municipalities to provide a portion of funding for eligible wastewater projects – a promise the State has not followed through on since 2013. Restoration of funding would mean an additional \$110,000 in grants to NCWP annually used to reduce tax levy for previous wastewater projects. Unfortunately, the Governor has chosen not to include this funding in his proposed budget. There is still a long way to go on this issue and the strong support for reinstating funding in the Senate and House is encouraging. As part of the SAG process, NCWP will be submitting applications for our eligible projects. NCWP is required to provide a Certificate of Authorization designating someone to sign and accept the grant funds. Previously the Board had authorized David Bernier; NHDES has recommended that the Board either designate one Board member or the Superintendent for this moving forward. The attached Certificate of Authorization is the NHDES template for the vote of authorization.

The Drinking Water and Groundwater Trust Fund Advisory Commission postponed their subcommittee meeting scheduled for 2/11. I continue to be in contact with members of the Commission in hopes of receiving funding for the Well #2 project and will provide updates as I learn more.

Financial Software Upgrade – Progress Update

Last week, we had two afternoons working with BS&A Software to get copies of our existing financial data, as well as go over the things we currently do and things we would like to be able to do moving forward. So far, I've been impressed with the level of detail and professionalism from BS&A staff and I'm confident that the transition will continue to be smooth moving forward.

Wastewater Asset Management

Last week we had two days of Asset Management workshop with our consultant, CDM Smith. We reviewed and updated our asset list and went through the process of assigning condition and risk scores to each asset. While a bit tedious at times, the process was very insightful and helped each of us gain perspective on the importance of individual assets and how they affect operations at the WWTF. CDM will be analyzing the data using their asset management software to calculate the risk and consequence of failure for each asset in the coming weeks.

The next step for NCWP will be to hold a Level of Service (LOS) workshop. My proposal is to do this immediately following the March 6, 2019 Commissioners meeting so that you may be involved if you so choose. The purpose of the workshop is to define what level of service we want to provide to our customers. In turn, that level of service will have a cost associated with it. From the level of service and associated costs, NCWP will then be able to develop long-term funding strategies to make sure we can follow through with our promised level of service.

Commercial Water Meter Replacement

I am compiling pricing received for the proposed commercial meter project and will be bringing my recommendation to you at the March 6, 2019 Commissioners meeting.

Committee Reports /Reports at this meeting

Other Business

Public Comment

There was no public comment at this meeting

Signature Documents

State Aid Authorized Signature

Superintendent Gagnon stated that as part of the state aid stuff I'm filling out the Precinct had authorized Dave Bernier as the person who is allowed to sign for the grants. Now that Superintendent Bernier is no longer here we need to designate someone new. Superintendent Gagnon stated he is happy to have it be him unless one of you guys wanted it and that works to.

Motion of Commissioner Porter seconded by Commissioner Nelson to authorize Superintendent Jason Gagnon to act on behalf of the North Conway Water Precinct in negotiations for and accepting any state aid in connection with the sewer disposal facilities at the North Conway Water Precinct. Motion carried by voice vote 3-0-0.

Superintendent Gagnon explained in 2018 we entered into an agreement with Wight Pierce to update our specifications -material specification and installation specifications. When anything happens in the Precinct, plans are forwarded to us and asking us what they need to put in the ground and what type of fittings. I think our specs are 2011 or 2012. So they have changed quite a bit and things have changed. Wright Pierce is going to work on this with us. That work has not been completed and we do have a contract with them not to exceed \$5000. I would like this to stay in the 2018 budget and to bill it back to the 2018 budget. Superintendent Gagnon would like to encumber these funds from the 2018 budget. Commissioner Porter stated you are only asking for \$2500 and Superintendent Gagnon explained \$2500 from water and \$2500 from sewer. Superintendent Gagnon said he believed by law you have to make a motion to encumber those funds.

Commissioner Porter moved to encumber \$5000 for the specification upgrades from right peers in the amount of \$5000 to be split \$2500 from water in \$2500 from sewer. Motion carried by voice vote 3-0-0.

Signing of Checks

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

Payroll checks dated 2/21/19

Accounts payable 2018 dated 2/21/19
Accounts payable 2019 dated 2/21/19

Motion carried by voice vote 3-0-0.

Non Public Session

Commissioner Nelson motioned and Commissioner Porter seconded to enter nonpublic session at 10:25 .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 – Santuccio –aye, Nelson- aye and Porter –aye.

Reentered Public Session at 10:48 a.m.

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

Superintendent Gagnon explained he has one more nonpublic issue:

Commissioner Nelson motioned and Commissioner Porter seconded to enter nonpublic session at 10:49 a.m. NON-PUBLIC SESSION UNDER RSA 91-A: 3, II (c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Reentered public session at 11:26 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 Porter seconded by Commissioner Nelson to adjourn this public meeting at 11: 28 a.m. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in cursive script that reads "Kristine M. Cluff".

Kristine M. Cluff
Recording Secretary