

Board of Commissioners

Minutes

February 5, 2020

The Commission meeting convened at 11:00 a.m. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Chief Patrick Preece and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Public Hearing(s)

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Minutes of January 22, 2020 and January 29, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

Membership:

38 Members

Personnel:

3 members on leave at this time

Training:

Department Training. The Annual Oyster Stew Dinner was very well attended and had a good time. The members of the fire department would like to thank the Board of commissioners for their support in this event.

Engine 1 Training: has not been set up as yet.

Rescue Training: ice water emergencies training went well, 4 people went into the water and performed rescues.

Department Activities

Construction projects under way:

Kearsarge Brook Condo's phase 2 they have started framing the walls on the 3rd floor the 2nd floor, and 1st floor has been framed.

North Conway Public Library: started to frame the first and second floors and continue to work on the roof.

Home 2 Suites they have started framing the walls on the 2nd floor which should be completed this week.

Emergency Calls:

The department responded to a structure fire at the Green Granite Motel, the crews was able to contain the fire to one room a great job.

The department also went mutual aid to Bartlett to assist in a structure fire at the Glen Junction Restaurant. A good stop.

The fire department has responded to 103 calls for the month of January

The fire department has responded to 11 calls for the month of February

The department has responded to 114 calls year to date for 2020

Apparatus / Trucks:

Engine 1 we had to replace the ignition switch which failed.

In the process of truck registrations for next month working with the Town of Conway.

Equipment Issues:

Purchase for New Equipment:

Will give you a new budget at the meeting.

Old Business

New Business

(Superintendent's Report)

Water demand was down again in 2019, likely due to increased precipitation and a reduction in irrigation use. Wastewater flows increased in 2019 to close to what they were in 2017. Septage receipts were up nearly 75% over 2018 thanks to the dewatering and septage receiving upgrades.

Well #5 Update

The new pump and motor have been installed in Well #5. The cleaning seems to have gone very well. We're just waiting on the results of our bacteria test before bringing the well back online.

2020 Budget Update

- I've added a line called "Operations Subtotal" to each of them. This line subtotals what has historically been included in the operating budgets so that there can be some comparison between this year and the last few years. It's not a perfect 1:1 comparison because some expenses have moved around a bit, but it's a starting point for comparison.

Water Budget:

- The Operations Subtotal for the water department has actually gone down from last year slightly.
- I've included \$290K in the Water Capital Reserve line. This includes \$60K in "sustainable" capital reserve contributions that I want to continue moving forward, but also \$230K of budget surplus from last year as a "one time" capital reserve transfer. This number can be reduced during the year if we need the money for other things (e.g., Village at Kearsarge Water/Sewer project cost increase, Well #2 Project, etc), but given the situation with excess fund balance in the Sewer fund I think it's important to show last year's surplus being allocated to future projects.

Sewer Budget:

- Sewer appears to have an operations subtotal increase of around \$70K, but this is explained by the additional \$55K for the second phase of the commercial meter replacement project and the \$35K increase in the "expense" of CVFD septage revenue sharing.
- Unlike the water budget, I have elected to not show any fund balance or surplus being transferred into Capital Reserve due to the ongoing conversation about how best to use accumulated Sewer Fund balance.

Commissioners Budget:

- The biggest change to the Commissioner's budget sheet is that our long term debt and projected revenues are now shown with the budget, instead of separately. I feel like this gives a more clear picture of "what's coming in" vs. "what's actually going out".

Other Business

North Conway Fire Expansion Committee

Commissioner Nelson gave an update on the state of the Fire Expansion Project. Currently they have added two new members to the committee, from the Railroad and the Country Club. They are working to get the word out about the need for the Fire

Station, as well as developing an interim plan for how to keep the fire department operational during the construction. They are working on the financing of the project and they will be moving into phase two of the project soon.

Commissioners will be hosting a Workshop on February 12th to go over the Warrant Articles and the 2020 budget.

Public Comment

Signature Documents

Signing of Checks

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

1. 2019 Accounts Payable dated 02/06/2020
2. 2020 Accounts Payable dated 02/06/2020
3. 2020 Payroll Checks dated 02/06/2020
4. January 2020 Callfire Checks dated 02/06/2020

Motion carried by voice vote 3-0-0.

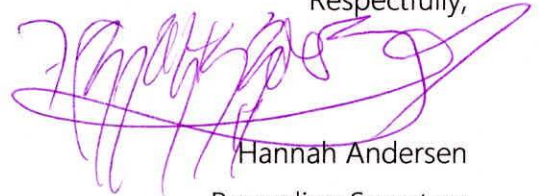
Non-Public Session

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 10:15 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary