

Board of Commissioners

Minutes

January 22, 2020

The Commission meeting convened at 10:00 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, Superintendent Jason Gagnon, Chief Patrick Preece, 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 and Non-Public Minutes of January 8, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

Fire Chief's Report January 22, 2020

(Copied from Chief's Report)

**Membership:**

38 Members

**Personnel:**

3 members on leave at this time

*The Annual Oyster Stew Dinner is on Feb 3 at the Country Club. (The First Monday of the Month).*

**Training:**

Department Training:

Engine 3 Training: They trained and reviewed on chimney fires and went going over winter operations on how to drain the truck.

Rescue Training: Will be training on ice water emergencies, cutting a hole through the ice and performing rescues.

**Department Activities**

Construction projects under way:

Kearsarge Brook Condo's phase 2 they have started framing the walls on the 2nd floor, the 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 1<sup>st</sup> 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 62 calls for the month of January

The department has responded to 62 calls year to date for 2020

**Apparatus / Trucks:**

**Equipment Issues:**

**Purchase for New Equipment:**

**Discussion:**

Chief Preece gave an update to the Commissioners on the Budget for 2020.

Old Business

New Business

**Superintendent's Report January 22, 2019**

(Copied from Superintendent's Report)

**Well #5 Update**

Cleaning has been completed on Well #5. Looking at the before/after videos of the well screen, the cleaning has made a significant difference. Our well screen, which you could barely see before the cleaning, appears to be in excellent condition and the pumping capacity of the well appears to have been restored to its original yield. We anticipate the contractor wrapping up with installation of the new pump/motor/column by early next week, with the well coming back online by the end of next week.

**2020 Lobbying Contract**

Bill Hounsell has submitted a proposal for 2020 lobbying efforts on behalf of the Precinct. His total fee remains at \$18,000 per year, charged incrementally on an hourly basis. In 2019, Bill charged \$14,500 of the \$18,000 contract. I would ask for a motion to allow me to sign Bill's contract for the 2020 year.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to allow Superintendent Gagnon to sign Bill's contract for 2020 in the amount of \$18,000.**

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

#### **Large Groundwater Withdrawal Permit Renewal**

Our LGWP for Well #6 is due for renewal by the end of March. Well #6, being the newest "new" well in the Precinct, is subject to periodic renewal of our permit to withdraw water. Geolnsight, our groundwater hydrology consultant who has done extensive work in the Precinct with both Well #2R and to reduce monitoring requirements associated with our Well #6 permit, has submitted a proposal in the amount of \$8,500.00 to perform all work associated with the permit renewal. I would ask for a motion to allow me to sign the Geolnsight proposal so that work may be completed on time.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to allow Superintendent Gagnon to sign Geolnsight permit in the amount of \$8,500 to perform all work associated with the permit renewal.**

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

#### **2020 1st Quarter Night Meeting**

I wanted to confirm that our night meeting for the first quarter of 2020 will be held on Feb 19th, the same night as the budget hearing.

#### **2020 Budget Update**

It has been a very challenging road to get to this point, but our first draft budgets for 2020 are ready for their initial presentation and attached to this report. Hannah and I have spent a significant amount of time working with our accountant, auditor, and new financial software provider to modernize our budgeting and accounting practices. This year's budgets do a number of things differently than in previous years in order to present information in a transparent, easy to understand format. As part of the software conversion, account numbers and classifications have been standardized across funds. Individual expenses have been examined and, in many cases, moved to more appropriate budget lines. In this initial year the account and formatting changes may appear different but are more closely aligned with modern accounting standards. Being first drafts, I welcome feedback on their presentation/format.

#### Other Business

Commissioner's Report January 22, 2020

**North Conway Fire Expansion Committee**

Commissioner Nelson reported that the NCFDEC have been meeting every other week and are making good progress. Chief Preece and REI are working on an interim plan for a Fire Station should the Article pass at Annual Meeting. The Committee has talked about structural design and aim to start construction in the fall, with a groundbreaking in August. The committee is looking to expand its members and are currently in the process of finding where to store the trucks in the cold weather before they're able to be stored in the new Fire building on January 1, 2021.

Public Comment

Signature Documents

**Motion of Commissioner Nelson and seconded by Commissioner Porter to accept and sign the proposal for the inspection and cleaning of Hurricane Mountain Road and Pine Hill Storage Tanks, granting permission to Superintendent Gagnon to sign the proposal.**

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

Signing of Checks

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

1. 2019 Accounts Payable dated 01/23/2020
2. 2020 Accounts Payable dated 01/23/2020
3. 2020 Payroll Checks dated 01/23/2020

**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 11:43 AM.**

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

Respectfully,



Hannah Andersen  
Recording Secretary