

Board of Commissioners
Minutes
January 5, 2022

The Commission meeting convened at 10:00 AM in person — 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, Superintendent Jason Gagnon, Fire Chief Pat Preece, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

Meeting called to order by Commissioner Santuccio at 10:00AM.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public and Non-Public Meeting Minutes from December 8, 2021.

Motion carried by 3-0-0 voice vote.

Minutes from December 22, 2021, will be carried to next meeting.

Fire Department

Membership:

39 Members

Personnel:

2 members on leave at this time

2 member has tested positive for COVID and is following the CDC guidelines.

1 member is waiting for their test results from as close contact of a family member.

Training:

Department Training. We will be changing over the hose beds Engine 3 and Engine 4; this allowed us to check the hose numbers and also is good for the hose to put the top hose on the bottom.

Tower 2 Training. Has not been set up

Rescue Training.

Department Activities:

Fireworks went well no problems to report.

Emergency Calls:

The fire department has responded to 108 calls for the month of December

The department has responded to 1,318 calls year to date for 2021

The fire department has responded to 6 calls for the month of January
The department has responded to 6 calls year to date for 2022

The department responded to 2 structure fires over the past 2 weeks.

1. North Conway Pines Campground for a mobile home fire. The crews did a great job extinguishing the fire. One female occupant was injured in the fire, she was treated and transported to the hospital. The fire is under investigation by Conway police Department and the State Fire Marshal Office.

2. Conway Scenic Rail Road Round House. This was a very complex fire due to the fact of the steam engine cab was on fire inside the building. The crews did a great job and no one was injured. Good direction from rail road staff played a key role in this to prevent any steam explosion. Minor damage to the round house.

We have seen a rise in COVID positive patients over the last 2 weeks and I believe we will be responding to more COVID positive patients in the next 2 weeks because of the holiday's get together.

The Department also responded to a hay fire on a tractor trailer on Route 16. With the help of the State of New Hampshire, Rotten Rock Construction, Conway Incinerator and XXX, the crews were able to remove about 600 bales of hay out of the truck after moving the unit to a field off Valley View, to move the issue off of Route 16.

New Business

(Superintendent's Report)

2022 Budget Update

I plan to have 2022 budgets ready for initial presentation at the next Commission meeting on January 19th. That will give us a full three meetings to review/adjust as needed prior to the Budget Hearing in early March.

Annual Meeting Timeline

As it sits now, here is a preliminary timeline for Annual Meeting related activities:

Meeting	Proposed Date
Annual Meeting	March 30
Annual Reports Available	March 22
Post Warrant and MS-636	March 15
Bond / Budget Hearings	March 2
Post Bond Hearing	February 22
Candidate Filing Period	February 9 – February 18

Post Candidate Filing Period & First Annual Meeting Notice	January 16 th
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Reports to be included in the Annual Report (Chief's report, Superintendent's report, Commissioners' report) should be to Hannah by the end of February.

The time for the Commissioners Meeting on March 2nd has been set for 6:00 and the time for the Bond/Budget Hearing has been set for 6:30.

Well 2R Project

Progress continues on the building interior. We've come up against more potential delays with electronics sourcing – this time with the VFD for the well pump. We're hopeful we have an option that will be available within a 4–6-week time frame, but if not, it could be out as far as June.

North-South Road Water Main

Layout for the Rec Path has taken longer than anticipated and it now looks like we'll be walking the site next week to scout layout for our water main easement.

Pipe has been ordered for this area, but it not expected in until June or July. I'm working with other vendors to see if I can possibly get pipe from somewhere else more quickly for this project, knowing that we'll be able to use the pipe we just ordered for other projects when it finally does come in.

National COVID Wastewater Program

The Precinct was selected as a sample site for this program. I'll be sure to share details / results as they become available.

Aeration Upgrade Project

The Precinct was awarded \$100,000 in planning grant funding for the Aeration Upgrade project. Because the conceptual design phase for this project had a contract value of \$53,000, we were able to work with NHDES to add in evaluation of WWTF generator upgrades to that scope. The net result is we are essentially getting "free" engineering to plan for upgrades of the 24-year old generator at the WWTF.

Abatement Request

There was a conversation about an abatement request and Superintendent Gagnon recommended approval of abatement for the sewer portion of the bill.

Motion of Commissioner Nelson seconded by Commissioner Porter to approve the recommended abatement amount of \$376.23 for account 2022.

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

Signing of Checks

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

- a. Payroll Checks dated 1/6/2022
- b. Accounts Payable Checks dated 1/6/2022
- c. Elected Official Payroll Checks dated 12/31/2021
- d. December Callfire Payroll Checks dated 1/5/2022

Motion carried by voice vote 3-0-0.

Non-Public

Motion of Commissioner Nelson and seconded by Commissioner Porter to enter into Non-Public Session by reason of RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

John Yes

Sue Yes

Bob Yes

Motion of Commissioner Nelson and seconded by Commissioner Porter to enter back into a second Non-Public Session by reason of RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

John Yes

Sue Yes

Bob Yes

Motion of Commissioner Nelson and seconded by Commissioner Porter to seal the minutes from this Non-Public Session.

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

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 11:00 AM.

Motion carried by voice vote 3-0-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', with a large, stylized flourish at the end.

Hannah Andersen
Recording Secretary