

Board of Commissioners

Minutes

July 08, 2020

The Commission Meeting convened at 10:00 AM. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH, as well as through the online platform, WebEx. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Chief Patrick Preece, Superintendent Jason Gagnon, Treasurer Tim Anderson, Clerk Gary Chandler, Notary Kris Cluff, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Commissioner Santuccio opened the floor for Public Hearing on Acceptance of State of NH Petroleum Reimbursement Funds in the amount of \$10,330.80. There was no public comment on the matter.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from June 24, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

Membership:

38 Members

We have 2 new members that was hired on Monday night.

Jake Clark he also works for the Conway Police Department.

Ben Croce he is an EMT and has FF1, FF2 and FF. He moved to North Conway from Conway.

I would like to welcome both to the department.

Personnel:

3 members on leave at this time

Training:

Department Training. We moved all the equipment and gear out of the basement.

Engine 3: will be doing pump operator training.

Rescue Training: will setting the new rescue 2 that arrived this week.

Department Activities

Emergency Calls:

The fire department has responded to 92 calls for the month of June

The fire department has responded to 22 calls for the month of July

The department has responded to 548 calls year to date for 2020

Apparatus / Trucks:

Equipment Issues:

Purchase for New Equipment:

We have been very busy move out of Norcross Circle.

1. Temp fence is almost complete
2. Removal of the asbestos is under way should be complete by Wednesday

Seavey Street remodel should be completed by Friday, so we can move the offices and E-1, E-3 and Rescue 1 into the building.

We have leased a building at 690 East Conway Road to house Tower 2, Engine 4, Rescue 2, Forestry Truck, the Old LaFrance, Boat and Raft and hope to put the Trailers in as well. Moved the spare gear and hose racks. This is a Brand new building owned by Tom and Vikki Fadden.

Ground Breaking is Thursday 9am, the Planning Board Meeting is Thursday Night at the new Rec. Center 7pm

Ricci Contract.

Motion of Commissioner Nelson and Seconded by Commissioner Porter to accept the offer of \$4,000 from Raymond Bushey for the purchase of the old rescue 2 vehicle.

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

New Business

Other Business

(Superintendent's Report)

COVID-19

An update on current Precinct water and wastewater operations:

- Water and wastewater staff have returned to normal working hours. We have implemented screening practices consistent with CDC and other appropriate guidance to minimize the spread of COVID-19. Staff have been ordered to stay home if they exhibit any signs of illness or know that they may have been exposed to someone who may have been a carrier of COVID-19. The Precinct office will remain closed to the public, and all business transactions will be encouraged to take place over the phone. Field and office staff will have access to masks, gloves, and sanitizing supplies. Social distancing will be stressed. The employees of the Precinct are critical front-line public health providers through their work to supply clean, safe drinking water and wastewater treatment.
- Regularly scheduled Commissioners' meetings will be held via video conference using the Cisco Webex platform. Meetings will be open to the public to attend via Webex. Instructions can be found on our website.

2019 Audit

The heavy lifting for the 2019 Audit has been completed. Many thanks to Hannah and Jen for their work to pull things off with the extra twist of COVID-19 "remote auditing". A silver lining to the audit so far: our federal project expenditures for 2019 were less than the threshold triggering additional auditing work so it looks like we'll save somewhere in the neighborhood of \$3K – \$4K off the cost of the audit.

ACEC Engineering Award

North Conway Water Precinct and Wright-Pierce Engineers were awarded the 2020 overall Engineering Excellence Award for their work on the Dewatering and Septage Receiving Upgrades project. This award recognizes the high standard of engineering design and overall project value for the community. I want to recognize Glenn McDonald and his staff at the WWTF, as well as previous Superintendent David Bernier for their efforts working with Wright Pierce and Penta Corporation (contractor) to help make this project the resounding success that it is.

Village at Kearsarge Water/Sewer Project

Work is scheduled to begin on June 13th (next Monday). Precinct staff will be onsite throughout the project to provide construction oversight and inspection, as well as serve as the point of contact for any residents with questions in the field.

Precinct Fueling Station Update

We are about to (finally) begin installation of the Precinct's updated fueling station at the WWTF. We have a few small details to work out with the engineer, but our hope is for Precinct crews to begin the work as early as next week.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the petroleum reimbursement funds in the amount of \$10,330.80 and to use \$5,000 of that to cover the deductible for the remaining portion of cleanup costs to be covered by the State of NH.

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

Dale Hamilton has been cleaning the Precinct since 1997 and has decided to retire.

Congratulations to Dale on his retirement. We will be finding a replacement for his services soon.

(Fire Expansion Committee)

Groundbreaking Ceremony for the Fire Station is Thursday at 9am and after the ceremony, everyone is welcome to join the Committee on the deck of the Country Club for a small reception.

Signing of Documents

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve and sign the fire station loan through Northway Bank for \$6.7 Million, consistent with the terms of the offer letter dated June 25, 2020.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve and sign the Ricci contract out of session once the scope of the project is finalized.

Motion passed 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:

1. 2020 Payables dated 07/09/2020
2. 2020 Payroll Checks dated 07/09/2020
3. 2020 First Responder Stipend checks dated 07/02/2020
4. 2020 Commissioners Quarterly checks dated 07/02/2020


Motion carried by voice vote 3-0-0.

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 10:50 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 extending from the end of the signature.

Hannah Andersen
Recording Secretary