

Board of Commissioners

Minutes

March 4, 2020

The Commission meeting convened at 6:00 PM. 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, Recording Secretary Hannah Andersen, and Notary Lisa A. Vertigen (Exp. 6/24/2020).

Call the Meeting to Order

Meeting called to order by Chairman John Santuccio at 6:00 PM.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from February 19, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

**Membership:**

36 Members

**Personnel:**

3 members on leave at this time

**Training:**

Department Training. We had a guest speaker Joe DeFranco of E Risk Solutions his talk covered the first responder role in fire investigations and how to preserve evidence on a fire scene.

Tower 2 Training: they are going to set up skills stations i.e. SCBA, ground ladders and hose

Rescue Training: they are going to set up cardiac skill stations i.e. 12 lead, pad placement and lead placement

## **Department Activities**

Construction projects under way:

Kearsarge Brook Condo's phase2: they are working on the 4<sup>th</sup> floor framing.

Home 2 Suites they have started framing the walls on the 4nd floor which should be completed next 2 weeks.

Food Pantry Building is complete. They will use the building for the day care while the existing day care goes under renovations over the summer.

North Conway Library is working on the interior and exterior of the building.

Distillery has started the ground work this week.

## **Emergency Calls:**

The department also went mutual aid to Madison and Conway to assist in 2 structure fires over the week.

The fire department has responded to 104 calls for the month of February

The fire department has responded to 7 calls for the month of March

The department has responded to 214 calls year to date for 2020

## **Apparatus / Trucks:**

## **Equipment Issues:**

## **Purchase for New Equipment:**

## New Business

(Superintendent's Report)

## **2020 Budget & Warrant Update**

Attached are updated budget sheets and the final draft of the Warrant for review and signature. These budgets show up to date 2019 expenditures (as of 3/3/2020). If the Commissioners are satisfied with the Warrant, I ask that you make a motion to sign and place the articles as presented on the 2020 Warrant.

**Motion of Susan Nelson and seconded by Commissioner Porter to approve Article 01.**

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 2: Long Term Borrowing – Fire Station Project and place it on the Warrant.

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

Motion of Commissioner Santuccio and seconded by Commissioner Nelson to accept Article 3 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Santuccio to accept Article 4 and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 5 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 6 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 7 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 8 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to make an amendment to Article 8 to change the dollar value from \$649,287 budget to \$645,373 for the operating budget of the fire department for the ensuing year.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 9 and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 10 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 11 and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 12 and place it on the Warrant.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 13 and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 14 as amended and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 15 and place it on the Warrant.

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

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 16 and place it on the Warrant.

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

**Motion of Commissioner Porter and seconded by Commissioner Nelson to accept Article 17 and place it on the Warrant.**

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

### **Leica SmartNet**

We have met with the SmartNet technicians, and our plan is to install a temporary antenna at the WWTF with the long-term goal of a permanent installation at the new fire station (if passed).

### **Dewatering & Septage Receiving Update**

Last fall, we learned that additional principal forgiveness may be available for the project depending on the number of surrounding communities served by the Septage Receiving facility. Hannah and I worked to quickly get septage agreements in place with surrounding towns, and as a result, increase the amount of principal forgiveness for the project. While we don't have an updated amortization schedule yet, the additional principal forgiveness will result in the Precinct receiving funding for approximately 41% of the total project cost – making an already economically favorable project an even better deal for the Precinct.

### **Banking Update**

With the personnel turnover last year, we are wrapping up our 'paperwork' updates for our bank accounts. We have a small account at Citizens Bank to collateralize the Precinct purchasing cards – the account information needs to be updated to reflect current personnel and signatories.

It was asked that all the Commissioners are added to the Citizens Bank account. Papers will be drawn up after the meeting for Commissioners to come in and sign.

### **Source Water Protection Grants**

I'm pleased to announce that the Precinct was awarded two source water protection grants for the 2020 year. The first is to fund \$20,000 toward a study to assess the risk to the Precinct's drinking water from septic system loading around Hale's Location. The remaining funds needed for the study (approximately \$7K) are included in the 2020 sewer operating budget.

The second study is in partnership with the newly formed Saco Headwaters Alliance, a non-profit group consisting of representatives from local, state, and federal non-profit and municipal entities with the goal of maintaining the quality of the Saco River watershed. This grant will allow SHA to work with local municipalities to develop a regional understanding of the importance of

protecting drinking water resources. This is a particularly important project for an entity like the Precinct – our highest priority is protection of drinking water, but unlike a town, we have no power to enact or enforce policies that do so (i.e., zoning). Our hope is that this project can be the start of a long-term partnership between all municipal entities in the Valley to protect our drinking water.

**Motion of Susan Nelson and seconded by Commissioner Porter to approve and accept the SWP 316 & SWP 317 Local Source Water Protection Grants as stated in the letter dated Feb 5, 2020 from NHDES and to authorize Jason Gagnon to execute the grant on the Precinct's behalf.**

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

### **Annual Meeting Minutes**

The Precinct has traditionally done full transcription of its Annual Meeting minutes. This provides a word-by-word recap of everything said at the meeting, which can be helpful when researching past actions. Based on conversations with experienced municipal advisors, it has been recommended that the Precinct discontinue the practice of providing fully transcribed annual meeting minutes in the Annual Report. This does two things, primarily: 1) Reduce the cost of transcribing the minutes and of printing the full minutes in the following year's annual report; and 2) Reduces the potential that someone is quoted incorrectly. See attached response from NHMA legal counsel for more information.

Does the Commission have feelings about this one way or another?

After discussion ensued, it was decided that the Annual Meeting Minutes will remain a verbatim transcription.

### **General Services Contracts**

Throughout the course of each year, we have a number of consultants/contractors who do regular work at the Precinct. For some of these vendors, especially the engineering firms, it makes sense to have a general services agreement that outlines costs up front. An example from Wright-Pierce, our engineer for the Dewatering & Septage Receiving project, is attached. These agreements are used to fund work within the existing budget as needed, and potentially for work outside the budget if approved by the Board of Commissioners. I am asking permission to sign agreements like this one, as needed, for work that falls within the approved operating budget.

Any work that might be required under a contract like this that does not fit within the operating budget would still be brought before the Commission for approval as a separate item.

Commissioners granted permission to Superintendent Gagnon for this request.

Other Business

**North Conway Fire Expansion**

Superintendent Gagnon went over the options presented at the budget hearing for funding the fire station. The consensus from the budget hearing was to go with Scenario #5: Bond the Full \$6.7 Million from the Bond Bank for the Fire Station, Pay off Alternative Energy Debt; Build \$2 Million Solar Array.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Scenario #5 where we would bond the Full \$6.7 Million from the Bond Bank for the Fire Station, Pay off Alternative Energy Debt; Build \$2 Million Solar Array upon approval of the Fire Station at the Annual Meeting.

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. 2020 Payables dated 03/05/2020
2. 2020 Payroll Checks dated 03/05/2020
3. February Callfire Payroll checks dated 03/05/2020

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 7:10 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary