

Board of Commissioners
Minutes
March 6, 2019

The Commissioner's 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, and Chief Patrick Preece.

MINUTES WERE TYPED FROM THE VALLEY VISION TAPE RECORDING.

Call the Meeting to Order

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

Public Hearing(s)

There were no public hearing at this meeting.

Minutes

Minutes will be carried to the next meeting

Fire Department

(copied from Chief's Report)

Membership:

37 Members

No new applications at this time.

Personnel:

3 members on leave at this time

The Appointment Committee has appointed Brandon James to Captain of Engine 1

Discussion: Chief Preece reported the Appointment Committee appointed Brandon James as the Captain of E-1 replace Bob Nelson. The committee is working on the appointing a new lieutenant as Captain James was the previous lieutenant.

Training:

Department Training. Trained on how to use GPS on their smart phones to find coordinates and also use the departments hand held GPS to find coordinates. We have busy with snow machine accidents, the way we find their location is with GPS coordinates. Tower 2 Training. Will be doing SCBA training. Rescue Training: Will be doing a MCI back country drill, using the ranger and the snow machines.

Discussion: Trained on using GPS. Chief Preece explained the department has been very busy with snowmobile accidents and using GPS coordinates is usually how they are found. Commissioner Santuccio questioned if the rental snow machine companies use GPS. Chief Preece explained some do like Northeast Snow Machine does. Superintendent Gagnon questioned if the department has a rescue sled. The department has a Ranger ATV with track and a snow ambulance.

Department Activities

Home and business owner should check their roofs for Snow load. If you start to see cracks inside your home and doors that do not open or close correctly you might want to have your roof shoveled. We responded to a second home that the roof partial collapsed due to the snow load.

Dealing with Propane lines breaking from the snow loads on the pipes, the lines should be uncovered to get the weight off the pipes and fittings.

Emergency Calls:

The fire department has responded to 113 calls for the month of February
The fire department has responded to 14 calls for the month of March

The department has responded to 230 calls year to date for 2019

Apparatus / Trucks:

No problems to report at this time

Equipment Issues:

Purchase for New Equipment:

Other:

Commissioner Santuccio stated the first time we heard about raises for the fire department was at the Budget Hearing (i.e. Part time weekend and call pay) Chief Preece explained he had built them into his budget. However, they were not discussed. Chief Preece explained the part time people did not get a raise last year and felt this year \$.50 was due. This will take the part time people to \$15.00. We have the largest area in the Town of Conway protecting the most property. Commissioner Nelson stated this conversation should happen before and earlier in the future. Commissioner Nelson questioned if this is what they normally would be increased. Chief Preece stated yes. Commissioner Santuccio questioned if this is retroactive and Chief Preece stated no starts April 1st. Commissioner Nelson questioned if this is for the three (3) people who works the weekends. Chief Preece explained it's the duty crew on the weekend. Commissioner Nelson questioned what happens if they can't be there and Chief Preece explained he posts the shift not being covered. Commissioner Santuccio questioned if other members sign up and Chief Preece respond no. Commissioner Nelson noted that one of the regular part timers is taking every other weekend and Chief Preece explained he has changed jobs. Commissioner Nelson stated he made a commitment to the fire department and asked if the he was going to be replaced. Chief Preece stated he isn't sure what his new job will require and we are kind of waiting. Chief Preece explained these guys have to do truck checks, respond to calls, and do a very nice job. Commissioner Santuccio questioned if they are on duty do they get paid for going to calls. Chief Preece explained they only get paid (i.e. their normal call pay) if they are on their lunch break and respond. Otherwise they receive the \$14.50 part time rate. Commissioner Nelson stated she has no objection then to the \$.50.

Old Business

There was no old business discussed at this meeting.

New Business

Commissions Report/Superintendent's Report

Superintendent's Report
(copied from the Superintendent's Report)

The Level of Service Workshop will be held this Friday March 8th at 10 AM at NCWP. Commissioners and public are welcome and encouraged to attend.

Discussion: Superintendent Gagnon explained the Level of Service Workshop is to look at the level of service the Precinct was to provide and a certain costs goes with the level. The higher the level of service the higher the cost and where does the Precinct want to be on that spectrum. It also depends on what the community wants in service. The public is welcome to attend.

Commercial Water Meter Replacement

I am compiling pricing received for the proposed commercial meter project and will be bringing my recommendation to you at the April 3, 2019 Commissioners meeting.

Discussion: Superintendent Gagnon explained we have a lot going on with the Annual Meeting and Budget and is postpone this discussion until our first meeting in April.

Financial Software Upgrade – Update

Representatives from BS&A will be onsite Monday 3/11 through Wednesday 3/13 for “Discovery”. This is when they will have an opportunity to dig into our current system and data, getting hands on experience in our current practices and needs as well as our needs moving forward.

Discussion: BS&A representatives will be here next Monday through Wednesday for our discovery work. They will look at how we do things and what our need are. Commissioner Nelson questioned how disruptive is this going to be to staff. Superintendent Gagnon explained this is quite a burden and not the best time but it won’t be all three of us at the same time.

Accounting Contract

Crane & Bell, PLLC has provided a contract for accounting services through July 1, 2019. This spring we will have discussions with Crane & Bell about what type of accounting services are needed following Kris’ retirement.

Discussion: Superintendent Gagnon explained Crane & Bell has given us a six month contract. We need to become familiar with the new software. Commissioner Santuccio questioned they might be doing less - Superintendent Gagnon explained this is a moving target, if we get someone with finance experience we just don’t know.

2018 Audit

Commission Meeting 3/6/19

Adopted: 10/16/2019

Our 2018 Audit will take place the week of March 18th-22nd. We will again be using Roberts & Greene. They generally set up shop in the Conference Room for the entire week – the meeting on the 20th will therefore be held in the WWTP lunch room.

Annual Report

Annual Report writing is in full swing and our goal is to have the report printed and available to the public one full week prior to Annual Meeting.

Discussion: Superintendent Gagnon explained we now have Adobe Acrobat and this is going to make this process much easier.

New Hire – Business Administrator

Attached is a draft job description for the position of Business Administrator, for hire to replace Kris Cluff after retirement. I'd like to get the position advertised in the next week or so in order to bring the new hire on board for June 1st.

Discussion: Superintendent Gagnon stated he has given you a draft job description and advertisement. Union Contract calls this Secretary I and II – however this is not a union position. We advertise it as exempt from the union. Chief Preece explained the position was exempt because of negotiations, hour employee. It was agreed to remove salary from the advertisement. If we get someone with a lot of experience to take on role like an office manager. Commissioner Nelson it depends on how much we need Crane & Bell. Superintendent Gagnon explained we are buying the liability from Crane & Bell- they have liability for all of our accounting and they take that liability away from the Precinct. Commissioner Porter questioned doesn't the auditor do that and it was explained they are not involved with the day to day operations. The auditors are there to make GASB reporting is being followed. Commissioner Nelson stated this liability thing is a major consideration. Commissioner Nelson stated the job description is quite lengthy and questioned if this is typical. Commissioner Nelson would like to see health care added because someone might leave another job to go to one with healthcare. Commissioner Santuccio would like to have Administrative Assistant Cluff comments. Superintendent Gagnon would like to get it out in the next couple of weeks.

Committee Reports /Reports at this meeting

Other Business

Warrant:

Motion of Commissioner Nelson seconded by Commissioner Porter to place the special articles as discussed at the Budget Hearing on the 2019 Warrant. Motion carried by voice vote 3-0-0.

Public Comment

There was no public comment at this meeting

Signature Document

Warrant

Motion of Commissioner Nelson seconded by Commissioner Porter to sign the 2019 Warrant on March 6, 2019. Motion carried by voice vote 3-0-0.

DRA Form MS636:

Motion of Commissioner Nelson seconded by Commissioner Porter to sign the 2019 MS636 DRA Budget form and said form to be posted with the Warrant. Motion carried by voice vote 3-0-0.

Signing of Checks

Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:

February Call Firemen's Payroll checks dated 3/7/19

Payroll dated 3/7/19

Accounts payable 2019 dated 3/7/19

Motion carried by voice vote 3-0-0.

Non Public Session

Commissioner Nelson motioned and Commissioner Porter seconded to enter nonpublic session at 10:25 .m. for a personnel matter under RSA 91-A: 3, II (a) – The dismissal, promotion or

compensation of any public employee or the disciplining of such employee, or investigation of any charges against him, unless affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Motion carried by roll call vote – Santuccio –aye, Nelson- aye and Porter –aye.

Respectfully,

A handwritten signature in cursive script that reads "Kristine M. Cluff".

Kristine M. Cluff
Recording Secretary