

Board of Commissioners

Minutes

November 12, 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. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Superintendent Jason Gagnon, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from October 28, 2020 & the Non-Public Meeting Minutes from October 28, 2020.

Motion carried by voice vote 3-0-0.

Fire Department

(Copied from Chief's Report – Read by Commissioner Nelson)

**Membership:**

40 Members

No new applications at this time.

**Personnel:**

2 members on leave at this time

**Training:**

Department Training. The trained on relay pumping operations; Engine 3 to supply Engine 1 and Tower 2. Along with hose line handling. We was able to pull off the training temperatures was border line.

Engine 1 Training: Cleaned and went over Engine 4 and its equipment getting ready for winter operations.

Rescue Training: Will be starting the NCCP refresher training.

**Department Activities**

Performed Fire alarm test for the North Conway Public Library and passed, CO inspection next

week.

Issued Place of Assembly Permit for the Cathedral Ledge Distillery they are hoping to open the first week in December.

### **Emergency Calls:**

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

The fire department has responded to 19 calls for the month of November

The department has responded to 1,021 calls year to date for 2020

### **Norcross Circle:**

1. Blocks walls have been started in the apparatus bays.
2. Steel Frame work is progressing well; 2 weeks should be done.
3. Floors that have been poured is basement and second floor, they came out good.
4. Floors are being poured next week apparatus bay and the mezzanine on the second floor.
5. Site work base paving has been done in front of the apparatus bays. Which will help with the snow plowing.
6. Wall framers have been working hard getting the exterior walls metal studs and the dens glass up.

### New Business

(Superintendent's Report)

### **COVID-19 Sick & Travel Policy Update**

Attached to this report, please find a DRAFT COVID-19 sick/travel policy update. Given the recent rapid increase in COVID-19 cases across the state and the upcoming holiday travel season, it is important that we update our policies to reflect current conditions. The policy has also been sent to the Precinct's attorney for review.

**Motion of Commissioner Porter and seconded by Commissioner Nelson to adopt the Covid-19 policy with additional language as recommended by NCWP's attorney.**

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

### **Abatements**

Attached is a recommendation to approve a sewer abatement in the amount of \$1,031.36 for account #1229. The abatement is recommended for approval due to a water leak going undetected in crawl space for a period of time. Since the water did enter the property, no water

abatement is recommended. Since the water did not enter the sewer system, a sewer abatement is warranted.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the abatement recommendation for account #1229 in the amount of \$1,031.36.**

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

### **Solar Installation**

We have received delivery of much of the solar panels and racking system, as well as the new transformer required, for the new array. We are still waiting on final approval of the Alteration of Terrain (AOT) permit from NHDES before construction can begin in earnest. Both myself and the project team have been working actively to help get this approval pushed through quickly.

### **Additional Insurance – Property and Liability**

As part of the Well #2R project, the easement for the utility crossings under the railroad tracks needed to be updated. In my review, I found that the Precinct is currently not meeting the insurance requirements stipulated in the easement documents. In a nutshell, the easement documents require the Precinct to provide \$2M limit naming the railroad as additional insured but the Precinct's coverage through Primex only provides \$1M. After discussion with Primex and other municipalities across the state, it appears this is a relatively common issue. I would like permission to solicit pricing for an additional insurance policy for the Precinct to bridge the gap between the \$1M coverage offered by Primex and the \$2M required by our easements.

### **Fueling Station Update**

Progress is finally moving along well at the new fueling installation at the WWTF. The concrete pads have been placed, and Eastern Propane has been working to complete installation of the tanks and fueling equipment. With luck, we'll have the new paving around the pads completed by the end of next week and the new fueling station will be up and running shortly thereafter.

### **Precinct Internet & Phones**

Our current Avaya phone system is now more than 20 years old. It uses traditional copper telephone wires, and we are billed for each line we have and each call we make. I've been investigating making the switch to a VOIP (phones that use the internet rather than traditional copper phone lines) system for a while to try and reduce cost and improve functionality/serviceability of our phone system. I've reached out to a number of local vendors and have some good prospects for potential upgrades that could save the Precinct money in the

long run while also allowing seamless phone connectivity with the new fire station. I'm hoping to have those proposals back soon, and will keep you updated.

Signing of Checks

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

1. 2020 Payable Checks dated 11/12/2020
2. 2020 Payroll Checks dated 11/12/2020
3. October Callfire Payroll Checks dated 11/4/2020

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

Adjourn

Having nothing further to come before this public meeting, **Motion of Commissioner Santuccio and seconded by Commissioner Nelson to adjourn this public meeting at 10:45 AM.**

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

Respectfully,



Hannah Andersen  
Recording Secretary