

Board of Commissioners

Minutes

October 16, 2019

The Commission 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, Chief Patrick Preece, Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Public Hearing(s)

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept:

Public Meeting Minutes of 10/02/2019

Public Meeting Minutes of 7/10/2019

Public Meeting Minutes of 6/12/2019

Public Meeting Minutes of 5/15/2019

Public Meeting Minutes of 4/03/2019

Public Meeting Minutes of 3/06/2019

Public Meeting Minutes of 2/20/2019

Public Meeting Minutes of 11/28/2018

Public Meeting Minutes of 10/17/2018

Public Meeting Minutes of 02/07/2018.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

FIRE CHIEFS BY- WEEKLY REPORT TO THE COMMISSIONERS

Membership:

39 Members

**Personnel:**

3 members on leave at this time

**Training:**

Department Training. Due to the weather we postponed the ground ladder training until next month. We did classroom on reading smoke and building construction.

Engine 3 Training: Will be going over pumping the FDC for the sprinkler systems.

Rescue Training: Will doing CPR training recert.

**Department Activities**

Performed a CO inspection for the Local Smoke Shop and they passed and open for business at 1305 White Mountain Highway next to Minuteman Press.

Construction projects under way Kearsarge Brook Condo's phase 2 has started groundwork, Home 2 Suites will be setting steel this week, and Food Panty has started construction on the building.

Perform sprinkler plans review for the Kate Spade Outlet at Settlers Green Streetside and approved them as drawn.

Performing Plans review for Pizza Restaurant at the Red Barn Outlet.

**Emergency Calls:**

The fire department has responded to 48 calls for the month of October

The department has responded to 954 calls year to date for 2019

**Apparatus / Trucks:**

Engine 1 is at the repair shop today to fix the ac unit.

All truck has passed their annual DOT inspections.

Rescue 1 needed a new brake can on the rear.

Car 2 pickup tie rod replaced

Engine 1 and Engine 3 have been scheduled for their service for next week.

**Equipment Issues:**

**Purchase for New Equipment:**

Old Business

New Business

Superintendent's Report October 16, 2019

(Copied from Superintendent's Report)

**Well #5 Update**

The RFP for repairs to Well #5 has been completed and sent to 4 different well service companies, three of which have done work for the Precinct in the past and one of which I have positive experience working with while in Farmington. Proposals are due back next Friday, 10/25.

**Asset Management Update**

We have begun development of the water main flushing program with our engineers. Myself, Artie, and Roger have reviewed the information we have on existing water mains, valves, & hydrants and provided markups for the engineers.

The second part of this year's Asset Management project is to get set up with our own GIS software system. Included in this report is the contract that needs to be signed for this phase of work. The contract pricing is consistent with what was proposed at Annual Meeting.

**Artist Falls PS Generator Replacement**

It appears very likely that the Precinct will be the recipient of a 50% matching grant from NH HSEM for replacement of the failed Artist Falls Pump Station emergency generator. Based on pricing received, we are looking at approximately \$48,000 total cost (\$24,000 Precinct share) for the new generator. With your permission, I would like to start the process of formally applying for the grant and ordering the generator.

**Well #2 / DWGTF Update**

Our application has been submitted and is beginning the review process at the DWGTF. Due to conflict of interest, I am not on the subcommittee directly reviewing the Precinct's application however I have been selected to chair another subcommittee reviewing other projects. I'm cautiously hopeful that our application will be well received and that I will be easily accessible to other Committee members who may have questions about the Precinct's request for funding.

**2018 Audit**



We have received preliminary results back from our 2018 audit – recommendations from the auditor are attached. We will be reviewing the auditor's recommendations and generating the "Management Response". At this time, it appears we have the following things that need to be addressed:

- Address interfund balances – we are working with our accountant and our new software to fix any procedural issues we might have that could be causing this.
- Create formal policies for capital assets and fund balances – we will put together recommendations which we will bring to the Board at a future date for discussion and approval.
- Have an actuarial valuation performed for our OPEB liability – we will investigate firms who provide this service and come back with a recommended vendor.

#### Discussion

##### **Well #5 Update**

Jason will have recommendations on companies to move forward with for the project at the next meeting.

##### **Asset Management Update**

It was brought up to check in with Roger about having consulting time for the hours he spends helping the Precinct address issues. Jason will be checking in with Roger.

Commissioner Nelson motioned to authorize Superintendent Gagnon to sign contract for GIS Software System. Motion carried a voice vote 3-0-0.

##### **Artist Falls PS Generator Replacement**

It was questioned whether this expense would be in next year's budget, but it is an imminent issue that must be dealt with in this budget year.

Commissioner Nelson motioned to authorize Superintendent Gagnon to sign needed paperwork to apply for the 50% matching grant from NH HSEM. Motion carried a voice vote 3-0-0.

##### **Well #2 / DWGTF Update**

The timeline for knowing when this project gets funded is in the middle of December.

## 2018 Audit

Issues that NCWP has had in the past with reporting information will be largely alleviated by the automated reporting functions of our current software BS&A. NCWP will be creating formal policies in the next 4-6 months for capital assets and fund balances. To adhere to the GASB standard of reporting OPED liability, NCWP will be working with an actuary to plan for future liability.

Other Business

Public Comment

Signature Documents

Signing of Checks

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

- Payroll Checks dated 10/17/2019
- Call Payroll for July dated 10/03/2019
- Accounts Payable 2019 dated 10/17/2019

Motion carried by voice vote 3-0-0.

Non-Public Session

Motion by Commissioner Nelson to enter into non-public session at 10:23am by reason of RSA 91-A:3 II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Motion carried by voice vote 3-0-0.

Entered back into public session at 11:25am

Motion by Commissioner Nelson to seal the non-public session minutes.

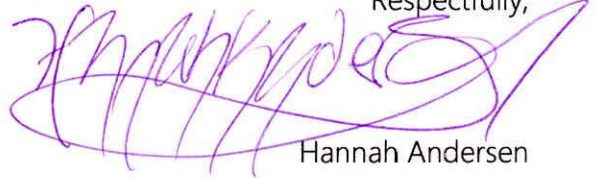
Motion carried by a voice vote 3-0-0

Adjourn

Having nothing further to come before this public meeting, **Motioned by Commissioner Porter**  
**seconded by Commissioner Nelson to adjourn this public meeting at 11:26 a.m.**

**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