

Board of Commissioners  
Minutes  
January 3, 2024

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:

Call the Meeting to Order

Meeting called to order at 10:00 AM by Commissioner Nelson.

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve the Public Meeting Minutes from 12/20/2023 and the 12/20/2023 Non-Public Meeting Minutes Session A and B. Motion carried by a 3-0-0 voice vote.

FIRE DEPARTMENT

**Membership:**

37

**Personnel:**

One member on leave of absence. Still working on filling the Lieutenant's position.

**Training:**

Department Training: Apparatus orientation.

Engine 3 Training: Water Supply.

*The Chief went over the process of changing out water supply between trucks and tankers.*

Rescue Training: Elevator rescue.

*There are a dozen and a half or so Elevators in the Precinct. Mainly hotels, the Hospital and fire station.*

*Elevator companies will not import an elevator if there is not clearance from the state.*

**Department Activities:** Place of assembly inspections, rental and life safety inspection on going.

**Emergency Calls:**

Five year call average is 1,276 calls a year. Five year monthly call average is 106 calls a month. Five year daily call average is 3.49 calls a day.

The department has responded to 1,586 calls year to date for 2023

Monthly call average was 132.16 calls a month for 2023.

Daily call average was 4.34 calls a day for 2023.

The department responded to 126 Calls for the month of December.

**Apparatus / Trucks:**

No change on work to be done to Engine 3. Work will start ASAP.

**Equipment Issues:**

No change

**Purchase for New Equipment:**

No change, equipment is on order.

Commissions Report/Superintendent's Report

*Annual Meeting Timeline and Key Dates*

**Candidate Filing**

Two Commissioners (3-yr term, 1-yr term)

Clerk, Treasurer, Moderator (1-yr terms)

February 7 – February 16, 2024

**Petitioned Article**

No later than 4:00 PM February 27, 2024

**Bond & Budget Hearing**

February 28, 2024

Bond Hearing: 6 PM

Budget Hearing: Immediately Following Bond Hearing

**Annual Meeting**

March 27, 2024 @ 7:00 PM

Voting begins @ 4 PM

*First Draft of Budgets available at the next meeting.*

*Project Status*

**Landfill Leachate**

No change – scope update meeting to be scheduled in the first week of January.

The Town has been notified that they are exceeding the amount of leachate allowed in the contract between NCWP and the Town. A copy of that letter is attached.

**Country Road Sewer**

I met with Eric from HEB and Kevin from Wright-Pierce on Friday before Christmas. We've looped Wright-Pierce to provide design support specifically for the low-pressure portion of the system and the instrumentation portion of the pump station design since these are outside of HEB's wheelhouse. We've got good direction and things are moving along.

*Cell Tower*

No change. As discussed at the last meeting, the Precinct will put together an RFP for cell tower companies to build/lease a tower. Anticipated to have something to review at the next meeting.

Other Business

*The Recreational Use Committee is meeting again on Monday and will have a draft report next week.*

Signing of Checks

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to ratify checks signed out of session:**

- a. Accounts Payable checks dated 01/04/2024
- b. Payroll checks dated 01/04/2024
- c. December 2023 Callfire checks dated 01/02/2024
- d. 2023 Comp Buy-out checks dated 01/03/2024

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

Non-Public Session

At 10:24 AM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to go into Non-Public Session. RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

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

Commission returned to Public Session at 11:08 AM.

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to seal the Non-Public Minutes because it was determined that divulgence would render an action ineffective.**

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

Adjourn

Having nothing further to come before this public meeting, **motioned by Commissioner Umberger seconded by Commissioner Fauver to adjourn this public meeting at 11:09 a.m.**

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

Respectfully,

Hannah Andersen  
Recording Secretary