

Board of Commissioners  
Meeting Minutes  
March 06, 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:

Commissioner Suzanne Nelson  
Commissioner James Umberger  
Commissioner Deborah Fauver

Sharon Wrobleski  
Recording Secretary Hannah Andersen

Call to Order

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

Minutes

Pope Memorial Library

Sharon Wrobleski, representing the Pope Memorial Library, spoke with the Commissioners about NCWP's 2024 Warrant Article 10: Appropriation to Pope Memorial Library. The appropriation from the North Conway Water Precinct is the only State/Town/Federal Funding that the library receives. Their programs have grown over the years (puzzling, books, easter egg hunts, knitting) and they have evolved into being a safe place for many different groups and individuals to gather. They are ready to have a library representative present at the Annual Meeting to talk to the voters. Scott Gleason will be attending Annual Meeting and will have information on what percentage of their budget this appropriation comprises. Sharon was encouraged to ask the Library to submit a Petitioned Warrant Article for the 2025 Warrant; NCWP will send a letter reminding the library when the 2024 payment is made to the library.

NCWP 2024 Warrant

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 1- Election of Officers to the 2024 Warrant:**

To choose all necessary officers.

Commissioner	3 year term
Commissioner	1 year term
Treasurer	1 year term
Moderator	1 year term
Clerk	1 year term

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 2 – Artist Falls / Skimobile Road Water Main to the 2024 Warrant:**

Article 02      Artist Falls Road / Skimobile Road Water Main

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the additional sum of \$230,000 (gross budget) for design and construction of a water main between Skimobile Road and Artist Falls Road to provide redundant connection between the high- and low pressure distribution zones (the "Project"); and to authorize the

Commissioners to issue up to \$230,000 of bonds or notes in accordance with the Municipal Finance Act (RSA Ch. 33) and, as applicable, the State Water Pollution Control Revolving Loan Fund program, and to negotiate such bonds or notes and to determine the dates, maturities, interest rates, and other details of such bonds or notes, and to participate in and accept loan and/or grant funds from the New Hampshire Drinking Water Groundwater Trust Fund; and to further authorize the Commissioners to apply for, accept on behalf of the Precinct, and expend federal, state, or private grants or loans or other aid that may become available to offset the net cost of this Project. The cost of this article is expected to be offset by \$150,800 from a New Hampshire Drinking Water Groundwater Trust Fund Grant. Simple majority vote required.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 03 Long Term Debt Service Payments to the 2024 Warrant:**

Article 03 Long Term Debt Service Payments

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$1,685,836 for the retirement of outstanding bonds, notes, interest, and temporary loan interest for the ensuing year. This article will be offset by grant revenues estimated to be \$347,058 and Sewer Funds in the amount of \$566,332 and the remainder to be raised by general taxation.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 04 Operating Budget - General Fund to the 2024 Warrant.**

Article 04 Operating Budget - General Fund

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$115,076 for the General Fund (Commissioners) operating budget, not including other appropriations voted separately for the ensuing year. This is a tax funded article.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 05 Operating Budget - Water Department to the 2024 Warrant:**

Article 05 Operating Budget - Water Department

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$1,440,650 for the operating budget of the water department for the ensuing year to be funded by water usage fees and revenues with no amount to be raised through general taxation.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 06 Operating Budget - Sewer Department to the 2024 Warrant:**

Article 06 Operating Budget - Sewer Department

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$2,084,905 for the operating budget of the sewer department for the ensuing year to be funded by sewer usage fees and revenues with no amount to be raised through general taxation.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 07  
Operating Budget - Fire Department to the 2024 Warrant:**

Article 07 Operating Budget - Fire Department

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$1,022,179 for the operating budget of the fire department for the ensuing year. This is a tax funded article.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 08  
Appropriation to Capital Reserve Funds to the 2024 Warrant:**

Article 08 Appropriation to Capital Reserve Funds

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$834,923 to be added to the following Capital Reserve Funds previously established. \$42,914 to come from Water fund balance, \$100,000 to come from water usage fees and revenues, \$212,431 to come from Sewer fund balance, \$105,578 to come from sewer usage fees and revenues, \$124,000 from general fund balance and \$250,000 to come from general taxation.

Capital Reserve Fund	Amount	Revenue Source
Fire Equipment	\$225,000	Taxation
	\$54,000	Sale of Rescue 1
Fire Emergency	\$70,000	Fund Balance
Uncompensated Absences	\$25,000	Water Revenues
	\$25,000	Sewer Revenues
	\$25,000	Taxation
Water Infrastructure	\$42,914	Water Fund Balance
Water Vehicle	\$75,000	Water Revenues
Sewer Infrastructure	\$166,767	Sewer Fund Balance
Sewer Vehicle	\$80,578	Sewer Revenues
Energy Upgrades	\$45,664	Sewer Fund Balance

[Recommended by the board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 09  
Pickup Truck Replacement to the 2024 Warrant:**

Article 09 Pickup Truck Replacement

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$75,000 for replacement of a Water / Wastewater pickup truck with appurtenances. Funding for this article will come from the Sewer Vehicle Capital Reserve (\$37,500) and the Water Vehicle Capital Reserve (\$37,500), with no amount to be raised by taxation.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to change the recommendation of the Board of Commissioner on Article 10 to 3-0-0 from 1-1-1.**

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 10 Appropriation to Pope Memorial Library**

Article 10 Appropriation to Pope Memorial Library

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$10,000 for the purpose of supporting the programs of the Pope Memorial Library (North Conway Public Library). This is a tax funded article.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 11 Appropriation to Schouler Park Skating Rink to the 2024 Warrant:**

Article 11 Appropriation to Schouler Park Skating Rink

To see if the voters of the North Conway Water Precinct will vote to raise and appropriate the sum of \$6,750 for the purpose of supporting the programs of the Schouler Park Skating Rink. This is a tax funded article.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 12 Ratify Auditor to the 2024 Warrant:**

Article 12 Ratify Auditor

To see if the voters of the North Conway Water Precinct will ratify Plodzik & Sanderson as the Precinct auditor for the calendar year 2024.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 13 Borrowing Against Credit of Precinct to the 2024 Warrant:**

Article 13 Borrowing Against Credit of Precinct

To see if the voters of the North Conway Water Precinct will vote to allow the Commissioners to borrow against the credit of the Precinct such sums of money as may be necessary in anticipation of taxes, bond sales, water, and sewer bills as permitted in Section 6 of the Precinct Charter.

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

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to add Article 14 Act Upon any other Business to the 2024 Warrant:**

Article 14 Act Upon any other Business

To act upon any other business which may legally come before this meeting.

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

**Motion of Commission Umberger and seconded by Commissioner Fauver to add Article P1**

**Petitioned Article: Village at Kearsarge Sewer to the 2024 Warrant:**

Article P1 Petitioned Article: Village at Kearsarge Sewer

To see if the voters of the North Conway Water Precinct will vote to appropriate up to \$443,000 from the Sewer Capital Reserve Fund and/or Sewer Infrastructure Capital Reserve Fund toward actual project costs incurred by the Village at Kearsarge Condominium Association for the purposes of designing and constructing a sewer pump station, sewer force main, and gravity sewer to serve Building 3, 4 and 9 of the Village at Kearsarge Condominium Association and for the North Conway Water Precinct to take ownership and maintenance responsibility of the sewer pump station and gravity sewer collector line and manholes extending the previous Birch Bend project to serving Buildings 3, 4, and 9 provided that: 1) satisfactory permanent easements are provided to the Precinct for said infrastructure; 2) design and costs of said infrastructure are reviewed and approved by Precinct engineer; 3) said infrastructure is installed in compliance with all Precinct specifications including, but not limited to, construction testing, engineering, and inspection requirements; and 4) the Village at Kearsarge Condominium Association is solely responsible to design, solicit bids for, and construct and manage the construction of said infrastructure to the Precinct's specifications and requirements. The North Conway Water Precinct shall not be obligated to assume ownership and maintenance responsibility of the project's infrastructure or to make payments to the Village at Kearsarge Condominium Association for project costs until all conditions above have been satisfied and the completed infrastructure has been accepted by the Precinct. This is a petitioned article.

[Recommended by the Board of Commissioners 3-0-0]

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

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to sign the 2024 Warrant and MS-636.**

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

Adjourn

Having nothing further to come before this public meeting, **Motion of Commissioner Umberger and seconded by Commissioner Fauver to adjourn this public meeting at 10:27AM.**

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

Minutes recorded by:

A handwritten signature in purple ink, appearing to be "J. P. [unclear]", is written over a horizontal line.