

Board of Commissioners
Minutes
April 12, 2023

The Commission meeting convened at 10:00AM in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH.

The following were present:

Commissioner Suzanne Nelson (Via Phone)	Treasurer Robert T. Anderson
Commissioner Robert F. Porter	Commissioner Elect James Umberger
Superintendent Jason Gagnon	Moderator Donald Ekberg
Fire Chief Chad McCarthy	Recording Secretary Hannah Andersen
Clerk Gary Chandler	

Call the Meeting to Order

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

Gary Chandler (Clerk), Robert T. Anderson (Treasurer), James Umberger (Commissioner) and Donald Ekberg (Moderator) simultaneously took their Oaths of Office.

Motion of Commissioner James Umberger to nominate Commissioner Suzanne Nelson for Board Chair. Commissioner Porter seconded the nomination.
Carried by a 3-0-0 Voice Vote.

Motion of Commissioner Porter to nominate Commissioner James Umberger as Vice Board Chair. Commissioner Nelson seconded the nomination.
Carried by a 3-0-0 Voice Vote.

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Porter to approve the Public Minutes from the 3/15/2023 as corrected.
Motion carried by a 3-0-0 voice vote.

FIRE DEPARTMENT

Membership:
40 Members

Personnel:
No change.

Training:

Department Training: Walk through the Fair Banks Lodge at Cranmore
Engine 3 Training: Fire Alarms
Rescue Training: Ropes and Knots

Department Activities:

Reviewed Sprinkler plans for 110 Grill and Cambria Hotel
Reviewing site plans for a new subdivision on River Road.
Place of assembly inspections and life safety inspection on going.
North Conway Fire Department up dated fee schedule.

Commissioners will be looking over the proposed fee schedule over the next couple of weeks. The Precinct will schedule a Public Hearing in the coming weeks.

Emergency Calls:

The fire department has responded to 132 calls for the month of March 2023
The fire department has responded to 28 calls for the month of April 2023.
The department has responded to 415 calls year to date for 2023

Apparatus / Trucks:

Still waiting for a delivery date for the new Rescue truck. The tools were picked for mounting.

Listing Agreement with Brindlee Mountain Fire Apparatus:

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to allow the Fire Chief to sign the listing market agreement with Brindlee Mountain fire Apparatus.
Motion carried by a 3-0-0 voice vote.**

There was an conversation about how the Department will be comparing prices and service packages of different cost recovery companies to aid in cost recovery for NCFD emergency calls and will bring the options available to the Commissioners in the coming months.

COMMISSIONERS REPORTS / SUPERINTENDENT'S REPORT

Project Status

Asset Management – Energy Efficiency Grant

I've attached the contract with Revision Energy. The Precinct's attorney is reviewing the contract as well. Revision is ready to begin work as soon as the contract is signed. It will be helpful to begin work as early as we can due to new Environmental Review requirements through NHDES. The sooner Revision generates the preliminary design/layout, the sooner the environmental review can happen, and the sooner we can begin construction.

Motion of Commissioner Porter and seconded by Commissioner Umberger to authorize Jason Gagnon to sign the contract with Revision Energy once we get the review back from the Precinct's attorney.

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

Asset Management – Traditional Asset Management

Our demos for CMMS platforms are complete. Raybern is compiling data based on their observations and our feedback from the demos and will have some draft recommendations within the coming weeks. Our next step is to schedule site visits with utilities who are actually using our top-ranked software so that we can get some un-biased feedback on what it's really like to implement and use.

I am anticipating some preliminary recommendations from our rate study in the coming weeks. Wright-Pierce was onsite two weeks ago collecting our vertical asset data for the water system.

*** Pause to Superintendent Report***

Union Contract

Motion of Commissioner Umberger and seconded by Commissioner Porter to sign the Union Contract approved at Annual Meeting between the SEIU and NCWP.

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

**Commissioner Nelson gave approval to the Precinct to use her signature stamp for the contract as she was not able to be physically present for the meeting.*

Sludge Dryer

WWTF staff will be visiting a sludge dryer being piloted in Nashua this week. After meeting with USFS technical assistance folks, confidence has increased that the sludge dryer will be economically attractive for the Precinct. As such, we're putting boots on the ground to see what's out there and what might be the right fit here. In the coming weeks, we'll have a contract ready with Wright-Pierce for the planning phase of the project for which we were awarded 100% principal forgiveness up to \$100,000.

Saco River Erosion

I met with the geotechnical consultant who will be doing test borings along the riverbank. The borings will happen next Monday, the 17th.

WWTF Aeration Upgrades

No change, design moving along.

Cranmore-Artist Falls Water Main

Test borings will also happen this coming Friday the 14th within the new water main alignment along the property line between Cranmore and the adjacent lot to the west. As a reminder, the Commission voted to approve in principle contributing \$7,500 toward landscaping plantings in order to secure the easement. Wright-Pierce is working to finalize the water main design in this area. Once designed, the plans will be submitted to the abutting developer's contractor for pricing. The developer had requested that their contractor be the one to do the water main installation; the Commission agreed that they would review that contractor's pricing, and if acceptable, approve that contractor to do the work in lieu of getting multiple bids on the work.

Country Road Sewer

HEB is working on revising the cost estimate following the last public hearing. As they continue refining the design, they are able to remove items from contingency planning and get much closer with their cost estimate.

Pine Hill Franchise Area

We have received the last bit of clarification on the Pine Hill Franchise Area from the developer. All utilities will be installed to Precinct specifications. Although there is uncertainty whether or not the Town will accept the roadways as Town owned/maintained, it is my recommendation that the Precinct accept ownership of the water main within the road ROWs (Eastman Road, Bonita's Way) just like we would for watermain within any Town road. This includes the service laterals up to the curb stop within the ROW. It is also my recommendation that we do the same for the sewer mains and the central sewer pump station. The primary reason for accepting ownership of these utilities is so that the Precinct can maintain control over their use. There is still undeveloped land that will be served by these utilities, and it is important that the Precinct have some level of control over the who/what/where/how of future development and connections.

Pickup Truck Purchase

RFPs went out to 40 truck dealers across New Hampshire, Massachusetts, and Maine for the new water and sewer pickup trucks. We expect to have pricing back by the end of this week and will have a recommendation for purchase at our next meeting.

Well 3 VFD

Despite the insurance adjuster recommending removing the VFD from the bunker, and despite our supplier's recommendations, the decision makers at the insurance company have said they will only pay up to the cost of the lowest-cost option of repairing the existing VFD in place down in the well bunker. We will have our electrician out on site in the coming weeks to work through a game plan. It is still my recommendation that we relocate the VFD from the bunker, so I'll keep you posted on what we come up with after meeting with the electrician again.

Special Meeting – PFAS / Leachate Project

Budget Hearing Monday, April 17th @ 7:00 PM

Special Meeting Wednesday, May 3rd @ 7:00 PM

Amount: \$600,000

Terms: 100% principal forgiveness

There was a discussion about the need for a Special Meeting to get authority to borrow \$600,000 through the Clean Water SRF with a 100% Principal Forgiveness Loan in order to investigate the impacts of landfill leachate and PFAS being disposed of at the Precinct. The Budget Hearing will be at the Precinct on April 17, 2023 at 7:00P.M. The Special Meeting will be Wednesday May 3, 2023. Approval for this project requires a vote of the legislative body.

Abatement Requests

Account #1385

Sewer abatement in the amount of \$7,176.58 for burst water pipe.

Motion of Commissioner Umberger and seconded by Commissioner Porter to approve a Sewer Abatement for Account #1385 in the amount of \$7,176.58.

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

Account #1606

Sewer abatement in the amount of \$285.51 is recommended due to burst water pipe.

Motion of Commissioner Umberger and seconded by Commissioner Porter to approve a Sewer Abatement for account #1606 in the amount of \$285.51.

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

Consumer Confidence Report (Water Quality Report)

Our water quality report for 2022 is now available on our website.

Our website is now hosted at www.ncwp.nh.gov

LBWP Sewer

Lower Bartlett is moving forward with their plans for constructing a sewer system. They are currently negotiating funding with USDA Rural Development. The Precinct has been supportive of LBWP's sewer plans given that a portion of the area to be sewerred is within our wellhead protection area for Wells 4 & 5.

Signature Documents

Motion of Commissioner Umberger and seconded by Commissioner Porter to sign the MS-232.

Motion carried by a 3-0-0 Voice Vote.

Signing of Checks

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

- a. Accounts Payable Checks dated 3/30/2023
- b. Accounts Payable Checks dated 4/11/2023
- c. Payroll Checks dated 3/30/2023
- d. Payroll Checks dated 4/13/2023
- e. Payroll Retro Checks dated 4/06/2023
- f. Callfire Payroll Checks dated 4/05/2023 and 4/06/2023
- g. Elected Official Payroll Checks dated 4/03/2023 and 4/03/2023

Motion carried by 3-0-0 voice vote.

Non-Public

Motion of Commissioner Umberger to enter into Non Public session per reason 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 at 11:00A.M.

Motion of Commissioner Umberger and seconded by Commissioner Porter to return to Public session at 11:37A.M.

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

Motion of Commissioner Porter and seconded by Commissioner Umberger to seal the Non-Public Meeting Minutes because it is determined that divulgence of this information would likely render a proposed 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 Porter to adjourn this public meeting at 11:42AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary