

Board of Commissioners

Minutes

April 14, 2021

The Commission meeting convened at 10:10 AM in person — at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH, with virtual access available through WebEx. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Fire Chief Patrick Preece, Superintendent Jason Gagnon, Allan Clark of REI and Recording Secretary Hannah Andersen. Suzanne Nelson and also joined the meeting remotely.

Call the Meeting to Order

Meeting called to order by Commissioner Santuccio at 10:10AM.

Public Hearing

Superintendent Gagnon read through the Warrant Articles for the 2021 Warrant.

He noted that there was a minor change to the language of Article 08 (Use of Commissioners Fund Balance) and that it was reviewed by the Precinct's lawyers and the DRA. Suzanne Nelson questioned the amounts allocated in the warrant and Superintendent Gagnon explained that the \$510,000 is a payoff number for the loan and the \$228,806 is the amount that will not be needed from Article 08. Warrant Article 10 was changed substantially to include the amount of funding that was allocated for Well 2R, previously in the Water budget.

Chief Preece and Allan Clark touched on the need for Article 14 to be raised from the original \$50,000 for the restoration of the abutting properties of the Fire Station Project due to recent estimates received for the work.

Motion of Commissioner Porter and seconded by Commissioner Nelson to raise the amount of Article 14 from \$50,000 to \$80,000.

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

Article 15 will read North Conway Public Library instead of the North Conway Library.

Superintendent Gagnon noted the change of the wording of Article 18 per request of DRA.

No further comments.

Motion of Commissioner Nelson and seconded by Commissioner Porter to close the budget hearing 2021 Warrant and any Petitioned Articles.

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

Minutes

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept the Public Meeting Minutes March 31, 2021 , Public Hearing Minutes from March 31, 2021 and Public Budget Hearing Minutes from March 31, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

We have 1 new member Alex Scliris, I would like to welcome him to the department.

No new applications at this time.

Personnel:

3 members on leave at this time

Training:

Department Training. We performed a tour of the new station and started working on the dedication for May 22nd.

Engine 3 Training: Toured Home Depot and went over the building Hazards. Explained how their sprinkler systems works.

Rescue Training: equipment review on rescue 1 and rescue 2.

Department Activities:

Emergency Calls:

The fire department has responded to 37 calls for the month of April

The department has responded to 364 calls year to date for 2021

Norcross Circle:

The Masons are making good progress overall.

The granite in the arches of the garage doors are now complete and they have started laying brick on the front of the building.

The granite top cap on the north, west, upper south and lower south walls is now complete. (3 sides)

They have started washing the brick and granite on the west wall, South wall and north in progress at this time.

Electricians working on putting light switches and outlets throughout the entire building. The light fixtures are being installed. Wiring the misc. equipment

Plumbers have been work on the air exchange equipment that this on the roof. They have started installing bathroom fixtures.

Elevator installation is complete awaiting on the generator to be installed so they can have the State come and inspect it. Postponed COVID

Flooring is moving along nicely.

Millwork has arrived and the contractor has started installing.

Allan Clark Project Update: Last Apparatus Bay door will be installed today. Furniture will be delivered on Monday. Bunker Gear and driers were delivered last week. Telephone an WIFI systems are on track. Should be no issues with holding Annual Meeting on May 8th. The only thing that may not be finished is the outside paving.

Concerning the budget, Ricci made an error when he developed his GMP and he's eating \$200,000 worth of extra steel that was added between the initial and final shell drawings, which ate up his internal contingency. Had he have known about the issues the contingency would have been higher. That put pressure on our contingency for items that we knew were going to be higher. What we were not expecting was roughly \$100,000 of masonry and steel connections that Stan did not go through and identify.

Allan presented current Change Orders 14 through 18 for the Fire Station Project.

Change Order #14 is a catchall for the work that was a result of the Architect making unauthorized changes between plan sets and the Task Force requesting additional work.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Change Order #14 in the amount of \$22,839.53.

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

Change Order #15 is all changes for electrical work at the request of the task force, including exterior lights, pole light, cans in key areas, conduit and cabling for internet, telephone and speakers.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Change Order #15 in the amount of \$50,876.10.

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

Change Order #16 is for corrections related to the Bay Doors.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Change Order #16 in the amount of \$23,244.80.

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

Change Order #17 relates to the caulking for the granite joints.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Change Order #17 in the amount of \$13,136.83.

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

Change Order #18 is related to a change made by the task force to upgrade the suspended ceiling.

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Change Order #18 in the amount of \$4,563.96.

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

New Business

(Superintendent's Report)

Annual Meeting Update

A second budget hearing is scheduled during this Commissioners meeting in order to address very minor changes in the proposed Warrant. Below is the remaining schedule for the Annual Meeting season.

Annual Meeting	Saturday, May 8
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Annual Report Available	Friday, April 23
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Post Warrant	Friday, April 16
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Commissioners Approve Warrant (at regular Commission Meeting)	Wednesday, April 14
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2 nd Budget Hearing	Wednesday, April 14

2021 Budgets & Warrant

Attached to this report are the updated/revised budgets for each department. The only changes to budgets occurred in the proposed Water Budget due to DRA asking us to remove the \$135,000 in Capital Reserve fund we had in the budget and instead make it a special article. To accomplish that, we've reduced the water budget by \$135,000 and added a \$140,000 transfer from Capital Reserve into Article 10 – Additional Well 2R Project Funding.

We have had our articles reviewed by both DRA and the Precinct's attorney. The only other changes were very minor language changes that did not substantially impact the intent or dollar value of the articles.

Water & Sewer Rates; Rules & Regulations

Rules & Regulations

I am presenting these at this point so that you may have plenty of time to look over the proposed updates. With Annual Meeting coming up quickly, I don't think it's appropriate to really dive into this now. My plan is to pick this back up sometime in May, once Annual Meeting is over and everyone has had a chance to review the updates.

Sewer: The only changes to the Sewer Rules & Regulations proposed are to update the definitions to clarify the definitions of commercial, multi-family residential, and residential property use, and to add the term "Customer" to the definitions to be consistent with the Water Rules & Regs. Changes are shown in yellow highlight within the document.

Water: This is where the real changes are. The Water Rules & Regulations had not been updated in nearly 15 years, and what started as a small project ended up being a complete overhaul to address missing pieces and remove existing contradictions and inconsistencies. Because so much was updated, I have provided the DRAFT update as well as the 2006 version so that you can compare. The biggest items of note:

- We have clarified ownership and responsibility for water services and the water system in general to make sure things are clearly defined and that the Precinct has access to do its work on private property.
- The account classifications have been updated to represent current Precinct billing practices more accurately with respect to multi-unit dwellings.

- Updated references to water main and water service installation specifications and maintenance requirements.
- Establish clear standards for where/how meters are installed, both to ensure access and to increase safety of Precinct staff.
- Updated the Cross-Connection appendix for clarity and consistency.

Water & Sewer Rates

As previously discussed, we are looking at making the following changes:

- Addition of "R3" Residential water rate, which doubles the base fee for accounts that are non-responsive with respect to meter changeouts.
- Addition of "three (3) hour minimum per person" language for field service on nights, weekends, and holidays to ensure the Precinct recovers its actual costs.
- Addition of tiered septage rebates to encourage more disposal at the WWTF.
- Addition of "Failure to Notify Precinct of Property Change of Use" fee. This is intended to encourage formerly residential properties, now being used for commercial purposes, to inform the Precinct of the change in use.
- Addition of Cross-Connection Control Violation to be consistent with NH RSA 539:7.
- Addition of "Penalty for Unauthorized Use of Water", "Unauthorized Use of Fire Hydrant", and "Tampering with Precinct Property". These were historically discussed in the Rules & Regs, but never on the rate sheet with an actual amount for the penalty.

In addition, we are looking into the buy-in fee structure. From what I've been able to find, the buy-in fees are related to Precinct debt and were supposed to be updated annually. To my knowledge they have not been updated since 2006, perhaps. I'll keep you updated on what I find out as I continue my research.

Signature Documents

NHMBB Refinance Loan Agreement

Superintendent Gagnon began to read the resolutions for the New Hampshire Municipal Bond Bank Note refinance and found the Crown Ridge note was included in the resolution, which should not have been included in the refinance. There was also a discrepancy in the wording of the interest amounts for the final loan amount. Due to these issues, the Precinct will be reaching

out to the Bond Bank and Bond Council for clarification before approving and signing the Loan Agreement with the New Hampshire Municipal Bond Bank.

Commissioners scheduled a Commissioners Meeting for Friday, April 16, 2021 at 10:00 AM to approve the Bond Resolutions and Loan Agreement after receiving clarification from NHMBB on the discrepancies found in the Resolutions and Agreement.

2021 Warrant

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 01: Election of Officers.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 02: Long Term Debt.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 03: Operating Budget - General Fund.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept Article 04: Operating Budget - Water Department.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 05: Operating Budget - Sewer Department.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 06: Operating Budget - Fire Department.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 07: Appropriation to Capital Reserve Fund.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 08:
Use of Commissioners Fund Balance to Offset State Aid Grant Revenue Shortfall.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 09:
Use of Commissioners Fund Balance for Payoff of SRF Note 30: Skyline / Crown Ridge Sewer
Contingent Upon Receipt of State Aid Grant Payment.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 10:
Additional Well 2R Project Funding.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 11:
Water Asset Management Project.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 12:
Rescue 1 Replacement.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 13:
Fire Department Radio System Work.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 14:
Abutting Property Restoration for Fire Station Project as amended to \$80,000 at the second
budget hearing.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 15:
Appropriation to North Conway Public Library.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 16:
Appropriation to Schouler Park Skating Rink.
Motion carried by a 3-0-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 17:
Ratify Auditor.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 18:
Borrowing again Credit of Precinct.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Article 19:
Act Upon any other business.

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

Signing of Checks

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

1. Payroll Checks dated 4/15/2021.
2. Accounts Payable Checks dated 4/15/2021.
3. March Callfire Payroll Checks 4/2/2021
4. Commissioners Quarterly Checks dated 4/1/2021

Motion carried by voice vote 3-0-0.

Adjourn

Having nothing further to come before this public meeting, Motion of Commissioner Nelson and
seconded by Commissioner Porter to adjourn this public meeting at 11:50 AM. .

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary