

Board of Commissioners

Minutes

April 15, 2020

The Commission meeting convened at 10:00 AM. 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, Chief Patrick Preece, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from March 4, 2020, the 2020 Bond Hearing Minutes from March 4, 2020 Public Meeting Minutes from March 18, 2020 and, Public Meeting Minutes from April 1, 2020. Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

**Membership**

36 Members

**Personnel**

3 members on leave at this time

**Training**

Department Training. Using Web ex the department trained on COVID-19 and updated them on our response plan to the hospital. Engine 3 Training: Using Web ex. Pump training lecture along with PowerPoint and showed them videos

Rescue Training: Postponed

**Department Activities**

We have working with the hospital their ACS alternative care sites. I have reviewed them and performed code review and approved the sites.

I think the hospital has done and a great job planning for the surge if or when it comes.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to waive the inspection fees for the hospital due to the extra work involved with protecting the community from Covid-19.**

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

We continue once a day I am doing conference calls with the State of New Hampshire EOC these calls runs over an hour a day. There is a lot of good information going out on these calls; which helps us in planning.

Performing sprinkler plans review for the 19 units being built at the Kearsarge Brook Condo's

Minor flood occurred Monday night the river did leave its bank but we did not have to close any roads.

### **Emergency Calls**

The fire department has responded to 24 calls for the month of April

The department has responded to 315 calls year to date for 2020

### **Apparatus / Trucks**

Due to the weather we had to postpone the repairs, Tower 2 need a rear suspension air back replaced; it is showing shows of fatigue. Should be this week. Rescue 1: exhaust leak had been fixed, they replace the exhaust clamp on the turbo. Equipment Issues:

### New Business

(Fire Expansion Committee)

The Committee is moving forward with picking construction Managers next week. There have been 5 submissions and three are being picked to interview next week.

(Superintendent's Report)

### **COVID-19**

An update on current Precinct water and wastewater operations:

- Water and wastewater staff continue on rotational schedules designed to minimize interactions between employees with the hope that if any of our employees were to get sick, the illness is less likely to infect all Precinct employees at the same time. Staff have been ordered to stay home if they exhibit any signs of illness or know that they may have been exposed to someone who may have been a carrier of COVID-19. Because of our staffing schedules, we are asking the public to be patient with us as we work to return calls and answer any questions they may have.
- Regularly scheduled Commissioners' meetings will be held via video conference using the Cisco Webex platform. Meetings will be open to the public to attend via Webex. Instructions can be found on our website.
- Annual Meeting has been postponed until at least May 6th. As that date gets closer, we will evaluate current conditions and decide on a plan to move forward.
- Depending on the length of social distancing recommendations and their impact on tourism within the Precinct, we may see lower water and wastewater revenues than projected. As of now impacts have been minimal, but this is something I will continue to monitor moving forward.

### **Well #2R Project**

Due to our receipt of Trust Fund grant/loan for project funding, we have had to add a bit of work to our design scope. This work consists of a full set of design/construction specifications for a public bid process as required by the Trust Fund. The cost of this additional work is just under \$50,000 – see attached proposal from GeoInsight. I am asking that you approve this additional work scope and authorize me to sign so that we can move forward with the project. On a separate but related note, there are starting to be strong whispers about a possible Federal Infrastructure Stimulus package given the current and projected economic impact of COVID-19. I

will continue to monitor the situation and see if there's any chance that additional grant funds could be available for this and other projects. In the coming weeks I hope to bring a couple more proposals forward for design work that we can get moving on so that if stimulus money is again available the Precinct can try to capitalize on it.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to authorize Superintendent Gagnon to sign the contract for the additional scope of services with Geolnsight for the Well #2R Project.**

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

**Motion of Commissioner Nelson and seconded by Commissioner Porter to allow Superintendent Gagnon to sign the letter of intent with Revision Energy for the solar upgrade.**

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

### **Design Review Agreement**

Occasionally there are large developments proposed that could significantly impact existing Precinct infrastructure. In these cases, the Precinct needs to hire engineers and other consultants to ensure that the developer upgrades Precinct infrastructure to accommodate their impact. Attached is an Agreement template that I propose we use to ensure that the Precinct's costs are reimbursed, and our public interests protected in the face of large developments. I believe adoption of a policy like this would require us to also update our Rules & Regulations to include this. If the Board agrees that this is in the Precinct's best interest, I'll make corresponding proposed changes to our Rules & Regs to present at the next Commissioners Meeting. On a related note, the potential development that brought this issue forward also happens to straddle the Precinct boundary with part being inside and part outside. The developer has asked to have Precinct water and sewer service and I've reached out to the Public Utilities Commission to get clarification on providing service outside our boundaries to a non-municipal entity.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the Design Review Agreement and update the NCWP Rules and Regulations to include it.**

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

### **Water Quality Testing**

We recently received results back from the lab for our routine sampling for volatile organic compounds (VOCs), synthetic organic compounds (SOCs), metals, and others. These compounds include things like pesticides, gasoline components, and other man-made contaminants. I'm pleased to say that every single VOC and SOC tested for came back below detection limits. The rest of the test results reinforce the extremely high quality of our water – and the importance of maintaining that through proactive protection of our aquifer. Full test results will be available in our Consumer Confidence Report which should be published by the end of June.

### Other Business

### Signing of Checks

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

1. 2020 Payables dated 04/16/2020
2. 2020 Payroll Checks dated 04/16/2020
3. March 2020 Call Fire Payroll

**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 10:40 AM.**

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

Respectfully,



Hannah Andersen  
Recording Secretary