

Board of Commissioners
Minutes
April 26, 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
Commissioner James Umberger

Superintendent Jason Gagnon
Fire Chief Chad McCarthy

Call Meeting to Order

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

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve Public Meeting Minutes from 4/12/2023, Non-Public Meeting Minutes from 4/12/2023 and Budget Hearing Minutes from 4/17/2023.

Motion carried by 2-0 voice vote.

Fire Department

Membership:

40 Members

Personnel:

The new officers call coverage shifts are working good.

Training:

Department Training: Walk through the Market Basket

Engine 1 Training: Single engine blitz attack per NFPA

Rescue Training: Stop the bleeding training

Department Activities:

Place of assembly inspections and life safety inspection on going.

Working on updating NCFD Standard operating guidelines (SOGs)

North Conway Fire Department up dated fee schedule.

The Commissioners would like to schedule a Public Hearing about updating the fee schedule.

Had a meeting with Central Maine Cost Recovery that went very good.

The Precinct will do research on how the revenue should be dealt with.

Emergency Calls:

The fire department has responded to 132 calls for the month of March 2023

The fire department has responded to 66 calls for the month of April 2023.

The department has responded to 454 calls year to date for 2023

Apparatus / Trucks:

Still waiting for a delivery date for the new Rescue truck.

The Rescue truck is now listed for sale.

Equipment Issues:

No issues.

Purchase for New Equipment:

No change.

Commissioners Reports / Superintendent Report

PWS Violation

The Precinct has received a notice of violation for failure to collect required samples in Q1 2023. The samples have been taken but were taken a couple weeks beyond the end of the Quarter, which resulted in the violation. This will require notification to customers via US Mail. I've attached both the notice of violation from NHDES and the proposed notice to be mailed to customers.

Project Status

Asset Management – Energy Efficiency Grant

I am awaiting final review from the Precinct's attorney. Once I have that, I'll sign the contract with Revision and the project will move forward.

Asset Management – Traditional Asset Management

The reports from Raybern have arrived. I've printed copies for your review. All Precinct staff were invited to participate in the demos and selection process, and Lumin was the clear first choice. We are awaiting references from Lumin that we can both call *and* visit to give it a final "try before we buy."

Sludge Dryer

No change.

Saco River Erosion

The borings along the riverbank took place last week. To no one's surprise, they found sand, sand...and more sand, along with some isolated pockets of cobbles. That data will go back to Interfluv as they continue working through an analysis of alternatives. I will be putting in the pre-application to CWSRF for design and construction of the project.

WWTF Aeration Upgrades

The design is moving along. 30% design documents and the Preliminary Design Report have been completed in DRAFT form and submitted to NHDES for review.

Cranmore-Artist Falls Water Main

Test borings were completed on Monday and preliminary results are promising for future directional drill efforts across the wetland areas.

Country Road Sewer

HEB is still working through their design revisions. I have reached out to Wright-Pierce to provide technical support/review for the low-pressure portion of the system given HEB's limited experience with these types of systems. Attached is an agreement with Wright-Pierce authorizing up to 16 hours of review/design time for the project.

Motion of Commissioner Umberger and seconded by Commission Nelson to allow Superintendent Gagnon to sign the agreement between the North Conway Water Precinct and Wright Pierce specific to Country Road Project.

Motion carried by 2-0 voice vote.

Pine Hill Franchise Area

From last report: 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 has some level of control over the who/what/where/how of future development and connections.

Needs a vote at some point to accept ownership contingent upon work being completed to Precinct Specifications.

Pickup Truck Purchase

Results from the truck RFP have been received. In consultation with Precinct staff, the trucks deemed the best fit have been selected. We were able to receive better pricing for the plow setups from Berlin City than from any of the vehicle dealers and I'm recommending we purchase the plows separately from Berlin City. With your approval, I will sign the P&S agreements and get procurement moving. The two trucks recommended for purchase are:

Water: 2022 Ford F350 SuperCab with aluminum service body from MacFarland Ford
\$74,464.00 total with plow

Sewer: 2022 Ford F350 Regular Cab from Claremont Ford
\$58,740.00 total with plow

Motion of Commissioner Umberger and seconded by Commissioner Nelson to allow Superintendent Gagnon to sign the Purchase and Sale Agreements for the new Water and Sewer Trucks and move forward with the purchase.

Motion carried by a 2-0 voice vote.

Cell Tower

Now that the voters have blessed the Commission looking into cell tower leases at our water tank sites, I will be reaching out to the cell companies who previously contacted the Precinct to continue discussions.

Well 3 VFD

I'm meeting with the electrician on Thursday to continue working through the plan of attack to replace the VFD.

Water Operator & PT Admin Hiring

The advertisement is out now to replace the water operator we lost when Pat Hickey resigned last December.

We also conducted three interviews for the role of PT Admin and have a candidate we would like to bring forward in non-public session.

Special Meeting – PFAS / Leachate Project

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

Amount: \$600,000

Terms: 100% principal forgiveness

We have had several firms contact us about the RFQ for this project so far, some of which are very large players in the engineering world. I am meeting with a representative from Arcadis Wednesday afternoon and a representative from Black & Veatch on Friday.

General Services Agreement

The Precinct has several consultants on standby that perform work on an as-needed basis. Wright-Pierce has provided a new on-demand contract for signature. This work is generally funded from the Consulting line of the water/sewer budgets, although it may also apply to specific voter-approved projects as well.

Motion of Commissioner Umberger and seconded by Commissioner Nelson to authorize Superintendent Gagnon to sign engineering contract with Wright Pierce.

Motion carried by 2-0 voice vote.

Abatement Requests

Account #1803

Sewer abatement in the amount of \$1,924.56 for burst water pipe in a vacant house.

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve a sewer abatement for account 1803 in the amount of \$1,924.56.

Motion carried by 2-0 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 4/27/2023

b) Payroll Checks dated 4/27/2023

Motion carried by 2-0 voice vote.

Non-Public

At 11:00 AM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to enter into Non-Public Session per 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 2-0 voice vote.

Jim Yes

Sue Yes

Motion of Commissioner Nelson and seconded by Commissioner Umberger to exit non-public session at 11:40AM.

Motion carried by 2-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Umberger to seal the Non-Public Minutes because it was deemed that divulgence may render a proposed action ineffective.

Motion carried by a 2-0 voice vote.

At 11:45 AM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to enter into Non-Public Session per RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Motion carried by 2-0 voice vote.

Jim Yes

Sue Yes

Motion of Commissioner Nelson and seconded by Commissioner Umberger to re-enter Public Session at 12:05PM.

Motion carried by a 2-0 voice vote.

At 12:03 PM, Motion of Commissioner Nelson and seconded by Commissioner Umberger to enter into Non-Public Session per RSA 91-A:3 II(b) The hiring of any person as a public employee.

Motion carried by 2-0 voice vote.

Jim Yes

Sue Yes

At 12:15 PM, Motion of Commissioner Nelson and seconded by Commissioner Umberger to re-enter Public Session.

Motion carried by a 2-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Umberger to seal the minutes because divulgence of this information may render a proposed action ineffective.

Motion carried by a 2-0 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 12:16 PM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary