

Board of Commissioners
Minutes
April 28, 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 and Recording Secretary Hannah Andersen. Suzanne Nelson also joined the meeting remotely.

Call the Meeting to Order

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

Motion of Suzanne Nelson and seconded by Commissioner Porter to open the public hearing on Water and Sewer Rates.

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

Public Hearing

Proposed Updates to Water & Sewer Rates

Start Time 10:10AM

Superintendent Jason Gagnon went over the proposed updates to the Water & Sewer rates.

- An annual rebate to encourage haulers to drop more septage.
 - There have been End of Year Rebates for Total Annual Volume added to the Rate for Disposal of Septage at WWTP for Commercial Haulers. Annual per gallon rebates in the amount of:
 - \$.01 per gallon for 1,000,000 to 1,499,999 gallons dropped
 - \$.015 per gallon for 1,500,000 to 1,999,999 gallons dropped
 - \$.02 per gallon for 2,000,000 gallons dropped
- A third residential rate (with an account violation) that includes an additional monthly charge of \$20 for the customers who have yet to switch over to the new style water meters.
- There has been an update to the afterhours field services charge to align with the union contract to include a three-hour minimum charge per person. There was a discussion about whether \$50 is sufficient to cover the Precinct's costs and it was decided to leave the rate at \$50 per hour with a minimum of three hours.

- There has been a rate added for Failure to Notify Precinct of Property Change of Use:
 - \$50 per month from the date of actual change of use to Precinct discovery of change of use. The Precinct will wait for guidance on short term rentals from the Town.
- The following penalties that were in the Sewer Rules and Regulations but not present on the rate sheet and were added to the sheet for transparency:
 - Cross-Connection Control Violation (\$1,000)
 - Penalty for Unauthorized Use of Water (\$150)
 - Unauthorized Use of Fire Hydrant (\$250)
 - Tampering with Precinct Property (\$500)

Motion of Commissioner Nelson and seconded by Commissioner Porter to close the Public Hearing on Water and Sewer Rates.

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

End Time 10:25AM

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes April 14, 2021 , Second Public Hearing Minutes from April 14, 2021 and Public Meeting Minutes from April 16, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

Alex Scliris, has been assigned to Engine-3 for his primary company assignment.

No new applications at this time.

Personnel:

3 members on leave at this time

1 Member on medical leave until further notice.

Training:

Department Training. Will set up skill stations: SCBA, Ropes, Pumps Ladders and Hose rolls.

Engine 1 Training: Will be doing drafting from our dry hydrants.

Rescue Training: Will be doing dry land training.

Emergency Calls:

The fire department has responded to 62 calls for the month of April

The department has responded to 389 calls year to date for 2021

Norcross Circle:

1. The Masons are making good progress overall.
 - a. The granite is at 90% complete
 - b. The granite top cap is complete
 - c. They have started washing the brick and granite on the west wall, South wall and north in progress at this time.
2. Electricians working on punch list items.
3. Plumbers working on punch list items
4. Elevator inspection today
5. Flooring is moving along nicely.
6. Millwork: The base cabinets have been installed.

New Business

(Superintendent's Report)

Annual Meeting Update

Annual meeting is coming up on Saturday May 8th. The meeting will be held at the new Fire Station on Norcross Circle. Voting begins at 9 AM, Annual Meeting begins at 1 PM.

Abatement Requests

Account 2023: \$4,343.10 (sewer)

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the abatement request for account 2023 in the amount of \$4,343.10.

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

Thompson Road Culvert – Sewer Replacement

Bids have been received for the relocation of the sewer line on Thompson Road due to replacement of the culvert over Artist Brook by the Town. AJ Coleman was awarded the project, with the Precinct's share of the cost coming in at \$27,416 plus engineering costs of \$3,500 for a total of \$30,916. This is much less than originally anticipated.

Solar Project Update

We have received confirmation from NHEC that the last piece of remaining work on their end will be done by the middle of next week. After that, it should be a relatively quick turnaround to flipping the switch and turning the new array on.

Update Water & Sewer Rates

At today's public hearing we reviewed proposed updates to the water and sewer rates. These updates are:

- Addition of Residential water rate "R3". This new rate doubles the quarterly base charge for customers who have been non-responsive to the Precinct's requests to swap out their old, out of date water meter. A future Rules & Regulations update will specify the conditions in which the Precinct can apply this rate. For example, "if Customer is non-responsive more than 1 month after receipt of a Certified Mail letter from the Precinct..." or something to that effect.
- Addition of the language "three (3) hour minimum per person" to the Field Services charge on nights and weekends. This change is to ensure the Precinct covers its costs for night/weekend calls – the union contract stipulates pay for a 3-hour minimum for any call in outside of normal working hours.
- Tiered Septage Rates – this officially enacts the rate schedule we've talked about a number of times. The idea is that we offer incentives to septage haulers if they bring more septage to us. All haulers will pay the standard \$0.09/gallon up front. Haulers meeting certain volume thresholds will receive end-of-year rebates to make their effective septage rate lower.
- Add a new charge for "Failure to Notify Precinct of Property Change of Use". This is a new charge of \$50/month for properties that change use. The intent is to encourage formerly residential properties that become commercial to notify the Precinct. Commercial rates are slightly higher than residential rates and the Precinct stands to lose revenue if a change of use is not reported.
- Addition of "Cross-Connection Control Violation" charge to be consistent with existing water/sewer Rules & Regulations.
- Addition of "Penalty for Unauthorized Use of Water" charge to be consistent with existing water/sewer Rules & Regulations.
- Addition of "Unauthorized Use of Fire Hydrant" charge to be consistent with existing water/sewer Rules & Regulations.
- Addition of "Tampering with Precinct Property" charge to be consistent with existing water/sewer Rules & Regulations.

Motion of Commissioner Nelson and seconded by Commissioner Porter to update the water and sewer rates as presented at today's public hearing.

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

SRF Pre-Applications

Applications for funding through the NH SRF program are due June 1st. This year, we have several projects we will be submitting on in hopes that we have our name on the list should federal funding opportunities become available in the near future. The projects are:

- Wastewater
 - Grit System Upgrades for Septage Receiving
 - Aeration & Mixing Upgrades for the East Carousel
- Water
 - Redundant Pressure Zone Connection – a 2nd water main connecting the north and south pressure zones, possibly running from Cranmore to Artist Falls Road cross country
 - East Side Water Main Loop – expanding the water main along N-S Road through the NHDOT ROW to tie into Eastman Road east of Walmart

Saco River Erosion Study

The RFQ for the erosion study is on the street. Responses are due back June 4th, and we hope to have a contract negotiated by June 30th.

Telephone System Upgrade

FirstLight has installed fiber optic service to the Precinct offices, and our crews have pulled all the needed new cabling within the WWTF. Once FirstLight installs their fiber optic modem, telephone install will begin ASAP.

MWV Vibe Magazine

I have been approached about writing an article for the summer edition of MWV Vibe Magazine about the Precinct. The article would be a basic background on the Precinct, including some information about water quality and treatment processes. With your permission, I will put something together to submit.

Signing of Checks

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

1. Payroll Checks dated 4/29/2021
2. Accounts Payable Checks dated 4/29/2021

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 10:58 AM. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', is written over a horizontal line.

Hannah Andersen
Recording Secretary