

Board of Commissioners

Minutes

April 29, 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 April 15, 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 will be doing review of equipment, hand tools, gas meters and radio's. The assistant chief has been busy building a PowerPoint for this training.

Engine 1 Training: Using Web ex. Pump training lecture.

Rescue Training: Using Web Ex will be training on the updated COVID-19 Protocols, which is continuing to change on a weekly basis.

Department Activities

Happy to report no fire department members in quarantine.

I have approved the sprinkler plans for the 19 units being built at the Kearsarge Brook Condo's

Emergency Calls:

The fire department has responded to 52 calls for the month of April

The department has responded to 343 calls year to date for 2020

Our calls are down 31 calls or 10% for the year.

Apparatus / Trucks:

Equipment Issues:

Purchase for New Equipment:

New Business

Other Business

(Superintendent's Report)

COVID-19

An update on current Precinct water and wastewater operations:

- Water and wastewater staff continue 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. I have been in contact with the State and NHMA regarding potential options for alternative annual meetings. My sense is that the State is aware of how many communities are dealing with the issues of delayed meetings and that some sort of solution should be offered in the coming weeks.

Motion of Commissioner Nelson and seconded by Commissioner Porter to move the Annual Meeting to May 20th. Motion carried by a 3-0-0 voice vote.

Revenues Update

- Q1 water & sewer billing are down 4.4% from 2019, approximately \$24,500 (\$563,278 in 2019; \$538,694 in 2020). We've received our normal amount of turn-on requests for seasonal water services, however, suggesting there is optimism among some of the commercial accounts that things should turn around at some point soon.
- Collections update: We haven't really gone into enough billing cycles with the social distancing measures in place to have a good understanding of potential impacts on timely payments from customers yet. A couple things to remember:
- We are not allowed to shut any customers off during the pandemic for nonpayment, by executive order of the Governor.
- We have had several customers reach out to us with concerns about being able to pay their bills on time. My recommendation is that we take a wait-and-see approach but be understanding of customers' financial situations.
- I would expect that customers may reach out to us about potentially waiving penalties and interest. Although I have no recommendation on this right now, we may want to give some thought as to how we want to handle these requests as they come in.

Sewer Rules & Regulations Update

To follow up on our discussion at the last meeting, I have added draft language in the Sewer Rules & Regulations to include the requirement for large developments to reimburse the Precinct for design review costs. The last update of the Rules and Regs was done in 2010 and I took the opportunity to also update a few other small things I noticed during my quick review. Changes are shown on the attached PDF in yellow highlighted bold italicized print and are summarized as follows:

- Page 17, Article III Section C – list of towns updated to include all towns the Precinct has recently secured contracts for septage disposal with.
- Page 18, Article IV Section B – Added language to require new sewers and connections to comply with State of NH sewer design standards and design review requirements.
- Page 24, Article V Section E (14) – Added “PFAS” to list of chemicals that may not be discharged in wastewater without being specifically permitted by the Precinct.
- Page 25, Article V Section E (18) – Added PFAS limit of 50 ng/l to table.
- Page 31, Article VI Section E – Added language to clarify that residential customers are billed quarterly, commercial monthly.
- Page 32, Article VI Section J (3) – added language to clarify process for receiving a swimming pool fill abatement.
- Page 57, Appendix III Section C – added language allowing Precinct to seek reimbursement for design review fees.

Village at Kearsarge Update

A preconstruction meeting is scheduled for this coming Friday on site with the Precinct, Engineer, and Contractor. Our hope is still to have a “neighborhood” meeting prior to construction – it’s on the agenda to discuss Friday.

Pine Hill Development Update

I have been in contact with the Public Utilities Commission (PUC), and it appears as if the most likely way forward to be able to provide water to the full proposed development is through a Franchise Area. I’m working through the details of what this will entail, but a lengthy application and public hearing process is likely. I will keep you updated as I find out more.

Upcoming Paving Projects

NHDOT, Bartlett, and Conway all have potential paving projects coming up in 2020. NHDOT work is scheduled to begin in a couple weeks and will include 16/302 north of the Intervale RR crossing as well as Eastman Road from Rt 16 to the east beyond the Precinct boundaries. We have coordinated with SUR construction services to raise the sewer manholes and water gate boxes in the project area.

The Town of Bartlett will be overlaying Skyline Drive this year – while onsite for the NHDOT work, SUR will also be raising structures on Skyline for us.

The Town of Conway projects (Intervale Cross Road, North-South Road) are uncertain at the moment due to potential budget shortfalls – we will hold off on any potential structure work there until we receive confirmation from the Town that the projects will proceed.

(Fire Expansion Committee)

Commissioner Nelson Report to the Commissioners

Construction Manager

We received 5 responses on the RFP for Construction Manager. At our last meeting we interviewed 3 firms. The committee is recommending to the Commissioners that we hire Ricci Construction Company Inc. of Portsmouth, NH. for the total hard cost of \$421,902. Although they were not the cheapest, the committee was confident that they would be easiest to work with. They were most impressed with the qualifications and reputations of John Ricci, Project Executive and Robert Silva, site superintendent. They also had the best timeline and were confident that the project could be completed by May 7, 2021.

Fire Expansion Committee

We will meet again once we know how and when the Precinct Annual Meeting will happen. The most important objective is to get the project approved by the voters. When the project is approved, the committee will meet quarterly to review updates that come out of the Project Task Force.

Project Task Force

The Commissioner's representatives to the Project Task Force are Jason Gagnon, Pat Preece, Tim Anderson, and Allen Clark. The Task Force will meet weekly or when necessary.

Owner's Project Manager Services Agreement - Phase II

REI has done a fantastic job on Phase I. They have submitted an agreement for Phase II of the project in the amount of \$175,000.

Signing of Checks

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

1. 2020 Payables dated 04/30/2020
2. 2020 Payroll Checks dated 04/30/2020

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 10:55 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 faint, light-colored rectangular stamp or watermark.

Hannah Andersen
Recording Secretary