

Board of Commissioners  
Minutes  
August 18, 2021

The Commission meeting convened at 10:00 AM in person — at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, Superintendent Jason Gagnon, Fire Chief Pat Preece, Treasurer Robert T. Anderson and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from August 4, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

**Membership:**

39 Members

**Personnel:**

2 members on leave at this time

Member that has been on medical leave has been cleared to come back to work. We have all the proper paperwork in place.

**Training:**

Department Training. We did forestry fire training on Pine Hill; cut fire lines, hand tools and relay pumping.

Engine 1: Training: Performed putting their turn out gear and hose handling skills.

Rescue Training: GPS training

**Emergency Calls:**

The fire department has responded to 119 calls for the month of July

The fire department has responded to 69 calls for the month of August

The department has responded to 821 calls year to date for 2021

**Apparatus / Trucks:**

Tower 2 generator is back in service. The total cost for repairs was around \$17,000.00

**Purchase for New Equipment:**

Rescue 1 replacement is moving quickly trying to complete the specs. Our backs is going up against the wall trying to complete before the price increase. We will talk more about at the meeting.

Robert T. Anderson expressed support for going with Desorcie Emergency Products, noting the swift service response when needed.

**Motion of Commissioner Porter and seconded by Commissioner Nelson to allow the Fire Department to move forward with ordering the Rescue 1 replacement from Desorcie Emergency Products.**

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

**Norcross Circle:**

**Motion of Commissioner Nelson and seconded by Commissioner Porter to release the Retainage for the Fire Station project contracts.**

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

Robert T. Anderson requested that the interest incurred on the Fire Station Project bank account during the course of the project is allocated to use on maintenance upgrades on the Fire Station. There was a discussion about the items that would be needed moving forward, that were not addressed in the bid package that will be needed to outfit the building completely. The Precinct will be reaching out to their accountant to make sure that we are allowed to use the money in this way and make sure we account for it properly.

#### New Business

(Superintendent's Report)

#### **ARPA (COVID Relief Funding) Update**

I am attending the public hearing for the Town's use of ARPA LFRF funds Tuesday night (after I send this). I will have an update during the meeting Wednesday.

*Jason went to the meeting and illustrated the importance of utilizing the generational funds in a way that benefits the Town by helping to take care of an item that's been on the Town's Master Plan for 30 years. There was opposition of having Water and Sewer pass through Redstone. He also spoke in favor of Conway Village addressing their infrastructure plans.*

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

Over the past two weeks, the following work has been done:

- Foundations have been backfilled
- Below-slab electrical, plumbing, and insulation installed
- Slab reinforcement (rebar) installed
- Sumps formed and boxed out
- Concrete floors placed (Tuesday)
- Concrete block for walls has been delivered

We did have a slight delay due to miscommunication about the floor reinforcement that caused the project to lose 3-4 days on the schedule, but that doesn't seem to be a concern right now. Local contractors who have done great work so far include L.A. Drew, A.J. Coleman, Bullet Construction (concrete floors), Firm Foundations, and Androscoggin Electric.

**Saco Erosion Study**

We have been in negotiations with Interfluve regarding the project scope and fee. What I've come to realize after some pretty in-depth discussions with NHDES staff is that work of this nature is neither quick nor easy, especially on a river system like the Saco. It is likely that there will be multiple phases to the project involving study, design, and construction. We have worked with Interfluve to determine a scope that we feel is appropriate for this initial study/planning phase. The proposed scope strikes a balance between bringing together crucial information, preliminary modelling and analysis needed to set the course for future phases, and our available budget.

Attached to this report is Interfluve's proposed scope for this initial project phase. The proposed fee is \$83,725; our award from NHDES for this particular planning grant is \$75,000 in principal forgiveness. That leaves the Precinct on the hook for an additional \$8,725. After discussing the scope in-depth, I think that the extra \$8,725 presents good value to the Precinct right now. All of the work in the scope is important to lay the groundwork for future phases and cutting out some portion could result in making decisions on future work without a full understanding of underlying conditions.

Given that sewer revenues are much stronger than projected this year, it is my recommendation that the full scope of \$83,725 be approved and the \$8,725 above and beyond the \$75,000 NHDES Principal Forgiveness amount be absorbed by the sewer operating fund.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the full scope of the Saco River Erosion Study in the amount of \$83,725 which includes \$8,725 above and beyond the previously approved \$75,000, to be funded from the Sewer Operating Fund.**

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

**Water Rules & Regulations Update**

I made edits based on Sue's comments and have passed the draft along to our attorney for review. Once we have an OK from our attorney, we can move then hold the public hearing on the proposed update.

**Conceptual Projects Update**East Carousel Aeration Upgrade

Our meeting with the engineers is tomorrow, Thursday 8/19.

Septage Grit Removal

Our meeting with the engineers is tomorrow, Thursday 8/19.

Sludge Dryer

The Town has reached out to us again with concerns about the quantity of sludge we are hauling to the Conway landfill. They have asked us again about the possibility of installing a sludge dryer to reduce sludge volume and make it easier to handle. This has also been added to our agenda for the meeting with the engineers on the 19<sup>th</sup>.

Eastman Road / East Conway Road Water/Sewer

I am attending the public hearing for the Town's use of ARPA LFRF funds Tuesday night (after I send this). I will have an update during the meeting Wednesday.

Distribution System Improvements

I met with our engineer last week to discuss. They are putting together a draft scope/fee for design.

Chemical Storage Redesign – Well 3/6

I met with our engineer last week to discuss. They are putting together a draft scope/fee for design.

**Solar Project Closeout**

In this check run, you have the final two invoices for the solar project. All told, we came in \$3,000 under budget. Site work for the project ended up being considerably more than anticipated due to the stormwater controls that had to be designed in for the Alteration of Terrain permit and I want to thank ReVision Energy for working with the Precinct to reduce costs in other areas so that we could bring the project in under budget.

There is still one non-project related cost that will come up in the future: we've opted to have the original solar panels tied into the online monitoring system as well so that all of our solar information is in one place. I'm still waiting on costs/timeline for that additional work but I'll keep you posted.

**NH Electric Co-op Refund**

NHEC's board recently voted to return a portion of revenue accumulated above and beyond anticipated margins. This is one of the advantages to being a member of an electricity co-op rather than a private corporation. We're slated to receive \$6,256.30 in capital credit which will help offset our electricity expenses.

We will also be receiving \$10,640 for Q1 & Q2 Renewable Energy Credits (RECs).

**GPS Unit Purchase**

A few years ago I started looking into purchasing a GPS unit for the Precinct. This unit would be used to collect location information for our "horizontal" infrastructure – things like hydrants, manholes, valves, etc. What I initially learned is that there are 2 parts to high-accuracy GPS work – the GPS equipment itself, and the satellite/computer network that process the GPS data accurately. In general, you purchase equipment up front as a one-time expense, but pay for the satellite/computer network portion as part of an annual subscription. My research ended up connecting me with the people at Leica – a company that both makes GPS units and provides GPS services. It turns out they were looking for a suitable host site for one of their satellite base stations in the Conway area, and the Precinct entered into an agreement with Leica SmartNet to host a base station in exchange for two free SmartNet subscriptions. After working for the last year plus to get Leica to swap one of the free subscriptions for an equipment setup, I'm at the point now where I don't think that's going to happen.

The good news is that the free subscription saves NCWP more than \$2,500 annually. The not as good news is that we need to purchase our own equipment. I've received a quote from Maine Technical Source for a high-accuracy Leica GG04 unit that will integrate seamlessly with our existing ESRI GIS data. The cost for the unit and accessories is \$9,905.57. I'm hopeful we'll be able to make the equipment interface with our existing Microsoft Surface tablets – if not, I'll likely need

to purchase an additional iOS based tablet (Apple iPad). To be safe, I would recommend approving up to \$11,000 for the total setup.

Given the exceptionally strong revenues we're seeing in water and sewer this year, my intention is to purchase this Leica GPS unit and accessories out of the water and sewer operating budgets.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to approve \$11,000 for the total setup cost of the Leica GPS & Accessories, to be paid for out of the Water and Sewer Enterprise Funds.**

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

### **Village at Kearsarge Sewer**

I met with staff from HEB Engineers to discuss engineering options for the potential next phase of the Village at Kearsarge Sewer project. After discussion, it was determined that at this point a preliminary engineering study makes the most sense. This preliminary study will look at existing topographical information and provide scenarios and conceptual level costs for different sewer collection and pumping alternatives (for example: should the sewer be in the road or cross country? Should we try to get gravity flow down to Intervale Cross Road via private easement or pump up to the new sewer mains just installed last year? Etc.). Doing this sort of evaluation up front will allow us to evaluate multiple options for feasibility and cost, and potentially present voters with a much more comprehensive proposal at annual meeting.

The cost provided by HEB Engineers to do the preliminary design is \$5,750. I recommend that the Commission approve this sum to be transferred from the Sewer Infrastructure Capital Reserve Fund for this purpose.

**Motion of Commissioner Nelson and Seconded by Commissioner Porter to allow HEB to move forward with the preliminary design of the Village at Kearsarge Sewer Project in the amount of \$5,750 to be paid out of the Sewer Infrastructure Capital Reserve.**

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

I have also been in touch with a representative from the Kearsarge Condo Association. They are concerned with the cost of a project like this and have asked about options/resources for financing.

*The Commissioners were opposed to the idea of financing the project because all other members of the Precinct have had to meet the same obligations. Robert T. Anderson said that if they decided to move forward with that, he would bring the Commission his bill for when he had to have the same work done.*

### Signing of Checks

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

- a. Payroll Checks dated 8/19/2021
- b. Accounts Payable Checks dated 8/19/2021

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

Non-Public Session

Motion of Commissioner Nelson and seconded by Commissioner Porter to enter Non-Public Session at 10:45 AM.

*RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

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

Roll Call Vote:

John Santuccio	Yes
Suzanne Nelson	Yes
Robert Porter	Yes

Commission returned to public session at 11:05 AM.

Motion of Commissioner Nelson and seconded by Commissioner Porter to seal the minutes of the Non-Public Session, because it is determined that divulgence of this information would affect adversely the reputation of any person other than a member of this board.

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

Roll Call Vote:

John Santuccio	Yes
Suzanne Nelson	Yes
Robert Porter	Yes

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 11:06 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary