

Board of Commissioner
Minutes
August 21, 2019

The Commissioner's meeting convened at 10:00 a.m. in the meeting room at the North Conway Water Precinct Office 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Superintendent Jason Gagnon, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Call the Meeting to Order

Meeting called order by Chairman John Santuccio at 10:00 a.m.

Public Hearing(s)

There were no public hearing at this meeting.

Minutes

Motion of Commissioner Nelson seconded by Commissioner Porter to accept the August 7, 2019 public minutes as written. Motion carried by voice vote 3-0-0.

Fire Department
(Copied from Chief's Report)

Membership:

37 Members

One new applications at this time.

Personnel:

3 members on leave at this time

Training:

Department Training. Will be doing relay pumping.

Engine 3 & Engine 1 Trained on drafting and relay pumping in Birch Hill; this worked well.
Rescue Training: Trained throw water rescue ropes

Department Activities

Cranmore Kearsarge Brook Condo's Phase 2 ground breaking on Tuesday. This phase is 19 units. The first phase was 18 units and they are 100% sold. The second phase has 7 units under agreement.

Working with Settlers Green on their propane tank and piping issues. The 30,000 gallon tank needs work and some of the underground piping needs to be replaced.

Discussion: Chief Preece stated Settlers Green came to terms with North Conway Fire Department relative to the underground propane tanks. The underground tanks will be replaced with above ground tanks located in the area of Old Navy.

Emergency Calls:

The fire department has responded to 50 calls for the month of August. The department has responded to 757 calls year to date for 2019

Apparatus / Trucks:

Engine 1 ac unit is not working properly. Tower 2 the parts has come in for the lift cylinders. We are working with Desorcie to get this work done. New department pick-up truck is in a goes to OME on Friday to have the lights and radio installed.

Discussion; Chief Preece will coordinate with Superintendent Gagnon to have the repairs to Tower 2 done at the Precinct Garage.

Equipment Issues:

SCBA Compressor need a valve replaced, we cannot do this it has to be a certified tech which will be here on Friday to do the work.

All air pack passed its annual flow test with no problems.

SCBA Compressor placed its air quality.

ESO the Firehouse Software is all installed and working properly now.

Discussion: Chief Preece stated the SCBA Compressor passed its air quality test and the repairs to the valve will be done by a certified technician on Friday,

Purchase for New Equipment:

Old Business

There was no old business discussed at this meeting.

New Business

Commissions Report/Superintendent's Report

Superintendent's Report (copied from the Superintendent's Report)

Fee Proposal

Attached is a proposed updated schedule of fees for the Precinct. As discussed last week, the proposed changes are:

- Fees for Online Bill Pay have been incorporated into the existing returned check fee, which has been renamed "Returned Payment Charge".
- A new charge has been added for repeat final read requests. There will continue to be no charge for an initial final read request – these charges will hopefully serve as a deterrent to multiple requests for final reads for a single property transfer.
- A "Cellular Meter Connectivity Fee" has been added at the rate charged to us by the meter provider, \$0.89/month per meter.

Discussion: Superintendent Gagnon reviewed the above fee proposals from the Board Meeting on August 7, 2019. This new fee will apply to repeat final reads. The Cellular Meter Connectivity Fee will be for commercial customers. However, this fee may apply to residential customers if they opt to have cellular meter. A public hearing will be scheduled for September 4, 2019 for public input to the new fees.

Town of Conway - Sludge Disposal at Landfill

We received a letter from the Town of Conway regarding the disposal of WWTF sludge at the Town landfill. The Town is experiencing difficulty with handling the WWTF sludge and has expressed concern about both the odor and water content of the sludge. I have been working with Paul D. to work through this issue and there are a few handling/delivery changes we're planning to try in order to make sludge disposal work at the landfill. As Paul outlines in his letter, there is the real possibility that sludge disposal at the landfill may no longer be feasible. We will continue to monitor the sludge situation at the landfill, and in planning for the 2020 budget I will be sure to plan for the potential extra cost of sludge disposal with the goal of offsetting that cost with revenue from continuing to accept town landfill leachate.

Discussion: Superintendent Gagnon reviewed the letters (copies attached) from Town Engineer Paul DegliAngeli reference the issues the town is experiencing with the sludge. Superintendent Gagnon is working with Town Engineer to try and make this work. However, there is the possibility the town may not be able to accept North Conway Water Precinct sludge in the future. Superintendent Gagnon stated he has looked into taking the sludge elsewhere and he has RMI (Resource Management) in the Plymouth area is the least expensive at half the cost of Waste Management in Rochester. Superintendent Gagnon has not heard back from Cassella in Bethlehem and Barberry in Berlin is not interested. The cost to the Precinct will be approximately \$200,000.00 to send septage out of town. Commissioner Nelson questioned if they would pick it up and the answer is yes. Superintendent Gagnon explained we could upgrade our truck and haul it ourselves. Superintendent Gagnon explained we would pay by the ton and the transportation costs can be variable due to fuel costs. Our old system the Precinct used lime to stabilize the smell at a cost of \$180,000.00. Now we don't use the lime and save the \$180,000.00 but the cost to haul it maybe \$200,000.00. If we cannot haul septage to landfill then we would consider charging the Town of Conway to accept their leachate. This revenue stream would offset the cost to haul it elsewhere.

Wright-Pierce Flushing Proposal

Also attached is the proposal to develop a flushing program for the Precinct water distribution system as part of the Water Asset Management Grant through NHDES. In negotiating scope with Wright-Pierce, it became clear that the project would not fit within the AM Grant budget. In the AM Grant, we had budgeted for \$17,000; the recommended project scope comes in at \$27,500. Because this is an important project for the long-term health of our distribution system and water quality, I am recommending that the Precinct approve this expanded scope

of work and end up with a complete flushing program. I will be able to cover the remaining \$10,500 in fees out of the operating budget from SCADA work that can be pushed out into future years.

Discussion: Superintendent Gagnon explained maintaining the health of our distribution system washes out all the items that could contain bacteria and anything that could clog the pipes. Superintendent Gagnon asked our engineers Wright Pierce to give us a quote to include this item – the quote is \$27,500.00. We had budgeted \$17,000.00 for Scada work that could be pushed off to a future date. This would be done hydraulically and give the precinct a hydraulic model. This insures our water quality is where it should be.

Motion of Commissioner Nelson seconded by Commissioner Porter to start on the Wright Pierce Flushing Project at a cost of \$27,500.00 with \$17,000.00 coming from the Asset Management Grant and the remaining \$10,500.00 to be funded from the water operating budget. Motion carried by voice vote 3-0-0.

Village at Kearsarge:

Superintendent Gagnon stated not on his report is the update for the tree removal at the Village of Kearsarge. The RFP (Request for Proposal) for tree removal in the Village of Kearsarge will be going out this week. The easements have been finalized awaiting signature. The remainder of the project will be bid in November.

Fuel Station:

Superintendent Gagnon explained the NHDES would pay for the cleanup for a registered site. We have \$60,000.00 in cleanup cost. The Precinct needs to install a registered tan site and work to make sure we are compliant. We have received a proposal from Eastern Propane (formerly Jesse Lyman Inc.) for \$48,000.00 for new tanks that are fire rated, new pump and all intergraded card system.

Motion of Commissioner Porter seconded by Commissioner Nelson to authorize Superintendent Gagnon to sign the Eastern Propane Contract in the amount of \$48,374.00. Motion carried by voice vote 3-0-0.

Committee Reports /Reports

Commissioner Nelson updated the Board on the Fire Department Expansion Committee. Project Manager Alan Clark brought a lot of picture of other fire stations and the committee went over them and picked out different things to give them an idea where to start. The next step will be putting together an RFP for an architect. The committee is looking for a building that will blend in to the

village and surrounding buildings. Commissioner Nelson explained it will not be a Victorian. Superintendent Gagnon explained it needs to be in the same character of North Conway Village. Commissioner Nelson explained it will be unique and beautiful.

Other Business

Public Comment

There was no public comment at this meeting

Signature Documents

The Board of Commissioners signed the deposit forms for the following capital reserve funds:

Commissioner Nelson motioned and Commissioner Porter seconded the following deposits to the Capital Reserve Funds and to sign the applicable deposit forms. Motion carried by voice vote 3-0-0.

2019 Appropriation to the Water Infrastructure Capital Reserve in the amount of \$20,187.00
2019 Appropriation to the Sewer Infrastructure Capital Reserve in the amount of \$80,052.00
2019 Appropriation to the Water Vehicle Capital Reserve in the amount of \$30,000.00
2019 Appropriation to the Sewer Vehicle Capital Reserve in the amount of \$30,000.00
2019 Appropriation to the Fire Equipment Capital Reserve in the amount of \$190,000.00

Signing of Checks

Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:

Accounts Payable dated 8/22/19
Payroll dated 8/22/19

Motion carried by voice vote 3-0-0.

Non Public Session

Adjourn

Having nothing further to come before this public meeting, **Motioned by Commissioner Nelson seconded by Commissioner Porter to adjourn this public meeting at 10:34a.m. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in cursive script that reads "Kristine M. Cluff".

Kristine M. Cluff
Recording Secretary