

Board of Commissioners
Minutes
August 30, 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 James Umberger

Forrest Bell

Commissioner Suzanne Nelson (Via Telephone)

Mark Dindorf

Superintendent Jason Gagnon

Recording Secretary Hannah Andersen

Fire Chief Chad McCarthy

Call Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Umberger to approve the Public and Non-Public Meeting Minutes from 8/16/2023.

Motion carried by a 2-0-0 voice vote.

Fire Department

Membership:

39

Personnel:

No change.

Training:

Department Training: Forcible entry, hose line movement.

Tower Two Training: Search and Rescue obstacle course.

Rescue Training: Auto extrication.

Department Activities:

Place of assembly inspections and life safety inspections on going.

Non-precinct area fire and rescue protection agreement.

2024 Non-Precinct Fire Contract will be sent to the Commissioners to approve at the next meeting.

Emergency Calls:

The fire department has responded to 155 calls for the month of August 2023.

The department has responded to 1,061 calls this year to date for 2023.

Apparatus / Trucks:

15R2 is out of service for a recall. Hope to have it back this week. The manufacturer takes care of all the expenses.

Commissioners Reports / Superintendent Report

Saco – Swift Rivers Corridor Management Plan

Forrest Bell of FB Environmental and Mark Dindorf of the Swift-Saco Rivers Local Advisory Council presented present on the Swift-Saco Rivers Corridor Management Plan developed over the past couple of years.

Mark Dindorf talked about the goal of this initiative is to have corridor towns incorporate the Swift-Saco Rivers Corridor Management Plan it into their master plan, if it's possible to incorporate. The Guidance Document serves as a tool for uniform decision making throughout the whole corridor as uniform protections aren't currently in place.

Forrest Bell went over the Key Threats (Flooding, Encroaching Development, Riverbank Erosion, Water Quality Degradation, Recreational Overuse) to the rivers at the moment. He went over the results of the Community Survey they conducted and many of the respondents were in overwhelming support of building requirements, zoning requirements, Septic System Ordinances, Permanent protections for flood plains.

There was a brief conversation about a NHDES waiver application for NHDOT to use Round Up to control invasive species, including around stream / river crossings, bridges, culverts etc., and who the Precinct could respond to about the scenario. Moving forward, the Precinct was encouraged to go to planning board meetings and zoning meetings to make sure we advocate regionally.

More information on the Swift-Saco Rivers Corridor Management Plan available at: sacoswift.org

Project Status

Asset Management – Traditional Asset Management

We met with Raybern on Monday to go over the plan for implementation. Now that we're back at full strength on the water side and have a full staff in the Admin we're ready to keep moving forward.

Raybern will be reaching out to Lumin do determine what deliverables are and what the next phase is going to look like.

Landfill Leachate

The review committee has selected the following firms to interview on September 20th: Arcadis, Black & Veatch, Hazen and Sawyer, and Brown and Caldwell. Interviews will be done in person at NCWP offices beginning at 11:00AM on the 20th.

WWTF Aeration Upgrades

No change. Pre-selection packages are just about ready to be submitted to manufacturers for pricing.

Shout out to the WW Team who are active in the process and coming up with ways to make the project more efficient.

Cranmore-Artist Falls Water Main

Now that the easements are finalized, we're ready to go with the initial section off Skimobile Road. I have final plans from Wright-Pierce, which have been provided to Rotten Rock for pricing. I hope to have pricing to approve at Wednesday's meeting.

Motion of Commissioner Nelson and seconded by Commissioner Umberger for Superintendent Gagnon to accept the bid from Rotten Rock in the amount of \$47,525 without going out to bid.

Motion carried by a 2-0 voice vote.

Country Road Sewer

After reviewing the latest design iteration and receiving preliminary feedback, it makes sense to stick with the design iteration that was presented at the last neighborhood meeting. I believe we had good buy-in from the majority of residents and there's no need to try and overthink the design any further. We will work with HEB to get final design plans moving in anticipation of a winter 2023-2024 bid and a 2024 construction season.

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.

Well 3 VFD

The new wireless communication devices were installed. We're currently working through SCADA programming issues in order to get things working correctly.

Intervale Land Purchase

A closing date of August 28th has been identified.

Big Ticket Item – *Water Leaking Backwards at 4 + 5 through Well 4. Submersible – Motor, Pump, Check Valve under water. Barrie Miller pulled pump, motor, and check valve. Pump and the Motor are in rough shape as well. We've far exceeded the useful life but Well 4 is our highest producing well, so it's especially important for the busy seasons.*

They will be doing maintenance work on the pump and motor. It should have been planned before now, but it wasn't broken, and we were busy, but we could be in the \$100,000 range to fix it. We may need to take it from Fund Balance.

Thanks to Hannah for the work she's done compiling information for the rate study.

Jason will be reaching out to Debbie Jones to see what a maintenance agreement for Sawmill Lane may look like.

Signing of Checks

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

- a) Accounts Payable Checks dated 08/31/2023.
- b) Payroll Checks dated 08/31/2023.

Non-Public

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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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| Jim | Y |
| Suzanne | Y |

The Commissioners returned to public session at 11:15AM.

Motion of Commissioner Nelson and seconded by Commissioner Umberger to grant two additional paid bereavement days to Deborah Stone as outlined in Article 9.2 of the Agreement between NCWP and the SEIU.
Motion carried by 2-0 voice vote.

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Umberger seconded by Commissioner Nelson to adjourn this public meeting at 11:16AM.
Motion carried by 3-0 voice vote.

Respectfully,



Hannah Andersen
Recording Secretary