

Board of Commissioners
Minutes
August 31, 2022

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 Chad McCarthy, 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 17, 2022 and the Non-Public Meeting Minutes from August 17, 2022.

Motion carried by 3-0-0 voice vote.

Fire Department

Membership:

40 Members

We added 1 new member to the department this month.

We will be added 2 new members to the department in September.

Personnel:

The 2 members taking the FF2 class have started and doing well.

Assistant Chief's job posting.

Training:

Department Training: Ground Ladders and Sprinkler system training.

Tower 2 Training: Ladders with Rescue through windows.

Rescue Training: Below grade Rescue in hose tower

Department Activities:

Place of assembly inspections and life safety inspection on going.

Emergency Calls:

The fire department has responded to 122 calls for the month of July

The fire department has responded to 127 calls for the month of August

The department has responded to 905 calls year to date for 2022

Apparatus / Trucks:

The new Rescue truck is attentively scheduled for December.

Equipment Issues:

OME installed the antennas on the tower at the Cranmore suite.

Have not heard from Insurance Company on the equipment that was lost in the Red Jacket fire.

Purchase for New Equipment:

John Ricci was here on Friday to look at the A/C job. He will be getting it done.

New Business

(Superintendent's Report)

Project Status**N-S Road Water Main**

We have received the reimbursement from the Market Basket developer for the portion of new water main adjacent to the new roundabout in the amount of \$61,357.34.

The Town has asked the Precinct to replace a portion of the existing fence at the end of Hemlock Lane. The fence needed to be removed in order to install the water main because the original layout would have crossed a small portion of private property that was not known about originally. The work has already been done as far as I know. The cost of the change order is \$7,409.50. This amount should be able to be absorbed within the operating budget.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Change Order in the amount of \$7,409.50.

Motion carried by 3-0-0 voice vote.

Asset Management

While going through the grant paperwork for the energy efficiency portion of this year's asset management grants, I checked in with the solar company who provided the estimate for a small rooftop array. It appears that there may be federal money for solar arrays available to municipalities in the new Inflation Reduction Act. If that's the case, we may be able to get 65% grant toward solar on the water side. I've spoken with NHDES and let them know I want to do a little more research into possibilities at Well 2 before moving ahead with our original proposal.

Well 2R

The well has been successfully integrated into SCADA and is now running on Auto as it should. We're having difficulty with one tank level sensor and APEX construction has a new one on order for us under warranty.

Sludge Dryer

No change.

Saco River Erosion

No change.

WWTF Aeration Upgrades

Because the upgrades will provide anticipated energy savings over the “do nothing” alternative, we have been working to secure grant funding for energy efficiency. Earlier in the year we received word from NHDES that the project will receive an additional \$200,000 in Energy Audit Measure Implementation funding and just yesterday NH Electric Co-op informed us that they will also contribute \$40,000 to the project. This brings the total project grant to \$1,346,300 – more than 45% of the total estimated project cost. We are also likely in line for additional grant funds thanks to the impact of septage on project need, perhaps as much as an additional 10% of total project cost, potentially bringing the total grant on the project into the 50% - 55% range.

Cranmore-Artist Falls Water Main

I have received conceptual approval from all landowners along the proposed water main route. Wright Pierce has provided an agreement to move forward with the next phase of design. At Annual Meeting, it was anticipated that the Precinct would be using funds from Capital Reserve to fund design work for this (and other) projects. As it stands now for this project, it's not looking likely that we will get SRF funding and so those design funds are unlikely to be reimbursed. However, paying for the design in-house like this *does* help us out with our application to the Trust Fund by showing a commitment to the project via financial “skin in the game”. The cost of this next phase is \$88,400 and it is my recommendation to use Capital Reserve funds to keep the project moving.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the funding of \$88,400 to come from the Capital Reserve for the next phase of the Cranmore Artist Falls Watermain Project and authorize Jason Gagnon to sign the contracts.

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

Country Road Sewer

No change.

Pine Hill Franchise Area

Late today I received the DRAFT petition for the franchise area from the Precinct's attorney. I will be reviewing over the next week or two.

PFAS Sampling

We are collaborating with NHDES on a wastewater PFAS sampling program. Today and tomorrow, NHDES staff will be working with Precinct staff to sample wastewater at various points in the treatment process and collection system. There is no cost to the Precinct for this sampling program.

457(b) Benefit Program

I have done a bit more investigation into the possibility of adding a 457(b) retirement program into the Precinct. For background purposes, it was proposed that we look into options for providing some sort of post-retirement benefit for employees not eligible for the retiree health care benefit.

A 457(b) is similar to a 401(k) but set up specifically for state and local government employees. There are a number of national providers for these programs and many municipalities make use of them in addition to participation in the NH Retirement System. There are several different ways in which they can be set up, with contribution amounts, pre/post tax designation, and vesting requirements unique to each municipalities need. Perhaps the greatest benefit to the municipality as compared to the retiree health insurance is that contributions are made upfront at a known cost in the 457(b), as opposed to the retiree health insurance which is a future financial liability of unknown amount.

If the Commission is interested in pursuing this further, I can contact a 457(b) provider and set up an informational session.

Superintendent Gagnon will look deeper into the option of offering a 457 (b) to employees without retiree health insurance and invite a firm to come in and explain the program.

Fuel

As I mentioned last meeting, Eastern Propane is no longer in the gasoline business in the Conway area. I've reached out to Dennis K. Burke to get regular pricing quotes and it appears that their diesel fuel is more than \$0.60 cheaper than Eastern. Given our long relationship with Eastern (formerly Lyman Oil), I've reached out to our local rep to see what they can do about price. If they can't match Burke, I'm recommending we switch suppliers.

Northbrook Condos

I met with the owner's association at Northbrook Condos a week ago Saturday to discuss a plan to replace/repair/rehab their existing meter/backflow pits. The pits are classified as a confined space, and frequently full of water. This creates unsafe conditions for Precinct staff when working on meters/backflows and creates a potential cross-contamination hazard should groundwater get into the backflow device.

The pits have been a documented issue since at least 2003, when a letter was sent from Gary Chandler about the condition of the pits. My plan is to finally address this issue and see that the condo association follows through on the necessary improvements.

Signing of Checks

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

- a. Payroll Checks dated 9/1/2022
- b. Accounts Payable Checks dated 9/1/2022

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

Non-Public

At 10:30 AM there was a motion of Commissioner Nelson and seconded by Commissioner Santuccio to enter into Non-Public Session by reason of 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.

Motion carried by a 2-0 voice vote.

John Yes

Sue Yes

The Commission returned to Public Session at 11:00AM.

Adjourn

Having nothing further to come before this public meeting, Motion of Commissioner Nelson and seconded by Commissioner Santuccio to adjourn this public meeting at 11:00AM.

Motion carried by voice vote 2--0.

Respectfully,



Hannah Andersen
Recording Secretary