

Board of Commissioners

Minutes

December 23, 2020

The Commission meeting convened at 10:00 AM virtually —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, Fire Chief Patrick Preece, Superintendent Jason Gagnon, 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 and Non-Public Meeting Minutes (a, b & c) from December 9, 2020.

Motion carried by voice vote 3-0-0.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

No new applications at this time.

Personnel:

2 members on leave at this time

Training:

Department Training. We will be doing remote training using WebEx. Power point on ladders

Tower 2 Training: Will did search and rescue power point. Mark Ewing did a great job with that.

Rescue Training: Will did basic body anatomy lesson remotely.

Department Activities

Performed site plan review for a lot subdivision on Kearsarge Road to a lots.

Performed site plan review for Memorial Hospital Ortho Building located the old 1 2 1 building

Both site plans approved as drawn.

Very busy working the State of New Hampshire on a plan to vaccinate our first responders.

Emergency Calls:

The fire department has responded to 40 calls for the month of December 12/12/20

The department has responded to 1,138 calls year to date for 2020

Apparatus / Trucks:

Car 1 needs a new timing sensor and timing belt, the parts have been ordered (back ordered) still waiting

Norcross Circle:

1. Blocks walls are all complete.
2. Steel Frame is all installed; they are now working on the brick shelf which holds the granite to the building.
3. Masons have started laying bricks on the west wall, north wall and south wall. The bricks looks really good you are going to be very happy with it.
4. The Plumbers is almost complete with the rough in of the pipe.
5. Wall framers have been working on the interior wall framing they have only two walls left to frame.
6. The roofers have installed all the roof material. Just a couple of days of detailing work left.
7. Electricians working on rough wiring in the admin offices, Deacon and apparatus bays.
8. Sheetrock has been started in the Deacon area.

Over all the project is moving along nicely.

Merry Christmas to everyone

New Business

(Superintendent's Report)

Wells 4 & 5

The Precinct's Wells 4 & 5 are located in the floodplain south and east of the Intervale Scenic Overlook on Route 16. Attached to this report is a figure showing the location of the wells relative to the treatment building and existing stream/river crossings.

We currently access the wells for maintenance/repair via a 110-year-old concrete arch bridge to the south of the wells, approximately behind the Moat Mountain Brewery. The land on either side of this bridge is privately owned, although the Precinct does have a right of way for access. I have so far been unable to identify who owns the bridge – most people I've talked to think the Precinct owns it, but that's very unlikely given it was constructed only 5 years after the Precinct was founded and 70+ years before the Precinct had wells/property in the area.

Historically, large, heavy equipment has used the bridge without any issues, but the bridge is showing signs of age and deterioration and if the bridge were to fail the Precinct could have some level of liability. Because of this visible deterioration (and the critical necessity of maintaining access to the wells), the Precinct retained HEB Engineers to perform a Bridge Condition Assessment. HEB's report is attached. In a nutshell, HEB recommends limiting vehicle weight to 8 tons on the bridge based on their inspection. This is not sufficient to allow Precinct equipment or well service vehicles to cross.

I have ordered bridge weight limit signs which we'll install on either side of the bridge to reduce Precinct liability. I am also going to begin the process of looking into options to make sure we do have reliable, safe access to our wells as needed. It's still very early on, but my plan is to look not only at this location, but also at the location of the existing pedestrian bridge a bit further north adjacent to the Well 4/5 Treatment Building. I've had preliminary discussions with Jeff Sires from HEB Engineers about the possibility of some level of recreation funds being available for a new bridge if it serves an existing recreation corridor, which this does as a XC ski trail in the winter months.

Replacement WWTF Lawnmower

The original mower came with the WWTF when it was built in 1997 (from what I've been told) and met its maker earlier this year after a few repair attempts. The old mower cracked along the hydrostatic drive housing which more than one Kubota dealer told us was not repairable. Pricing was solicited for a replacement for the Kubota commercial lawn mower for comparable commercial units. Given the upcoming solar expansion and corresponding increase in area to be mowed, we only considered heavy duty commercial type mowers. After discussion in-house and with dealers, it was determined the front-mount mower would be the best choice. The two mowers that best meet this spec are the John Deere and the Kubota. The bid tab is attached – the Kubota was slightly less – as is the product brochure for the Kubota.

I had held off on purchasing the replacement mower given budget uncertainty due to COVID. We're at a point now where I'm comfortable going ahead and purchasing the mower. With your approval, I'll sign and submit the purchase order.

Motion of Commissioner Nelson and seconded by Commissioner Porter to purchase the Kubota mower for \$19,500.

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

Well #2R Project Update

NHDES has reviewed the bid package submission from the Precinct's engineer and we have the OK to put the project out to bid. We estimate the bid being posted on January 11th. We should have pricing back by the middle of February and anticipate a spring start to the project.

Solar Project Update

GT Burke continues to work on the site grading. We had a minor schedule setback with last week's snow, but the latest update from Revision is that they expect the array to be up and running by the end of February assuming NH Electric Co-op can complete their pole work by then.

Village at Kearsarge Water & Sewer Update

We have received the final balancing change order from HEB Engineers for the Kearsarge water and sewer project. All in all I think the project was successful – we were able to use a local contractor who did a great job with the work, and we came in \$5,597 under the contract price.

Christmas Holiday

Crews will have Thursday and Friday off this week for the Christmas holiday and Friday next week for New Year's Day. Precinct offices will be closed on those days. I hope everyone has a happy, healthy, and fun holiday season.

Signature Documents

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the 2021 CBA Memorandum of Agreement, 2021 Superintendent Contract, 2021 Chief Operator Contract and the 2021 Business Administrator Contract.

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

Signing of Checks

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

1. 2020 Merit Payroll Checks dated 12/08/2020
2. 2020 Elected Official Payroll Checks dated 12/21/2020
3. 2020 Vacation Buyout Checks dated 12/22/2020

4. 2020 Payable Checks dated 12/23/2020
5. 2020 Payroll Checks dated 12/23/2020

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 11:55am.**

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary