

Board of Commissioners
Minutes
December 8, 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 Robert Porter, Superintendent Jason Gagnon, Fire Chief Pat Preece, and Recording Secretary Hannah Andersen were present in person, with Commissioner Suzanne Nelson attending virtually.

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 November 23, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

Membership:

39 Members

Personnel:

2 members on leave at this time

Training:

Department Training. We removed all the hose from Engine 1 and Tower 2; this allowed us to check the hose numbers and also is good for the hose to put the top hose on the bottom.

Tower 2 Training. Chimney Fires and aerial operation along with setting the truck.

Rescue Training. Annual NCCP Refresher Training over the month of November and December is ongoing we have 4 more hours to complete the refresher.

Department Activities:

Alpine Place 12 unit apartment building phase 2 Building 1 should be complete by the end of the week and we will be doing the testing and inspections.

Performed the site plan review for 1657 White Mountain Highway the former Friendly site.

Emergency Calls:

The fire department has responded to 108 calls for the month of November

The fire department has responded to 22 calls for the month of December

The department has responded to 1,231 calls year to date for 2021

Apparatus / Trucks:

Engine 1 module has arrived in Vermont; should be installed over the next couple of weeks
Engine 4 rear heater motor has stopped working; Desorcie will make the repairs over the next couple of weeks when they fix engine1.

Equipment Issues:

Propane leaks have been repaired.

The heating system has been repaired factory reps. Made changes yesterday.

Purchase for New Equipment:

Fire Station AC pricing still waiting for the manufacture to get back to the vendor

New Business

(Superintendent's Report)

2021 Budgets

We are now more than 90% through the year, and I wanted to provide an update on where 2021 spending stands. We are looking good on both the water and sewer side, with sewer expenditures at about 86% of budget and water expenditures at about 77% as of the beginning of December. Revenues also look strong, likely exceeding projections for the year. If trends continue toward year end in the water fund, I will likely ask for approval to purchase additional water main for the N-S Road looping project.

Well 2R Project

Work is continuing inside the building. Most of the process piping is in, the grating around the tank area is in, and electrical and plumbing work are in full swing. We have submitted our first disbursement request in the amount of \$539,239.27 to NHDES.

North-South Road Water Main

Coleman is set to begin laying out their work on the MWV Rec Path. Once that happens, we'll be using HEB Engineers (to piggyback their work for the Town verifying Coleman's layout) to also lay out our proposed easement in the NHDOT Bypass corridor. With luck, that process will be done quickly enough for the easement to be finalized and Coleman to begin work of installing water main approved in the 2021 budget soon thereafter.

Water Rules & Regulations Update

No change – I'm waiting on the review from the Precinct's attorney and hope to have a reviewed version to discuss soon.

Conceptual Projects Update

Sludge Dryer

Wright-Pierce has prepared the draft agreement, which is being reviewed by NHDES. We are making sure that we follow the NHDES pathway so that these costs can be reimbursed in the future should we move forward with, and get funding approval for, the project.

We had a good call with NHDES staff about this project last week. Sludge Dryers are a “hot topic” in NH right now. Lots of municipalities are interested in them, but there has yet to be a full scale install anywhere in the state. What this means is that NHDES considers sludge dryers to be an innovative technology and will be much more involved in the project should it move forward.

Of course, a big part of whether or not we decide to move the project forward will be the financial return. We have stressed this with our engineers and that will be a focal point of this first phase of their work.

ARPA Funding Update

We have received notice from NH DES of ARPA related funding. On the wastewater side, our Treatment Capacity Evaluation and Aeration Upgrade project is eligible for a \$1,306,300 in total grant and principal forgiveness (out of an estimated \$2,990,000 cost). That includes \$409,300 in SRF principal forgiveness and \$897,000 in ARPA grant – a total of 43.7% of overall project cost.

On top of that, the project also qualified for up to \$100,000 in ARPA grant funds for this initial planning phase. This should not only cover our existing conceptual engineering contract with Wright-Pierce, but potentially allow us to expand the scope of the pre-engineering work if needed at no cost to the Precinct.

Asset Management

We continue to investigate CMMS (Asset Management) software, with another couple of demos scheduled over the coming weeks. In addition, NHDES is having an Asset Management workshop on the 16th focused especially on CMMS software options that I will be attending.

We are also continuing to work with our consultant to build out the GIS infrastructure needed to begin collecting data ourselves in the field and should have this ready to go by end of year.

There was a discussion about the days that the Precinct would close for Christmas and New Year’s Day because both holidays fall on a weekend day this year.

Motion of Commissioner Nelson and seconded by Commissioner Porter to set the Precinct's 2021 Christmas Holiday Closure as December 24th - December 27th and to leave the choice of the 2022 New Year's Day Holiday up to employee discretion, to be taken on either December 31st or January 3rd.

Motion carried 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:

- a. Payroll Checks dated 12/09/2021
- b. Accounts Payable Checks dated 12/09/2021
- c. Merit Checks dated 12/09/2021
- d. November Callfire Payroll Checks dated 12/07/2021
- e. Sick Time Buy Back Checks dated 12/8/2021
- f. Elected Official Payroll Checks dated 12/06/2021

Motion carried by voice vote 3-0-0.

Non-Public

Motion of Commissioner Nelson and seconded by Commissioner Porter 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 3-0-0 voice vote.

John Yes

Sue Yes

Bob 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 10:20 AM. Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary