

Board of Commissioners

Minutes

December 09, 2020

The Commission meeting convened at 10:00 AM 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 from November 25, 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 did remote training using WebEx. Topic was COVID and the Mask Mandate.

Tower 2 Training: Will be WebEx needs to be set up

Rescue Training: Will be WebEx needs to be set up

Department Activities

Emergency Calls:

The fire department has responded to 84 calls for the month of November

The fire department has responded to 20 calls for the month of November

The department has responded to 1,115 calls year to date for 2020

The department responded to 2 structure fires in the past week.

1. Fire at the Holiday Inn Express; the fire was contained to of room origin and the contents.
2. Fire at 555 Kearsarge Road; the fire was contained to the room of origin and the contents.

The firefighters on both structure fires did an outstanding job.

Apparatus / Trucks:

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

Norcross Circle:

1. Blocks walls for the Hose tower, EMS Storage room and Workshop are complete. The mason has started on the block on the front of the apparatus bays.
2. Steel Frame work is progressing well; 1 week left on the detail work.
3. Masons have started laying bricks on the west wall; they are up about 15 feet and looking good.
4. Plumbers is working on the drains and running water pipes.
5. Wall framers have been working on the interior wall framing.
6. The roofers have the apparatus bay and admin. roofs on. They will be back on Monday the 30th to work on the deacon roof.
7. Electricians working on rough wiring in the admin offices.

New Business

(Superintendent's Report)

COVID-19 Sick & Travel Policy Updates

Attached to this report is the most recent update to the Precinct's sick and travel policies, which now includes the Governor's Executive Order regarding masks in public places. All of our policies are intended to reduce the potential for COVID transmission to and between employees.

Precinct staff are essential public health workers delivering clean water, fire, and rescue services – it is critical that we stay healthy and able to perform our jobs.

Revenue Update

Following our November commercial billing and Q3 residential billing, I've updated our annual revenue projections for 2020. As of right now, I'm projecting total water billing to come in about \$80K +/- under projections and total sewer billing to come in \$175K +/- under projections.

Knowing early on in the year that this could be an issue, we've been proactively cutting back on expenses and as of right now it looks like we'll end up OK at the end of the year with both water

and sewer funds expected to finish the year in the black. See attached graphs and table for details.

2020 Budget Year Projections

December 8, 2020

Sewer Fund Projections

Operating Budget	\$ 1,767,078	
Projected Expenditures	\$ 1,461,000	
Projected "Under Budget"		\$306,078
Projected Additional Septage Revenue		\$10,000
Projected Sewer Billing Shortfall		(\$174,342)
Projected Net End of Year Position		\$141,736

Water Fund Projections

Operating Budget	\$ 1,198,444	
Projected Expenditures	\$ 1,048,000	
Projected "Under Budget"		\$150,444
Projected Water Billing Shortfall		(\$78,417)
Projected Net End of Year Position		\$72,027

Pine Hill Development Update

The Precinct's consultant has finished their review of existing conditions in the Eastman Road / Eagles Way area related to the potential large-scale Pine Hill development. The review has found that our existing infrastructure does have the capacity to handle their water demands and wastewater flows, with a few caveats:

□ We will be limiting the amount of wastewater sent to the Walmart pump station from the proposed development in order to reserve capacity for future development along Eastman Road and North-South Road.

□ The developer will be required to construct additional water main to the east on Eastman Road and loop that water main through the development back onto Eagles Way.

The developer is still considering how they would like to approach the portion of the development that is technically outside the Precinct boundaries. The options currently being considered are:

1. Installation of a single water meter within Precinct bounds that will feed all development outside of Precinct bounds (similar to how we bill Birch Hill).
2. Asking the Precinct to pursue a franchise area for the remainder of the development.

Solar Installation

We have finally received approval of our Alteration of Terrain permit. Gordon T. Burke is now onsite performing the final site grading, and the fencing contractor will soon install temporary project fencing and begin removal of the old fence.

Precinct Internet & Phones

At the last meeting, I presented a cost projection for phone system upgrades. I was waiting on clarification about long-distance charges with FirstLight – in their proposal, they had listed an additional charge for those calls. I was able to get them to waive the long-distance fees and now feel comfortable with the pricing. Although the initial cost of equipment purchases and setup is higher, over the long haul (after 4 years) the Northledge proposal using FirstLight is the most cost-effective solution. This is mostly due to the phone service being on-site, rather than hosted – that is, we purchase and own the software rather than paying extra licensing fees for it every year moving forward. As an added bonus, this is the same system the Fire Department is going with so we have included software/equipment that will allow paging/direct connection between Precinct offices and fire station facilities.

The up-front purchase and installation cost of \$13,830.15 is intended to be included in the 2021 budget. There is “construction” involved prior to being able to switch over – FirstLight needs to bring their fiber optic cables into the building from Rt. 16. The most efficient way for this to happen is to do the fiber construction concurrent with the fire station project. If the Commission

votes to approve the phone system switch over, that construction can begin immediately so that we are ready to switch over at the same time as the fire department system comes on-line.

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept the First Light Contract in the amount of \$13,830.15 and approve First Light to start Construction.

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

The Precinct will spend the money for the First Light contact out of the 2020 budget.

Water Asset Management – ArcGIS – North-South Road Water Main

I wanted to take a moment and show you some of the things we are able to do with our new ArcGIS software. Attached is a map showing a future new water main along North-South Road. The new main will be completed in three phases, two of which will be constructed as part of development projects (roundabout associated with Market Basket, Tractor Supply Co) and one of which the Precinct will put out to bid. The Precinct's phase will hopefully be carried in the 2021 budget to be ready for the other developments. Once these three phases are completed, we will be much closer to completing the full 12" water main down North-South Road and adding redundancy to our ability to fill Pine Hill Tank reliably.

Signing of Checks

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

1. 2020 Payable Checks dated 12/10/2020
2. 2020 Payroll Checks dated 12/10/2020
3. 2020 November Callfire Payroll Checks dated 12/03/2020

Motion carried by voice vote 3-0-0.

Non-Public Session

Motion of Commissioner Nelson and seconded by Commissioner Porter to enter 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.

Commission entered Non-Public Session at 10:44am.

Commission returned to Public Session at 1:30pm.

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 1:30 pm.**

Motion carried by voice vote 3-0-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', is written over a horizontal line.

Hannah Andersen
Recording Secretary