

Board of Commissioners
Minutes
February 15, 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 John Santuccio
Commissioner Suzanne Nelson
Commissioner Robert F. Porter
Superintendent Jason Gagnon

Fire Chief Chad McCarthy
Recording Secretary Hannah Andersen.

Call the Meeting to Order

Meeting called to order at 4:30PM by Commissioner Santuccio.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to adopt the Public Meeting Minutes from February 1, 2023 and the Non-Public Meeting Minutes from February 1, 2023.

Motion carried by 3-0-0 voice vote.

FIRE DEPARTMENT

Membership:

42 Members

Personnel:

1 member on leave at this time.

Training:

Department Training: Walk thought of the new Fairfield Inn.

Engine 1 & Engine 3 Training: engine companies will swop trucks and set up a pump relay.

Rescue Training: EMS skill stations

Department Activities:

We had 17 calls during the cold snap last week.

Proposed 2023 budget

Plans review, Place of assembly inspections and life safety inspection on going.

Emergency Calls:

The fire department has responded to 116 calls for the month of January 2022.

The fire department has responded to 67 calls for the month of February 2023.

The department has responded to 182 calls year to date for 2023

Apparatus / Trucks:

The new rescue truck has a body on it but still no delivery date.

Equipment Issues:

We have been having an issue starting Engine 1. We are working on getting it fixed.

Purchase for New Equipment:

No change.

Commissions Report/Superintendent's Report

Water Vacancy

We have decided to hold off on hiring for this position until after the new CBA is approved so that we can require the new hire to get their backflow tester license.

Project Status

Asset Management – Energy Efficiency Grant

We received one response for our solar RFP, from Revision Energy who did our new array at the WWTF. The estimated price came in \$517,674 for a 100 kW AC array, or \$5,176 per kW AC. For comparison, the WWTF array was built for \$2,359 per kW AC just two years ago. There are a couple of reasons for this, I believe: 1) Demand for new installations is projected to be incredible thanks to the IRA; 2) The Well 2R project is in the flood plain and therefore requires additional steel/engineering to elevate the panels above the flood level; and 3) The cost of everything has gone up exponentially since the beginning of COVID.

The good news, however, is that we're in line for a bunch of grant funding:

- \$200,000 from NHDES Sustainability Grant
- Minimum 30% of full project cost via Federal Direct Payment, with the potential for up to 60% if we can meet the qualifiers.

Assuming we get the minimum (NHDES grant + 30% federal), that brings the Precinct's cost down to \$162,372. If we can get the maximum (NHDES grant + 30% federal base + 10% domestic content bonus + 20% MHI based), our cost would be \$7,070. The nuts and bolts of the Federal program haven't been released by Treasury yet so it's still a bit of a moving target, but the 30% base seems solid. Note that I've rounded up to \$530,000 for the total project ask in both the Budget and Warrant Article to account for the additional cost of another directional drill under the RR tracks.

Sludge Dryer

No change.

Saco River Erosion

No change – SRF loan application is in process and nearly complete. I have received the info I needed from the Trust Fund and hope to get the application completed next week.

WWTF Aeration Upgrades

Wastewater staff and I have been working with Wright-Pierce as they begin their design work.

WWTF HVAC Loft

LA Drew's work was completed yesterday. We still have some interior piping reconfiguration to do, but that will wait until summer when we've got the heat units shut down.

Cranmore-Artist Falls Water Main

I am meeting with HEB and Cranmore Wednesday morning and will have an update at the meeting.

Country Road Sewer

Updated plans have been sent to residents. We have scheduled a second neighborhood meeting for Saturday February 25th at 3 PM at the Precinct.

Pine Hill Franchise Area

No change.

Cell Tower Site

I have a meeting with the Town Planner scheduled for Thursday morning.

Well 3 VFD

I have submitted the insurance claim to Primex and an adjuster should be coming out soon.

Backflow Testing

Last year, NCWP received a notice of non-compliance from NHDES regarding backflow testing. At some time in the past, the Precinct made the decision to stop testing fire service backflow devices in-house due to potential liability of working on sprinkler systems. At that time, it is my understanding that property owners with sprinkler systems were notified that they would be required to schedule the test and submit the results to the Precinct. Despite the Precinct not performing the tests ourselves, we are still required by law to "babysit" these devices – that is, it's our responsibility to hold property owners

accountable for the testing and then to report those tests to the State. Unfortunately, this did not happen. It came to our attention during COVID, when many backflows that were being tested were not. NHDES noticed the missing backflows and we began the investigation into just how many backflow devices were being missed. I've been working the issue from two ends – both with property owners, and with sprinkler companies who work in the Precinct. We recently sent letters out to commercial property owners who we know have fire suppression systems to get that process moving in-house. We've also reached out to individual sprinkler companies to inform them of their responsibility and set up easy reporting of results. We've had some positive movement, which is great – but we still have a bit more work to do. In another month or so, I plan another letter thanking those who've worked with us to correct the deficiency but also letting owners know that the \$1,000 per day fine from NHDES non-compliance will be charged to them if it gets to that point.

Wastewater In-House Repairs

I wanted to recognize the wastewater crew for their work replacing the WAS (Waste Activated Sludge) pumps in the basement of the process building. Their ability to do this work in-house saves the Precinct a significant amount of money over hiring a contractor.

Town of Conway Master Plan

The Master Plan Steering Committee had its first two events last week. On Wednesday, an open house was held at Tuckerman Brewing where more than 150 members of the public showed up to learn about the process and offer their input. On Thursday, the first official meeting of the Steering Committee was held. The meeting was a great starting point and I think that a great crew had been assembled to work on this massively important undertaking.

2023 Budgets

Updated budgets are attached. The one tangible new expense (other than inflationary costs) that I want to mention is that I've proposed a 30-hour administrative position. This position is proposed as a union position with benefits as outlined by the CBA. Hannah and I will discuss the need for the position in more detail at the meeting.

2023 Warrant

Attached is a draft of the 2023 Warrant. Note these numbers and text will be finalized for Budget Hearing after DRA review. They've already been reviewed by Precinct Counsel.

2023 Annual Meeting Calendar

Candidate Filing	February 8 – February 17
Petitioned Article Deadline	February 28
Budget Hearing	March 1
Annual Meeting	March 29

Signature Documents

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the transfer of \$55,988.92 from the Sewer Infrastructure Capital Reserve for the 2022 Consulting Fees paid for the Sludge Dryer Project and Aeration Project Preliminary Expenses.

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

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the transfer of \$55,717.35 from the Water Capital Reserve for the 2022 Consulting Fees paid for the Conceptual Design for the Cranmore-Franchi project and the Well 3 / 6 Chemical Storage Feasibility Study.

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

Signing of Checks

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

- a. Payroll Checks dated 2/16/2023
- b. Accounts Payable Checks dated 2/16/2023

Motion carried by 3-0-0 voice vote.

Non-Public Session

At 11:20, Motion of Commissioner Nelson and seconded by Commissioner Porter 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.

Motion carried by 3-0-0 voice vote.

John Yes

Bob Yes

Sue Yes

Motion of Commissioner Nelson and seconded by Commissioner Porter to return to Public Session at 11:37AM.

Motion carried by 3-0-0 voice vote.

John Yes

Bob Yes

Sue Yes

At 11:37, Motion of Commissioner Nelson and seconded by Commissioner Porter 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.

Motion carried by 3-0-0 voice vote.

John Yes

Bob Yes

Sue Yes

Motion of Commissioner Nelson and seconded by Commissioner Porter to return to Public Session at 12:45PM.

Motion carried by 3-0-0 voice vote.

John Yes

Bob Yes

Sue Yes

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting at 12:45PM. Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary