

Board of Commissioners
Minutes
February 16, 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 Nelson, Commissioner Robert Porter, Superintendent Jason Gagnon and Fire Chief Pat Preece.

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 February 2, 2022.

Motion carried by 2-0 voice vote.

Fire Department

Membership:

39 Members

Personnel:

2 members on leave at this time

3 Members out on COVID, they should return back this week

Training:

Department Training. We trained on Haz- Mat; we had the National Guard CST Team come up and went over their equipment and what they can offer us for a resource.

Engine 1 Training. Search and Rescue along with Air Pack Training

Rescue Training. Below grade rescue along with confine space training

Department Activities:

2022 draft budget is complete and will go over at the meeting.

Increase in technology for Northledge services

Increase in supplies

Postage has gone up

General Wage is normal CBA raise

Increase Call base wage

Part Time Wage increase

Call Coverage, no change

Overtime dropped a little bit

Insurance dropped except for retiree insurance

Station Supplies went up

Maintenance went up

*Rescue supplies went up***Emergency Calls:**

The fire department has responded to 47 calls for the month of February

The department has responded to 155 calls year to date for 2022

Apparatus / Trucks:

Rescue 2 is back Berlin City and has completed the recall work on the frame and transmission.

Covid Update:

COVID numbers in the valley continue to drop. We do have vacation week coming up in the valley hopefully we will not see a spike after the vacation week.

Commissioners would like a breakdown of the calls that come in for the month.

New Business

(Superintendent's Report)

2022 Budget Update

Attached are final proposed 2022 budgets. Brief highlights:

- Commissioners
 - Accounting/Auditing expenses continue to drop as projected
 - Added in legal expenses for 2022 CBA negotiations
 - Overall, not much change
- Water
 - Included new position "Technology Specialist" at 25% split for 8 months
 - Communications increase due to new data connections at Well buildings and a proposed radio path study
 - Electricity increases due to bringing Well 2 back online – actual cost may be lower as other wells are run less
 - Chemicals increase to account for initial caustic delivery at Well 2 and continued market instability for caustic
 - Water Distribution Supplies increase to reflect accounting practices
 - Water Distribution New Equipment increase is for N-S Road water main, much of which will hopefully be reimbursed
 - Meter changeouts still hanging around – many of the meters have been purchased, but show up under Water Distribution Supplies due to accounting practices
 - NHDES is backing up the Brinks truck this year for Asset Management grants. These numbers will be refined over the next month based on feedback from NHDES. Applications were due late this year (Jan 7), which is why we don't have the clarity we usually do at this point. This year's line includes:

- Regular asset management work up to \$100K
 - Water Audit up to \$20K
 - Strategic Planning up to \$50K
 - Energy Efficiency initiatives of \$126K
- Offset Well 2R Solar with Energy Capital Reserve to fund matching portion of solar project shown
- Vehicle Capital Reserve contribution has been increased to recommended level
- Anticipated reimbursement for N-S Road water main projects shown based on discussion with developers – not finalized yet.
- Sewer
 - Included new position “Technology Specialist” at 75% split for 8 months
 - Lease Agreements / Contracts increase due to shifting WWTF expenses into these lines to more easily track IMA shared expenses
 - CVFD Septage Share is the “credit” we give CVFD on their monthly sewer bill for their proportional share of septage revenue as defined by the IMA. As total septage revenue increases, their share increases too.
 - Electricity budget has been lowered to account for solar.
 - Plant repairs and maintenance increase due to specific projects planned, including:
 - Replacement of HVAC coils
 - Installation of 2nd clarifier automated cleaning system
 - Installation of redundancy for main mixer/aerator power supply
 - Fall protection installation and cleaning of septage storage basin
 - New Equipment line includes the HVAC loft and sludge truck replacement
 - Chemicals increase due to rapidly increasing cost of dewatering polymer and addition of soda ash for alkalinity
 - Pump Station Communications includes a radio path study and replacement of SCADA radios, plus replacement of the existing cellular devices where we can’t use meters
 - Pump station electricity increase due to replacement of obsolete cellular SCADA devices
 - Meter changeouts still there – work has been progressing, and many meters are bought but do not show up here yet because they haven’t been installed.
 - Capital contribution is down some due to refinancing of many sewer bonds through NHMBB – it still includes the additional \$130K from projected electricity savings from the solar array to offset tax-funded debt.
 - Vehicle Capital Reserve contribution has been increased to recommended level
 - Now that we have some comfort in actual savings from the new solar array, the REC proceeds are again shown being transferred into the Green Energy CRF.

Annual Meeting Timeline

Working timeline for Annual Meeting related activities:

Meeting	Proposed Date
Annual Meeting	March 30
Annual Reports Available	March 22
Post Warrant and MS-636	March 15
Bond / Budget Hearings	March 2
Post Bond Hearing	February 22
Candidate Filing Period	February 9 – February 18
Post Candidate Filing Period & First Annual Meeting Notice	January 16 th

Reports to be included in the Annual Report (Chief's report, Superintendent's report, Commissioners' report) should be to Hannah by the end of February.

DRAFT Warrant

The DRAFT Warrant for Annual Meeting is attached. The warrant currently includes all the potential articles for the year. I hope there will be a healthy discussion at budget hearing about which articles we want to move forward with. There are large price tags associated with many of the potential projects – but they are all very important in my mind, and we need to seriously consider the current availability of matching federal funding in our decision. A brief discussion on some of the other articles:

Article 15: Wastewater Sludge Truck Replacement

Our existing truck is 24 years old now, original to the WWTF, and not appropriate for long-haul operation needed to dispose of sludge somewhere other than the Town Landfill. Now that we are limited in the amount of sludge that can go to the Town, our next closest option is the RMI facility in New Hampton. This article proposes replacing the existing roll-off truck with a new tri-axle roll-off truck with automatic transmission and new roll-off hoist. This new truck will be capable of hauling fully loaded roll-off containers, where our current truck's limited weight capacity requires us to haul partially filled containers.

Article 18: Pine Hill Franchise Area

I'm not 100% certain this article is needed, but I'm having a difficult time getting any sort of response out of the NH Public Utilities Commission. The need for the Franchise Area

comes from the planned Continuum Pine Hill development, a portion of which will be located outside of the Precinct boundary. I don't believe we want to open up our Charter to expand our boundary – this is the next best option. Looking at previous petitions to the PUC for franchise areas, they all seem to provide proof of vote (either by City Council, selectmen, or otherwise) allowing the petition for Franchise Area to be submitted. In this case, it's in our best interest to move forward with the vote, in case it turns out we do need it.

CVFD IMA

With the addition of sludge disposal costs, a new sludge truck, and potentially the Technology Specialist position, Appendix C of the IMA with CVFD requires that any changes be approved by Commissioners of both entities. It makes sense to schedule a joint meeting with the CVFD Commission to discuss the additions and get the approvals required by the IMA.

Franchise Area

After discussion with many different parties, including NH Public Utilities Commission, it appears that the clearest way for the Precinct to serve the portions of the planned Pine Hill Development is to receive franchise rights through the NHPUC for that area. The first step of that process is for the Precinct to approve moving forward with the franchise area in principle. I've added an Article to the 2022 Warrant for that purpose.

Well 2R Project

The well pump and motor will be installed on Tuesday. Installation of electrical components continues and we're anticipating startup testing of the well itself the week of February 28th.

Abatement Request

We have received an abatement request for account 2022. After review, it is my recommendation that the abatement request be approved in the amount of \$375.23 for the sewer portion of the bill only.

Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve a sewer abatement for account 2022 in the amount of \$376.23.

Motion carried by a 2-0 voice vote.

Signing of Checks

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

- a. Payroll Checks dated 2/17/2022
- b. Accounts Payable Checks dated 2/17/2022

Motion carried by a 2-0 voice vote.

Non-Public

At 11:20 PM there was a 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 2-0 voice vote.

Bob Yes
Sue Yes

The Commission returned to Public Session at 11:45AM.

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 11:45 AM. Motion carried by voice vote 2-0.

Respectfully,



Hannah Andersen
Recording Secretary