

Board of Commissioners  
Minutes  
February 2, 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 John Santuccio, Commissioner Robert Porter, Superintendent Jason Gagnon, Fire Chief Pat Preece, Paul DegliAngeli and Bill Hounsell.

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 December 22, 2021, and the Public & Non-Public Meeting Minutes from January 19, 2022.

Motion carried by 3-0-0 voice vote.

Fire Department

**Membership:**

39 Members

**Personnel:**

2 members on leave at this time

Good news our COVID numbers have dropped, no one is out on COVID at this time.

**Training:**

Department Training. We will be doing Haz- Mat Training  
Engine 1 Training. Search and Rescue along with Air Pack Training  
Rescue Training. Below grade rescue along with confine space training

**Department Activities:**

Working on the 2022 budget I should be able to complete my budget by the next meeting waiting on prices.

2021 budget will close out this week so I can update my numbers

**Emergency Calls:**

The fire department has responded to 107 calls for the month of January

The department has responded to 107 calls year to date for 2022

**Apparatus / Trucks:**

Rescue 2 is at Berlin City for recall work on the frame and transmission

New Business

## (Superintendent's Report)

*2022 Budget Update*

Attached are refined 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 increase 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 and associated HVAC Loft construction
  - Radio path study and radio replacement (SCADA)
  - Installation of 2<sup>nd</sup> clarifier automated cleaning system
  - Installation of redundancy for main mixer/aerator power supply
  - Fall protection installation and cleaning of septage storage basin
- Chemicals increase due to rapidly increasing cost of dewatering polymer and addition of soda ash for alkalinity
- 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.

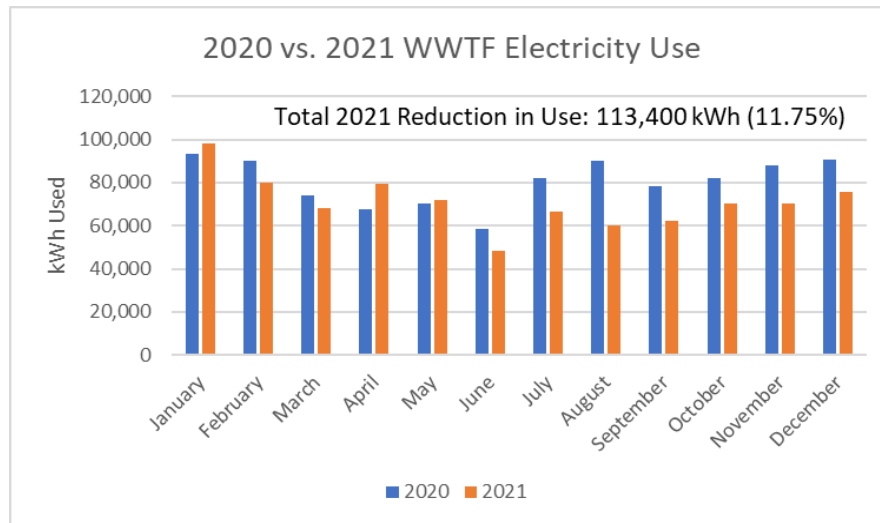
### *Annual Meeting Timeline*

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 <sup>th</sup>

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.

### *2021 Solar Performance*



### *Well 2R Project*

Progress continues. Interior fit-out is coming along nicely. We have a delivery date for the VFD – should be here by the end of February; PLCs have been delivered.

### *Potential 2022 Warrant Projects*

Attached is a document outlining all the potential projects for consideration in 2022. We have much to discuss about these potential projects – specifically, how to consider the balance between the cost of the projects vs. the benefit of taking advantage of state and federal funding partnerships that in many cases provide up to 50% grant.

*Paul DegliAngeli from the Town of Conway and Bill Hounsell joined the meeting. There was a discussion about an issue that has presented itself regarding an agreement the Town and the Precinct crafted in 1998 that outlined the Town accepting sludge at the landfill in return for the Precinct accepting the Town's leachate. The levels of sludge being accepted over time have grown substantially. Jason will be reaching out to sludge disposal sites to get rates on disposing sludge in areas other than the Conway landfill. There was a conversation about the options available and how to make the best decision for the multiple interests involved.*

*Bill Hounsell spoke to the various forms of funding that are moving into the State and the necessity to present the projects to the voters to have the projects shovel ready to maximize the grants we can get.*

**Projects Document Abridged (Recommendations)****Aeration & Single Carousel Capacity Upgrades**

The Precinct should move forward with this project and approve borrowing on the 2022 Warrant. This additional single-carousel capacity will be incredibly valuable to the Precinct over the coming decades and it makes sense to take advantage of the available federal funding.

**WWTF HVAC Attic Modifications**

The Precinct should approve the project. Commissioners are agents to expend from the CVFD Interconnect Fund so approval is not required at Annual Meeting. If the Commission wishes, however, it can be placed on the 2022 Warrant for voter approval.

**Sludge Dryer**

Even though we are still in the project development phase and don't yet have a full understanding of the project economics, it makes sense to place this article on the 2022 Warrant for approval. NCWP will submit an SRF pre-application in June to get on the funding list while waiting for more data to come back from the planning phase. It is recommended we continue funding the planning costs in-house for the time being – they will be eligible for principal forgiveness and grant reimbursement if we end up moving forward with the project. After continuing our due diligence over the next year, if the project economics prove unfavorable, we have the option of declining SRF funding – but we may never have the opportunity to get the large share of federal funding again if we miss out on it now.

**Saco River Erosion – Phase II and III**

The Precinct should move forward with this project and approve borrowing on the 2022 Warrant. This project directly impacts the long-term viability of the WWTF location, and frankly, there is no other place for the WWTF to move should the Saco continue eroding the riverbank in our direction. It is critical for the Precinct to take advantage of federal funds for a project of this scale and importance.

**Water Distribution Improvements**

The Precinct should move forward with this project and approve borrowing on the 2022 Warrant. This project has been identified as a critical need for redundancy and resiliency of the Precinct's water distribution system.

**Water Building Energy Efficiency Upgrades – 2022 Sustainability Grant**

The Precinct should move forward with this project and approve receipt of Sustainability Grant Funds on the 2022 warrant. These projects will return electricity savings that will help keep rates lower in the future.

### **2022 Water Asset Management Projects – Sustainability Grant**

The Precinct should move forward with this project and approve receipt of Sustainability Grant Funds on the 2022 warrant. These projects will return long term value at no net cost to the Precinct.

#### **Barnes Road Water Main Replacement**

It is recommended this project be approved on the 2022 Warrant so that work may be completed in conjunction with the Market Basket project work. If the project were to be tax funded (as projects like this have been in the past), the single-year impact is estimated at

\$0.13.

#### **North-South Road Water Main**

It is recommended this project be approved by either the Commission (if CRF and/or operating funds are used) or the 2022 Warrant (if tax-funding is preferable) so that the Precinct may take advantage of favorable installation pricing and the timing of adjacent development.

#### **Country Road Sewer Extension**

This project has been brought forward by voters of the Precinct and is supported by the wastewater master plan as a sewer priority area. It is recommended that this project be placed on the 2022 Warrant for consideration by the voters.

#### Signing of Checks

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

- a. Payroll Checks dated 2/3/2022
- b. Accounts Payable Checks dated 2/3/2022

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

#### Non-Public

At 12:07 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 3-0-0 voice vote.

John Yes

Bob Yes

Sue Yes

The Commission returned to Public Session at 12:52PM.

Motion of Commissioner Nelson and seconded by Commissioner Porter to seal the minutes of the Non-Public Meeting.

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

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 12:52 PM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary