

Board of Commissioner  
Minutes  
February 6,, 2019

The Commissioner's meeting convened at 10:00 a.m. in the meeting room 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, Superintendent Jason Gagnon, Chief Patrick Preece and Recording Secretary Kristine Cluff.

Call the Meeting to Order

Meeting called order by Chairman John Santuccio at 10:00 a.m.

**Motion of Commissioner Nelson seconded by Commissioner Porter to take the agenda out of order to accommodate Town of Conway Public Works Director Paul DegliAngeli.**

Director DegliAngeli stated that Superintendent Gagnon let him know the Precinct is installing 1350' of ductile iron pipe on Grove Street. Director DegliAngeli explained he is completing his construction schedule and there is a substantial cost savings to the Precinct in not having to carry line item for paving if the town can follow the contractor. The Precinct is planning on having the contractor in as early as possible in the spring. From lessons learned over the past 26 years and Contracts One through Seven to carry a line item for temporary pavement. Director DegliAngeli stated the town had it latest Construction season start last year. Also, Director DegliAngeli stated the Precinct Contractor will have to take out a street opening permit and the town will waive all the fees. This will give separation from Precinct personnel. The town will have an inspector there Superintendent Gagnon stated the contractor will be responsible for compaction testing. Director DegliAngeli stated that would be great and the town inspector can use his judgement

Superintendent Gagnon explained most of the services are old galvanized pipe and we currently have one service on temporary water because we can't dig. Director DegliAngeli will get the redesigned schedule to Superintendent Gagnon in March and then the Precinct can decide if there are any sewer manholes that need to be addressed.

Superintendent Gagnon explained the Precinct can't adjust sewer services but we can do some insulating. Director DegliAngeli questioned the average sewer service depth and Superintendent Gagnon explained we will have to go out there. Commissioner Nelson noted we should be done there by the end of the summer. Director DegliAngeli stated the town would like 90 days after the Precinct is done. If the town can get in there by the end of July – they could be done by the end of September. Director DegliAngeli explained the town needs to finish Seavey Street first. Superintendent Gagnon explained he is intending to be done on Grove Street mid-May. Director DegliAngeli explained if locations are switched he has a contingency plan in place. Director DegliAngeli departed the board meeting 10:15 a.m.

Public Hearing(s)

There were no public hearing at this meeting.

Minutes

**Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the public minutes and Non Public minutes of January 23, 2019. Motion carried by voice vote 3-0-0.**

Fire Department  
(copied from Chief's Report)

**Membership:**

38 Members

No new applications at this time.

**Personnel:**

3 members on leave at this time

**Training:**

Department Training. We had our annual Oyster Stew Dinner. This was a very good turnout. I would like to thank Jerry and Kris Cluff for all of their hard work putting everything together as well as the cooking. I would also like to thank Dale Drew, Tim Anderson and Chad McCarthy for their work. This would not be possible if not for the support of the Board of Commissioners. Engine 1 Training. Trained using SCBA's, obstacle course and firefighter down along with removal drill. Course was set up at the Seavey Street building  
Rescue Training: will be training using the ranger and the snow machines.

**Department Activities**

**Emergency Calls:**

The fire department has responded to 103 calls for the month of January. The fire department has responded to 16 calls for the month of February. The department has responded to 119 calls year to date for 2019.

**Apparatus / Trucks:**

**Equipment Issues:**

**Purchase for New Equipment:**

**Fire Budget:**

Chief Preece presented his 2019 budget. 2018 Payroll was a little under, there is an increase in

Overtime for the assistant chief as he is using more overtime. It is budgeted at 150 hrs. There will be a decrease in NH Retirement as the rate goes down in July. Computer maintenance is up due to the new BS & Software. Communications – the radio system is being upgraded. Currently, we own the antenna At Pine Hill and there may be some costs that need to be covered. Superintendent Gagnon stated he appreciated the chief incorporating the financial software costs into his budget. Board of Commissioners had no questions pertaining to the proposed budget.

#### Old Business

There was no old business discussed at this meeting.

#### New Business

#### Commissions Report/Superintendent's Report

Superintendent's Report  
(copied from the Superintendent's Report)  
Committee Reports /Reports at this meeting  
Superintendent's Report

#### **Well #3 / #6 Chemical Feed Pump Replacement**

Last week, the SCADA integration of the new pumps and pH monitoring equipment was completed. I'm pleased to report that the SCADA programming went very well and the new system is meeting or exceeding our expectations for pH dosing and control.

Discussion: Commissioner Nelson questioned if there is an alarm that goes off if something is wrong and Superintendent Gagnon stated yes. We can get a tanker truck in there to deliver liquid chemicals where before we mixed it by hand. The pump also adjusts the chemical up and down. Commissioner Nelson questioned if this project is done and Superintendent Gagnon explained essentially yes.

#### **Legislative Update**

On Tuesday I attended a hearing for SB254 in Concord. This bill was sponsored by Senator Jeb Bradley in conjunction with a partner bill in the NH House sponsored by Representative Tom Buco and aims to restore funding to the State Aid Grant Program. Funding for the SAG program was suspended following the last recession, resulting in non-payment of SAG funds to municipalities with eligible wastewater projects. NCWP currently has three projects on the list (Contract 8B, WWTF Aeration Upgrades, Dewatering Upgrades) totaling nearly \$110,000 per year in deferred payments.

Discussion: Senator Bradley and Representative Buco have introduced this legislation before and in 2008 there was a moratorium and nothing has happened since 2013. The Precinct is looking at funding for Contract 8 portion of Skyline/Hurricane sewer portion. Aeration Project and Dewatering Project totaling \$110,000.00. Superintendent Gagnon noted this comes right off the taxes we have to collect. All committee members were

in favor of the bill. The committee asked to not have speakers for the bill because all were in favor of it. It now waits on the governor's budget. Superintendent Gagnon will continue to monitor this.

The Senate Policy Committee hearing was very favorable, with a 15-0 showing of support in favor of the bill. The Policy Committee voted unanimously to advance the bill "Ought to Pass". The next steps involve advancement of the bill in the House once the Governor presents his initial budget. We will continue to support this bill and provide updates on its progress.

The Drinking Water and Groundwater Trust Fund Advisory Commission meet this coming Monday 2/11. I will be in attendance at that meeting as I continue to work to get our Well #2 project funded.

Discussion: Senator Bradley and Representative Buco have introduced this legislation before and in 2008 there was a moratorium and nothing has happened since 2013. The Precinct is looking at funding for Contract 8 portion of Skyline/Hurricane sewer portion. Aeration Project and Dewatering Project totaling \$110,000.00. Superintendent Gagnon noted this comes right off the taxes we have to collect. All committee members were in favor of the bill. The committee asked to not have speakers for the bill because all were in favor of it. It now waits on the governor's budget. Superintendent Gagnon will continue to monitor this.

#### **Village at Kearsarge Water & Sewer Update**

We have received survey data back for the easement required to begin tree clearing work. The data has been forwarded to our attorney for easement preparation. After receiving the easement, it will be presented to the Village at Kearsarge owners association for acceptance.

We are still awaiting bid documents for the clearing portion of the project and anticipate putting that bid out shortly after we receive them.

#### **Grove Street**

The Town will be doing a full reconstruction of Grove Street in 2019. In advance of that reconstruction, I am recommending that NCWP replace the existing cast iron water main and galvanized service pipes from North-South Rd to the left turn at the former Grove Street Extension. Because of time constraints with the Town's paving schedule, I am recommending that NCWP subcontract the installation of the new water main and services, with NCWP crews providing temporary water and some minor excavation/installation support.

The project involves approximately 1,300 linear feet of water main replacement with an estimated material cost of \$52,000 including valves, fittings, hydrants, and service connection materials. In conversation with local contractors, I anticipate an installation cost in the neighborhood of \$75,000. The total project cost would therefore be in the \$125,000 range.

My recommendation for project funding is to use surplus funds from previous budgets currently held in the water fund balance. These funds are available, unassigned, and do not require any adjustment to water rates or taxation to be appropriated.

Discussion: Superintendent Gagnon estimates the materials to be \$55,000 and subcontractor for the installation to be \$75,000.00. Chief Preece noted the \$125,000.00 does not include the temporary paving costs.

#### Warrant Articles

Superintendent Gagnon reviewed the draft warrant articles:

- Articles 1- Election of Officers
- Article 2 - Long Term Debt
- Article 3 - 6 Operating Budgets
- Article 10 - Appropriation to Water Vehicle Capital Reserve Fund
- Article 11- Commercial Meter Replacement Program  
Currently the Precinct reads commercial meters monthly and residential quarterly.  
We are finalizing pricing and the meter will be a Neptune or a method that requires no  
Additional reading equipment.
- Article 12 - REC appropriation to Energy Upgrade Capital Reserve
- Article 13 -14 Administrative Assistant Cluff explained these are new as the Department of Revenue  
Wanted these on the warrant. In the past, we have always direct deposited the buy in  
fees into the appropriate Infrastructure Capital Reserve.
- Article 15 - Appropriation to Uncompensated Absence Capital Reserve  
This provides a cushion to the operating budgets for unforeseen staff changes.
- Article 16 - Replacement pickup for the water and sewer department
- Article 18- Grove Street Project
- Article 19- Asset Management  
This has a matching grant from the NHDES – of \$20,000.00 and the remaining \$20,000.00  
comes from water fees and revenues

Chief Preece reviewed the fire department draft articles

- Article 7 - Fire Equipment Appropriation  
\$190,000 for 2019
- Article 8- New Fire Station Design  
This is repurposing the funds from the 2017 Land Purchase to this article.

- Article 17 - New Pickup for Fire Department  
This is to replace the Assistant Chief's truck at \$40,000.00
- Article 20 Appropriation to the Library - \$10,000.00
- Article 21 Appropriation to Schouler Park - \$6,750.00

**Fire Expansion Committee:**

Commissioner Nelson briefed the Board on the Fire Expansion Committee. A copy of her Report is attached.

Other Business

Public Comment

There was no public comment at this meeting

Signature Documents

Signing of Checks

**Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:**

Payroll checks dated 2/7/19  
Accounts payable 2018 dated 2/7/19  
Accounts payable 2019 dated 2/7/19

Non Public Session

Commissioner Nelson motioned and Commissioner Porter seconded to enter nonpublic session at 10:28 a.m. p.m. for a personnel matter under RSA 91-A: 3, II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or investigation of any charges against him, unless affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Motion carried by roll call vote – Santuccio –aye, Nelson- aye and Porter –aye.

**Reentered Public Session at 11:02 a.m.**

**Commissioner Nelson motioned and Commissioner Porter seconded to seal the nonpublic minutes of February 6, 2019 indefinitely. Motion carried by voice vote – Santuccio –aye, Nelson – aye and Porter – aye.**

Adjourn

Having nothing further to come before this public meeting, **Motioned by Commissioner Porter seconded by Commissioner Nelson to adjourn this public meeting at 11: 04 a.m. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in cursive script that reads "Kristine M. Cluff".

Kristine M. Cluff  
Recording Secretary