

Board of Commissioners
Minutes
January 18, 2023

The Commission 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 F. Porter Superintendent Jason Gagnon, Fire Chief Chad McCarthy and Recording Secretary Hannah Andersen.

Call the Meeting to Order

Meeting called to order at 10:00AM by Commissioner Santuccio.

Minutes

Motion of Commissioner Porter and seconded by Commissioner Santuccio to adopt the Public Meeting Minutes from January 4, 2023 and the Non-Public Meeting Minutes from January 4, 2023.

Motion carried by 2-0 voice vote.

FIRE DEPARTMENT

Membership:

42 Members

Personnel:

1 member on leave at this time.

1 member out with covid

Training:

Department Training: Stress in Emergency Services class.

Engine 3 Training: Fire Alarm system.

Rescue Training: EMS / Rescue skill stations.

Department Activities:

Still working on the new budget.

We had a building fire Thursday the 5th and the fire dept made a very good stop.

We have one member stating his FFI class January 18th.

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

Emergency Calls:

The fire department has responded to 121 calls for the month of December 2022.

The fire department has responded to 57 calls for the month of January 2023.

The department has responded to 57 calls year to date for 2023

Apparatus / Trucks:

Update on new Rescue is possibly 4 to 6 weeks out.

Equipment Issues:

No issues.

Purchase for New Equipment:

No change.

Commissions Report/Superintendent's Report

Water Vacancy

We will be interviewing a potential candidate on Thursday, and have relisted the ad in the CDS with language that may help attract quality candidates who may be lacking a CDL.

Project Status

Asset Management – Energy Efficiency Grant

The Well 2R solar array RFP has been posted. I have a site visit scheduled for after this meeting with an interested firm.

Sludge Dryer

No change. Last I spoke with USFS representatives, their funding plan is still being worked out. Once that hits the street, we'll be able to dive in to technical assistance and grant applications for the biomass portion of the project.

Saco River Erosion

No change – SRF loan application is in process and nearly complete. Waiting for information from NHDES / DWGTF in order to complete.

WWTF Aeration Upgrades

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

WWTF HVAC Loft

The siding for the new dormer is backordered, but the construction has been weather-tight since before Christmas. The insulators were here on Tuesday installing the spray foam insulation.

Cranmore-Artist Falls Water Main

No change.

Country Road Sewer

Dan Lucchetti from HEB and I met to go over the latest design iteration late last week. HEB should have a revised design ready for presentation to the residents within a couple of weeks. We are still on target to bid the project this spring for a summer/fall construction assuming we can reach agreement on an acceptable design.

Pine Hill Franchise Area

No change.

Well 3 VFD

After consultation with our electrician, the VFD representative, and the VFD manufacturer, we have narrowed the options to two for replacement of the VFD. The options are:

1. Replace the existing drive in the existing well bunker. \$43,000
This leaves all electronic equipment in the existing below-grade bunker, requiring personnel to continue entering this confined space and continuing the enhanced possibility of flooding damage.
2. Relocate the existing drive to the Control Building. \$59,000
This option removes all sensitive electronic equipment from the below-grade bunker, reducing the need for personnel to enter this confined space and the potential for future flooding damage.

2023 Budgets**Water Budget**

As anticipated due to inflation, needed repairs, and stagnant revenues, this first draft of the water budget shows a deficit of nearly \$54,000 compared to projected revenues. Of that, \$65,000 is for the repairs to the Well 3 VFD. We have a couple of options to address this deficit using Capital Reserve Funds: 1) Use Infrastructure CRF (buy-in fees) to fund the Well 3 repairs; or 2) Use the Rate Stabilization CRF to make up the deficit at the end of the year. The other option, of course, is to look for cuts in the budget.

I've also provided a slightly revised format for consideration. Previously, all leftover money from multi-year projects was shown to be carried over in the budget. The feeling I get from talking with people is that this can be confusing. On the attached budget sheet, I've broken out "NEW & EXPANDED SCOPE PROJECTS" and "PREVIOUSLY APPROVED PROJECTS" to try and make it clearer. In 2024, the "PREVIOUSLY APPROVED PROJECTS" section would disappear altogether but is shown in 2023 so the numbers at the bottom add up. The best example of this is the meter project – approved in 2019, but still ongoing due to supply delays. To make sure the previously approved projects were still there for voters to see in the annual report, we would add a project tracking page (or pages) showing the project progress and financial details. I've attached an example of what this could look like for consideration. The goal is to be as transparent and easy to understand as possible.

Commissioners (General Fund) Budget

The Commissioners Budget is slated to go down by more than 12%. This is entirely due to removal of legal expenses for CBA negotiation in the 2022 budget. Other than that, there are no substantial changes.

Signing of Checks

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

- a. Payroll Checks dated 1/19/2023
- b. Accounts Payable Checks dated 1/19/2023

Motion carried by 2-0 voice vote.

Non-Public Session

At 10:42, Motion of Commissioner Santuccio 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 2-0 voice vote.

John Yes

Bob Yes

Motion of Commissioner Santuccio and seconded by Commissioner Porter to return to Public Session at 10:50AM.

Motion carried by 2-0 voice vote.

John Yes

Bob Yes

Motion of Commissioner Santuccio and seconded by Commissioner Porter to seal the Non-Public Minutes because it is determined that divulgence of this information likely would render a proposed action ineffective.

Motion carried by a 2-0 voice vote.

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting at 10:50 AM.

Motion carried by voice vote 2-0.

Respectfully,



Hannah Andersen
Recording Secretary