

Board of Commissioners  
Minutes  
January 4, 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 Suzanne Nelson, 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 Nelson and seconded by Commissioner Santuccio to adopt the Public Meeting Minutes from December 21, 2022 and the Non-Public Meeting Minutes from December 21, 2022.**

**Motion carried by 2-0 voice vote.**

FIRE DEPARTMENT

**Membership:**

42 Members

**Personnel:**

1 member on leave at this time.

**Training:**

Department Training: To be announced due to the holidays.

Tower 2 Training: To be announced due to the holidays.

Rescue Training: To be announced due to the holidays.

**Department Activities:**

Starting to work on the new budget. Will be meeting with Hannah this afternoon.

The new fire reporting software (Frist Due) we are looking at will be \$8,750.00 to \$9,000.00

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 13 calls for the month of January 2023.

The department has responded to 1,455 calls for the 2022. We are up 137 calls from last year.

**Apparatus / Trucks:**

No change, Rescue truck new deliver date is Jan 9<sup>th</sup>

**Equipment Issues:**

No issues.

**Purchase for New Equipment:**

Waiting for new equipment to arrive that was ordered.

Commissions Report/Superintendent's ReportEnd of Year UpdatesWater Use

In 2022, we pumped 269,210,000 gallons of water, down from 287,870,000 in 2021 but right in the ballpark of our pre-COVID annual average of 271 million gallons. Billing amounts should be available in the next couple of weeks.

Sewer Use

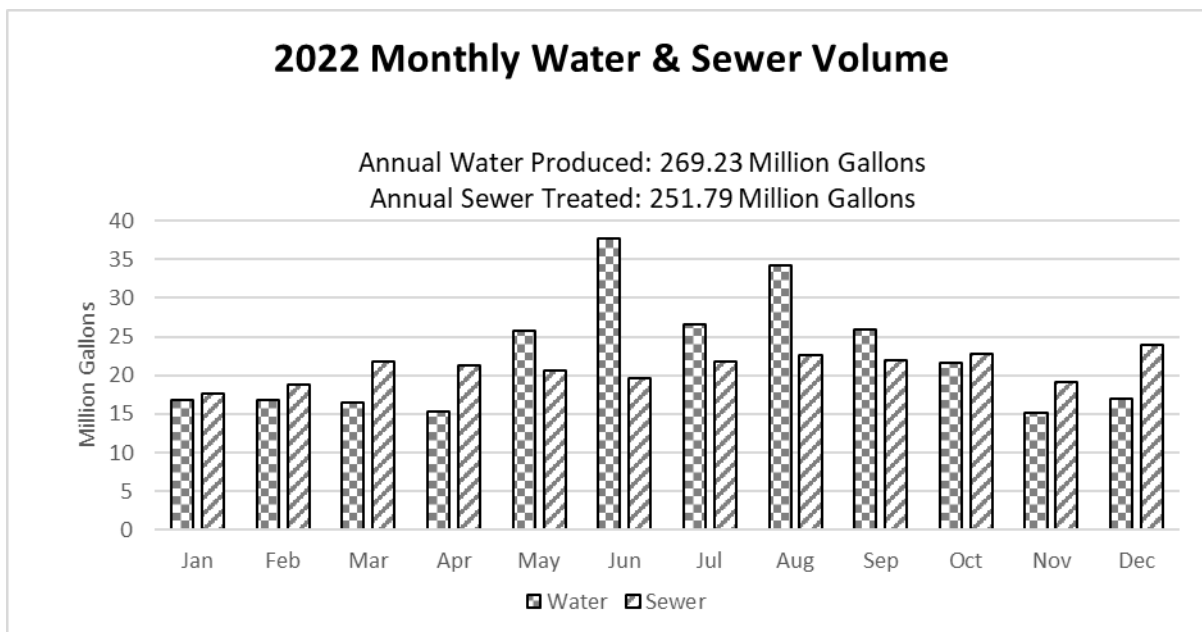
In 2022, we received 251,790,000 gallons of combined sewerage, landfill leachate, and septage. This is up from 239,280,000 gallons in 2021 and slightly above our pre-COVID average of 247 million gallons. Billing amounts should be available in the next couple of weeks.

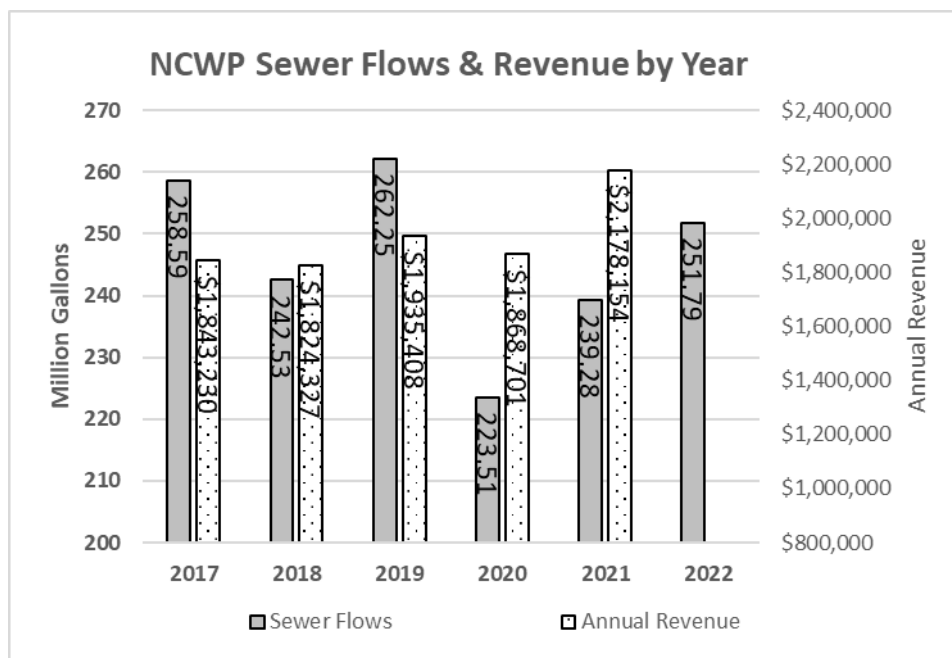
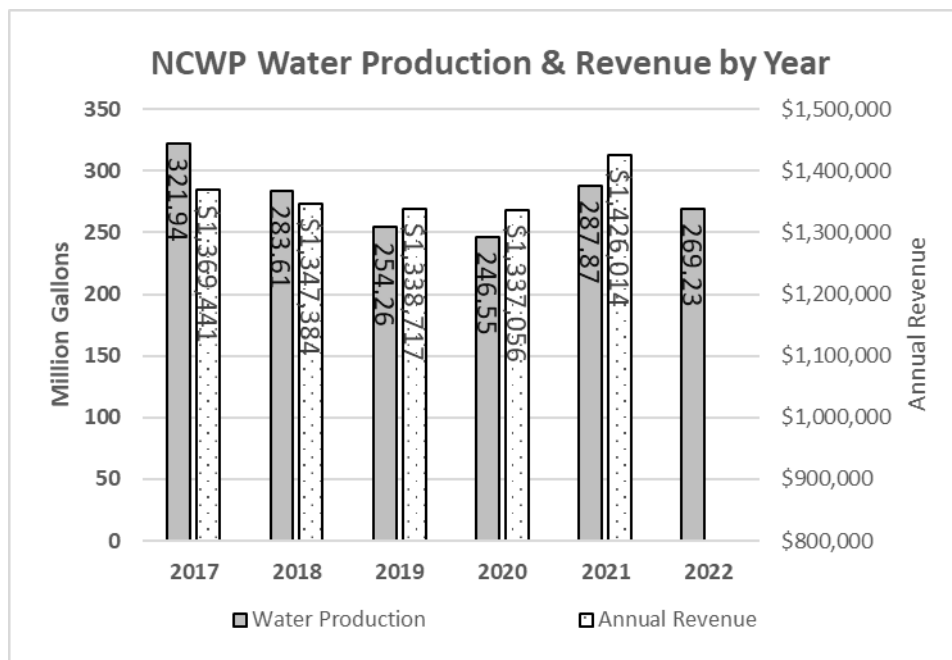
*Septage*

We received 6,961,685 gallons of septage in 2022 resulting in \$663,603 in billing. This is up from the 5,841,137 (\$525,702) received in 2021 for a total billing increase of \$137,900 over the previous year.

*Leachate*

We received 5,611,697 gallons of leachate from the Town landfill this year, a substantial increase over last year's 4.1 million gallons, 2020's 4.8 million gallons, and 2019's 4.7 million gallons.





### Water Vacancy

We still have a vacancy within our water department. So far, the position has been advertised only in the Conway Daily Sun and Granite State Rural Water newsletter. We have not received any applications we would like to move forward with. I plan to expand our advertising to the Berlin and Laconia Sun papers, and to reach out to military veteran organizations.

### **Project Status**

#### Asset Management – Energy Efficiency Grant

I have attached the RFP for the Well 2R Solar Array. With your permission, I would like to post this ASAP so that we can have solid numbers to bring to Annual Meeting.

**Motion of Commissioner Nelson and seconded by Commissioner Santuccio to go ahead with the RFP for the Ground Mount Solar Array at Well 2.**

**Motion carried by a 2-0 voice vote.**

#### Sludge Dryer

No change.

#### Saco River Erosion

No change – SRF loan application is in process and nearly complete.

#### WWTF Aeration Upgrades

No change.

#### WWTF HVAC Loft

No change.

#### Cranmore-Artist Falls Water Main

No change.

#### Country Road Sewer

No change.

#### Pine Hill Franchise Area

No change.

### **Northbrook Condos**

No change.

### **Well 3 VFD**

A technician from Stultz was on site to troubleshoot the drive. They have determined that the issue is likely in one of the many circuit boards within the drive, but they aren't able to determine which one because there's no visible damage. I've gotten an estimate to replace all the boards of ~\$5,000 – but one of the boards is no longer available and there's no guarantee that will fix the issue. If we need to replace the entire drive, enclosure and all, the cost could be in the ballpark of \$50K-\$60K. As luck would have it, the drive that's there is a highly specialized drive that's not your standard off-the-shelf component. We're currently digging deeper into whether we need this

specialized drive or if another could work, as well as options for replacing the drive internals at a lower cost than replacing the entire unit. I'll keep you posted on what we find.

### 2023 Budgets

#### Water & Commissioners Budgets

First drafts of these budgets will be available at the next meeting.

### Abatement Request

#### Account #1312

This abatement request covers penalties and fees over a six-year period. During this period, a tenant failed to make payments on their water/sewer account causing \$3,095.35 in interest and late fees to be assessed. When the landlord was notified of the delinquency, the landlord immediately paid the billing balance in full. Because they were unaware that the account had a balance and paid in full once they became aware, I am recommending that penalties and interest be waived, and this abatement be granted.

On a related note, this issue was addressed in the recent Water Rules & Regs update where landlords now have ultimate responsibility for water/sewer bills including penalties and interest. As we move forward with new and/or changing landlord/tenant accounts, we are being sure to notify both landlord and tenant of their shared responsibility for payment.

**Motion of Commissioner Nelson and seconded by Commissioner Santuccio to accept Abatement recommendation for account 1312 in the amount on \$3,95.35.**

**Motion carried by a 2-0 voice vote.**

#### Signing of Checks

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

- a. Payroll Checks dated 1/5/2022
- b. Accounts Payable Checks dated 1/5/2022

**Motion carried by 2-0 voice vote.**

#### Non-Public Session

**Motion of Commissioner Nelson and seconded by Commissioner Santuccio to enter into Non-Public Session per RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.**

John Yes

Sue Yes.

Entered Non-Public Session at 10:55AM.

Adjourn

Having nothing further to come before this public meeting, **motioned by Commissioner Porter seconded by Commissioner Nelson to adjourn this public meeting at 10:55 AM.**

Motion carried by voice vote 2-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', is written over a horizontal line.

Hannah Andersen  
Recording Secretary