

Board of Commissioners
Minutes
July 19, 2023

The Commission meeting convened at 10:00AM in the meeting room at the North Conway Water Precinct, 104 Sawmill Lane North Conway, NH.

The following were present:

Commissioner Suzanne Nelson
Commissioner James Umberger
Commissioner Deborah Fauver
Superintendent Jason Gagnon

Fire Chief Chad McCarthy
Recording Secretary Hannah Andersen

Call Meeting to Order

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

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve Public Meeting Minutes from July 5, 2023.

Motion carried by 3-0-0 voice vote.

Fire Department

Membership:

40

(We will be having one member leaving soon due to scheduling issues.)

Personnel:

No change.

Training:

Department Training: Truck waxing for the 4th of July
Engine 3 Training: Pumping and hose handling
Rescue Training: New Rescue truck orientation

Department Activities:

Place of assembly inspections and life safety inspection on going.
The radio for Cranmore is in and will be installed soon.
(Ladder Testing happened yesterday)

Emergency Calls:

The fire department has responded to 149 calls for the month of May 2023.
The fire department has responded to 109 calls for the month of July 2023.
(10 - 12 of these calls were water rescues.)

The department has responded to 833 calls year to date for 2023.

(There was a brief discussion about what could be done to make people more aware of the risks that they are taking going out on the river when the current is strong and what role the rental companies could play in that effort.)

Apparatus / Trucks:

Engine 1 is still in Westbrook getting work on.

The old rescue truck is almost sold. Working on the final details.

Equipment Issues:

No Change

Purchase for New Equipment:

No new equipment

Commissioners Reports / Superintendent Report

Project Status

Asset Management – Energy Efficiency Grant

Revision continues moving forward with design work. The zoning board application has been submitted and we will be attending the ZBA meeting on July 19th.

Asset Management – Traditional Asset Management

We are closing in on final recommendations on the Rate Study for both water and sewer. We're trying our hardest to comb through old Precinct records so that we can have a clear understanding of the amount of grant funds received for each project – that is proving to be a very challenging endeavor. Once we have that data compiled, we'll be able to finalize the buy-in fee update recommendations.

Landfill Leachate

No change.

Sludge Dryer

No change.

Saco River Erosion

No change.

WWTF Aeration Upgrades

No change.

(Got a package to review from Wright Pierce this morning. Authorization from DES to do a pre-purchase to have competitive price and less lead time.)

We are waiting on final approval of the Cranmore portion of the easement off Skimobile Road. Once we have that, we will receive final pricing from the contractor and proceed with that portion of the work. Last update is that the Cranmore condo board has some questions and clarifications that they need.

Country Road Sewer

No change.

Pine Hill Franchise Area

From last report: We have received the last bit of clarification on the Pine Hill Franchise Area from the developer. All utilities will be installed to Precinct specifications. Although there is uncertainty whether or not the Town will accept the roadways as Town owned/maintained, it is my recommendation that the Precinct accept ownership of the water main within the road ROWs (Eastman Road, Bonita's Way) just like we would for watermain within any Town road. This includes the service laterals up to the curb stop within the ROW. It is also my recommendation that we do the same for the sewer mains and the central sewer pump station. The primary reason for accepting ownership of these utilities is so that the Precinct can maintain control over their use. There is still undeveloped land that will be served by these utilities, and it is important that the Precinct has some level of control over the who/what/where/how of future development and connections.

Needs a vote at some point to accept ownership contingent upon work being completed to Precinct Specifications.

Intervale Land Purchase

I have heard from the realtor for the sellers that a previously unidentified heir has come forward outside of the probate process. This may add time to when we officially close on the property but should not impact the purchase.

Cell Tower

No change.

NH Law requires any lessee to pay taxes, so we've been going back and forth on what that language needs to be.

Well 3 VFD

Primex has issued an insurance settlement of \$39,000 for the VFD failure. Those funds will be applied to offset the cost of actual repairs, which are expected to be in the \$85,000 range once remaining electrical and communications upgrades are finished.

Water Operator & Admin Hiring

I am pleased to announce that Alexis Wagoner has accepted our offer for the new Admin position. Alexis comes to the Precinct with municipal experience and should be a solid contributor from day one. Her first day will be August 4th.

We have received a couple of applications for the water operator position through Indeed. I am currently scheduling preliminary interviews with candidates.

Mid-Year Budget Update

In general, we're looking good on our budgets at the mid-point of the year. Sewer is at 43.6% expended, water is at 49.3% expended, and the general fund is at 64.6%. Revenues are tracking OK with water trending close to the projection and sewer just slightly under the projection (-\$34K). Septage revenues are also down slightly (-330K gal) from last year, likely due to the wet weather making access difficult for haulers. Hopefully the weather clears up and the autumn season brings dry weather and strong revenues!

Abatement Requests

None.

Lower Bartlett Sewer

Gary Chandler reached out to start the process of negotiating the preliminary IMA between LBWP and NCWP for sewer treatment services. I recommend that we put together a team to work on NCWP's behalf through the process.

(Commissioner Umberger volunteered to be a part of the Team to work through the Lower Bartlett IMA.)

Signing of Checks

Motion of Commissioner Umberger and seconded by Commissioner Fauver to ratify checks signed out of session:

- a) Accounts Payable Checks dated 07/20/2023
- b) Payroll checks dated 07/20/2023

Motion carried by 3-0-0 voice vote.

Non-Public

Motion of Commissioner Umberger at 10:36 and seconded by Commissioner Fauver to enter into Non-Public Session per RSA 91-A:3, II (c) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Sue Yes
James Yes
Deb Yes

Commission returned to public session at 11:16.

Motion of Commissioner Umberger and seconded by Commissioner Nelson to seal the non-public minutes because it was determined that divulgence would render a proposed action ineffective.

Motion carried by 3-0-0 voice vote.

Sue Yes
James Yes
Deb Yes

Motion of Commissioner Fauver and seconded by Commissioner Nelson to hire Gregory Richardson as the new Water Operator, contingent on a successful background screening.
Motion carried by 3-0-0 voice vote.

Adjourn

Memorial Services for Robert F. Porter will be on Saturday 22, 2023.
The family requests that in lieu of flowers, donations are made to the Rotary Club or the First Congregational Church.

Having nothing further to come before this public meeting, motioned by Commissioner Umberger seconded by Commissioner Fauver to adjourn this public meeting at 11:39 AM.
Motion carried by 3-0 voice vote.

Respectfully,



Hannah Andersen
Recording Secretary