

Board of Commissioners

Minutes

July 22, 2020

The Commission Meeting convened at 10:00 AM. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH, as well as through the online platform, WebEx. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Fire Chief Patrick Preece, Superintendent Jason Gagnon, Notary Kris Cluff, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from July 8, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Chief's Report – Chief Preece)

**Membership:**

38 Members

**Personnel:**

3 members on leave at this time

**Training:**

Department Training. Has not been set up for August until the officers meeting next week.

Engine 3: did pump and operator training this went well; until we got busy responding to emergency calls.

Rescue Training: they set up the new Rescue 2 and put the truck in service; what a nice truck and will serve well.

## **Department Activities**

### **Emergency Calls:**

The fire department has responded to 66 calls for the month of July.

The department has responded to 592 calls year to date for 2020.

This has been a very busy month.

### **Apparatus / Trucks:**

### **Equipment Issues:**

### **Purchase for New Equipment:**

The Department moved out of Norcross Circle on time, thanks to all members' hard work; a special thanks to Deputy Chief Anderson and Assistant Chief McCarthy.

1. Temporary fence is complete and looks good.
2. The Fire Station demo went very well, no problems. The building was demoed on Monday the 13<sup>th</sup> and clean up was complete on Friday July 17<sup>th</sup>.
3. Gordon T. Burke has removed the topsoil and are getting ready to start digging for the footings.
4. Gordon T. Burke will start installing the shoring on the eastside next to Norcross Circle on Thursday.

Seavey Street remodel should be complete. The offices came out nice. The apparatus bay fits engine 1 +3, Rescue 1 and the boat. We are still in the process of organizing the equipment.

Hopefully today we will have internet installed into the building by Spectrum, going on five weeks.

Consolidated Communication is working on our phone lines and should have an answer when that is going to happen in the next couple of days.

Other Business

(Superintendent's Report – Jason Gagnon)

**Fire Station Loan – Northway Bank**

It seems we jumped the gun a bit with last meeting's approval and signing of the Loan Agreement with Northway Bank. Our Bond Counsel has provided specific language for the motion that we need to use.

See attached for the complete resolution.

Motion of Commissioner Porter seconded by Commissioner Nelson.

I move that the Resolution entitled, "Resolution to Authorize \$6,700,000 Financing for the Fire Station Construction Project," be approved in the form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting.

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

**COVID-19 Revenue Projections**

Since the onset of the COVID-19 pandemic, tourism activity within the Precinct has been reduced. As a result, water and sewer revenues are down compared to previous years. Residential use is consistent with budget projections, but commercial use is quite a bit lower. At the halfway point of the year, we are approximately \$31,000 below our projection for commercial water revenue, with an average shortfall of 20.5% since COVID-19 travel restrictions were implemented. At the halfway point of the year, we are approximately \$96,000 below our projection for commercial sewer revenue, with an average shortfall of 39.5% since COVID-19 travel restrictions were implemented.

The attached letter was sent to NH Water Works Association to pool with letters from other NH utilities to highlight the challenges we face due to COVID-19. These letters were forwarded to our state and federal representatives in hopes that some form of financial relief might be available in any upcoming legislation. I personally met with Senator Shaheen and spoke with Congressman Pappas's staff about the issue.

As the letter outlines, I estimate that the end of year water revenues may fall between \$46,000 - \$160,000 short and sewer revenues may fall between \$200,000 - \$418,000 short, depending on how the COVID situation plays out for the rest of the year.

Despite the revenue shortfalls, the Precinct is still in sound financial condition thanks to many years of sound financial management and strong fund balances. Many utilities across the nation are not in such a favorable position, however, and I wanted to be sure to recognize the actions of the Commission and previous Superintendents in building the Precincts financial resiliency.

### **ReVision Solar Energy – Solar Project Contract**

Attached is the contract with Revision Energy for construction of the WWTF solar array. Along with contract signing, a 20% project deposit is due in the amount of \$396,372. I would ask for a motion to approve the contract, with either Commissioners' signatures or an authorization for the Superintendent to sign, to pay the deposit amount of \$396,372, and to issue the notice to proceed with the work.

Contract highlights:

- Revision provides a full 5-year warranty on parts & workmanship
- Revision also provides a 5-year production guarantee

**Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the ReVision Solar Energy Project contract in the amount of \$1,981,861 and pay a 20% deposit of \$396,372 with Commissioners signatures to issue the notice to proceed with the work.**

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

### **WWTF Air Quality Test Results**

Results have come back from the air quality testing company. As employees were returning to the office on a full-time basis, the Precinct had the air tested to make sure there were no additional air quality issues that might cause respiratory distress in employees. RPF Environmental performed on-site testing and off-site laboratory analyses to quantify airborne pollutants. I'm pleased to report that the air quality test results show no potential issues in the administrative wing of the Precinct offices.

### **Lightning Hurricane Tank**

During last week's storms, the vault which houses the instrumentation for Hurricane tank was hit by lightning. The hit took out the pressure transducer and some electronics within the vault and caused a loss of signal for the tank level. AD Instrument was able to come onsite the next day to

replace the pressure transducer and electronics. Wells were operated manually during that time the transducer was down, but things are now working as they should again.

#### **Village at Kearsarge Water / Sewer Project**

Attached is the change order for Phase III of the Village at Kearsarge Water / Sewer Project. This phase was approved by the voters at this year's annual meeting.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the change order as presented in the amount of \$113,045 to LA Drew, Inc for Phase III of the Village at Kearsarge Water/Sewer Project and authorize Superintendent Gagnon to sign it.**

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

Along with the physical work for Phase III by LA Drew, there is also additional Construction Administration work to be done by HEB Engineers.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Contract Amendment #09 with HEB Engineers in the amount of \$8,030 for Phase III construction administration services and authorize Superintendent Gagnon to sign it.**

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

#### **NHDOT Route 302 (Eastman Road) Manhole Covers**

Paving for Eastman Road from Rt 16 east to beyond North-South Road is set to go out to bid this fall through NHDOT. The Precinct has 7 SMH covers and 12 water gate boxes in this stretch of road. I have asked NHDOT to include the raising of these structures in their project as "non-participating" work, meaning that it becomes part of the NHDOT bid package and NHDOT is responsible for all aspects of the work with the exception of the Precinct having staff on site to inspect/approve the work as its completed. Although there is a bit more cost in having NHDOT administer the work (~\$1,250 or so), there are significant benefits. First and foremost, this section of Eastman Road is heavily travelled, and our manhole covers are right in the middle of travel lanes. Because of the high traffic load and location of the manholes, the Precinct opens itself to risk and potential liability by doing the work in-house. When under the NHDOT contract, NHDOT assumes all liability should a vehicle be damaged by the holes in the road and/or raised structures. The value of the agreement is estimated at \$7,645.46.

Motion of Commissioner Nelson and seconded by Commissioner Porter to authorize the Superintendent to sign the utility agreement with NHDOT to include the sewer manhole cover and water gate box raising on Eastman Road as part of the NHDOT paving project.

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

(Fire Expansion Committee – Commissioner Nelson’s Report)

Tear down of the Fire Station went very smoothly and we have received a lot of feedback about what a great job the crew has been doing. There’s been no mess and it has moved along very quickly.

Signing of Checks

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

1. 2020 Payables dated 07/23/2020
2. 2020 Payroll Checks dated 07/23/2020

Motion carried by voice vote 3-0-0.

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 10:42 AM.

Motion carried by voice vote 3-0-0.

Respectfully,

Hannah Andersen  
Recording Secretary