

Board of Commissioners  
Minutes  
July 5, 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  
Superintendent Jason Gagnon  
Fire Chief Chad McCarthy

Recording Secretary Hannah Andersen  
Deborah Fauver

Call Meeting to Order

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

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve Public Meeting Minutes from June 21, 2023, Public Meeting Minutes from June 7, 2023 and Non-Public Meeting Minutes from June 7, 2023.

Motion carried by 2-0 voice vote.

*Suzanne Nelson took a moment to commend the Fire Department for the work they put in over July 4<sup>th</sup>. They were in 2 parades, there were 9 calls, they worked the Fireworks at Schuler Park, the Firehouse was open, and it was a major tourist attraction. We are just so proud of what you do over there and there were commendable efforts being made to engage and celebrate the community.*

Fire Department

**Membership:**

No change

**Personnel:**

The restructuring the officers of the department is all set and went good.

**Training:**

Department Training: Truck waxing for the 4<sup>th</sup> 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.

**Emergency Calls:**

The fire department has responded to 149 calls for the month of May 2023.

The fire department has responded to 120 calls for the month of June 2023.

The department has responded to 757 calls year to date for 2023. 70 calls over this time last year

**Apparatus / Trucks:**

Engine 1 is in Westbrook getting work on

Tool mounting on the new rescue truck is all set and will be going into service this week.

**Equipment Issues:**

No Change

**Purchase for New Equipment:**

No new equipment

Swift Water Rescue – 10 years ago, the fire departments made a rescue team. Raft is stored over at Seavey Street. There were 3 river rescues this weekend and on Friday they used both of the rafts and the rigid inflatable.

*Commissioner Nelson made a point to note that the rental companies here for rafts and kayaks need to take a look at the safety of the river before renting to people. By putting the people renting in a dangerous situation, they are putting the fire department's team at risk. Something has to be done.*

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 19<sup>th</sup>.

**Asset Management – Traditional Asset Management**

No change.

**Landfill Leachate**

We have assembled the review team for the Leachate RFQ submissions. It will include myself, Mickey, Paul D & Andrew Smith from the town, Mike Curry and Tim Vadney from Wright-Pierce, and Dr. Paula Mouser from UNH. We anticipate review being completed by the mid-July so that we can interview in August. This timeline is slightly pushed back due to the length of time it takes NHDES to get their paperwork through the Governor & Council process.

**Sludge Dryer**

The CWSRF Loan application for the planning project has been submitted. The last remaining piece is the Designation of Authorities. The motion needed is:

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to authorize Jason Gagnon, Superintendent as the Precinct's representative for the purpose of submitting the application and furnishing such**

information, data, and documents pertaining to the Clean Water SRF Loan. I further move to authorize Jason Gagnon, Superintendent, and Hannah Andersen, Business Administrator, to sign any documents pertaining to the disbursement of funds for this project.  
Motion carried by a 2-0 voice vote.

Saco River Erosion

No change.

WWTF Aeration Upgrades

No change.

Cranmore-Artist Falls Water Main

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.

Country Road Sewer

Updated plans have been received – I am working through my review and will have more information soon.

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

The Precinct is under contract to purchase 96 +/- acres in the Intervale flats behind the old Hill's Florist building. This land is incredibly prime land that sits less than a half mile from the Precinct's highest producing well. By purchasing this property, the Precinct guarantees that no activity will ever occur there that could threaten our wells.

In order to legally purchase the property, the Precinct will hold a Special Meeting on Wednesday, July 5<sup>th</sup> at 7:00 PM to authorize the purchase. It is intended that the purchase will be made from the Sewer Fund in the name of groundwater protection with the cash for the purchase coming from funds received for the CVFD sewer connection.

Cell Tower

I have been working with the Precinct's attorney on contract language. There is currently an issue of NH RSA requiring specific language about tax payments that we're trying to work through.

**Well 3 VFD**

No update.

**Water Operator & PT Admin Hiring**

We have decided to re-list the position as a full-time opportunity based on feedback we received at Annual Meeting. We do have one potentially solid candidate who will be coming in for an interview on Thursday. No new applications received for the water operator position.

**Abatement Requests**

Account 1972: Pool Fill. Sewer abatement in the amount of \$744.00

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve abatement requests for account 1972 in the amount of \$744.00**

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

Account 0433: Pool Fill. Sewer abatement in the amount of \$79.20

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve abatement requests for account 0433 in the amount of \$79.20.**

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

*Back in Q1, the Water Department missed a sampling deadline by 9 days. We are now required to post a violation notice every quarter until January and they will go out with the bills.*

*Deborah Fauver recommended that the Notification of the Annual Meeting be on the Q4 bill.*

Signing of Checks

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

- a) Accounts Payable Checks dated 07/06/2023
- b) Payroll checks dated 07/06/2023
- c) Payroll Checks dated 06/22/2023

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

Non-Public

Motion of Commissioner Umberger seconded by Commissioner Nelson to enter into Non-Public Session per RSA 91-A:3, II(b) The hiring of any person as a public employee.

Motion carried by a 2-0 voice vote.

Suzanne Yes

James Yes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to return to Public Session.

Motion carried by a 2-0 voice vote.

Motion of Commissioner Umberger and Seconded by Commissioner Nelson to appoint Deborah Fauver to the vacant Commissioner seat until Annual Meeting.

Motion carried by a 2-0 voice vote.

Suzanne	Yes
James	Yes

Deborah Fauver took her Oath of Office to become an NCWP Commissioner.

Adjourn

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

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

Respectfully,



Hannah Andersen  
Recording Secretary