

Board of Commissioners  
Minutes  
June 21, 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

Paul DegliAngeli  
Recording Secretary Hannah Andersen

Call Meeting to Order

Meeting called to order at 7:00PM by Commissioner Nelson.

The Commissioners are sorry to announce the passing of North Conway Water Precinct Commissioner Robert F. Porter. Bob was deeply involved in the community. In addition to serving as a NCWP Commissioner, he also used to serve as a Police Commissioner. He was involved in his church as well as the Rotary Club. We are thankful for Bob's hard work, and he will be missed!

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve Budget Hearing Minutes from June 8, 2023

Motion carried by 2-0 voice vote.

Fire Department

**Membership:**

No change

**Personnel:**

No change, still working on restructuring the officers of the department.

**Training:**

Department Training: SCBA, Firefighter down CPR

Tower 2 Training: Flush dry hydrants

Rescue Training: Child birth emergencies, labor and deliveries

**Department Activities:**

Place of assembly inspections and life safety inspection on going.

**Emergency Calls:**

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

The fire department has responded to 78 calls for the month of June 2023.

The department has responded to 691 calls year to date for 2023

**Apparatus / Trucks:**

Engine 1 needed some work done.

Mounting tools on the new rescue truck.

New Rescue truck is all registered and will be inspected this week.

**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 application for interconnection with NHEC has been filed, a preliminary layout has been selected, and the application process with the Town should begin shortly.

**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 end of June so that we can select the top firms for interview in mid-July.

**Country Road Sewer**

Updated plans have been received – I am working through my review and will have more information at the next meeting.

**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 Budget Hearing on Thursday, June 8<sup>th</sup> at 7:00 PM, to be followed by 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***

The PLC needed in Well 3 is not scheduled to ship until September. At this point, I've asked our contractor to tie into the old, existing PLC until the new one arrives so that we can begin using the well before mid-July, when our permit limitations on Well 6 kick in.

***Water Operator & PT Admin Hiring***

We have received 9 applications through Indeed for this position. I will review and see if anyone might be a good fit.

The candidate we hoped to hire for the Water Operator position has withdrawn from consideration due to challenges relocating his family. The ad for the position will be back in the Sun later this week.

***Lead and Copper Rule***

The Precinct completed its second round of Lead & Copper samples in as many quarters. I'm very pleased to say that all test results came back below the regulatory limit for both Lead and Copper – and that the vast majority of the samples had NO detectable lead.

We also met with NHDES about our LCR grant of \$40K. We are all set to begin doing the LCR work in house, for which NHDES will then reimburse the Precinct for its staff time.

***Chemical Results***

We also received our Well 3 chemical sampling results for Q2. All samples were non-detect for VOCs and SOCs.

***Well 4/5 Bridge***

During the May 1 storm, the pedestrian bridge between Well 4/5 control building and the fields was washed away. The Precinct does not actively use this bridge, but if it were a stronger bridge we absolutely would. The MWV ski touring folks and the Rec Path folks have expressed interest in getting a more permanent structure in this location. HEB engineers has begun the work of investigating whether or not FEMA and/or EDA money might be available

for such a project. As of now this work is all being done pro-bono at no cost to the Precinct. If at some point there is paying work to be done, I'll be sure to bring those proposals forward before spending any Precinct funds.

#### Public Comment

Paul DegliAngeli (Town Engineer for the Town of Conway) spoke to the Commissioners about the changes taking place in the Town of Conway. He spoke about the programs the Town is planning to roll out for the end of August. There is a new program for the inspection of new construction of 1-2 family homes. *There will be a Public Hearing on Tuesday at the regularly scheduled Selectman's Meeting on the new fee schedule.*

There is a proposed Rental Program that will bring all rental properties into compliance with Life safety inspections. Inspections would be required every 2-4 years. It was noted that there is a high probability that properties purchased by folks from out of Town likely do not meet the current codes.

The Town has recently hired a replacement for Dave Pandora. They have hired an assistant building inspector, a full-time zoning code enforcement person, in hopes of addressing all the complaints that have been brought to the Town's attention. They have hired an additional full-time administrative position and are advertising to replace the Town Planner who has recently resigned. The Town is planning to partner with the fire departments in the rental licensing program. They believe they have the staff to inspect the properties but are exploring the option of working with Chiefs.

The Town of Conway Master Plan is an ongoing project. They have a consultant for the project and the efforts will result in a guidance document for zoning. Paul noted the specific zoning issue of gambling, as this was not permitted in the last master plan but believes there needs to be a community dialogue about the option.

The Conway Rec Path should be open by the 4<sup>th</sup> of July.

#### Signing of Checks

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

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

Motion carried by 2-0 voice vote.

Closing Announcement from Commissioners

The North Conway Water Precinct has a vacancy on the Board of Commissioners. Parties interested in serving as a Commissioner must be full-time residents of the Precinct and should contact Commissioners Suzanne Nelson and Jim Umberger to express their interest. Interested parties may visit the Precinct offices in person at 104 Sawmill Lane or send an email to [service@ncwp.nh.gov](mailto:service@ncwp.nh.gov).

*North Conway Water Precinct By-Laws – Section 8*

*"When a vacancy on the Board of Commissioners occurs between annual meetings, the remaining Commissioners shall appoint an acting Commissioner to fill the vacancy until the next annual or special meeting. Notice of the vacancy shall be published in a newspaper of general circulation within the NCWP, and an announcement of the vacancy shall be made at each meeting of the Board of Commissioners until an acting Commissioner is appointed. The acting Commissioner must be a registered NCWP voter."*

The position will be advertised in the Conway Daily Sun in the next few days, and depending on interest, there could be an appointment of a new Commissioner as early as the next scheduled Commissioners meeting on July 5, 2023.

Adjourn

Having nothing further to come before this public meeting, **motioned by Commissioner Umberger seconded by Commissioner Nelson to adjourn this public meeting at 10:35AM.**

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

Respectfully,



Hannah Andersen  
Recording Secretary