

Board of Commissioners

Minutes

June 09, 2021

The Commission meeting convened at 10:00 AM in person — at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, Fire Chief Patrick Preece, Superintendent Jason Gagnon, and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from May 26, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

**Membership:**

39 Members

**Personnel:**

2 members on leave at this time

1 Member on medical leave until further notice.

**Training:**

Department Training. We used the new training wall for ladder and forcible windows training. This went very well, the windows worked as designed.

Tower 2: Training: Will be working the truck pump and ladders

Rescue Training: Has not been set up for June.

**Department Activities:**

Moving back into the new station from Est Conway Road, I am hopeful we will have everything out of the building in two weeks.

We are adjusting very well into the new station.

**Emergency Calls:**

The fire department has responded to 96 calls for the month of May

The fire department has responded to 33 calls for the month of June

The department has responded to 551 calls year to date for 2021

**Apparatus / Trucks:**

Engine 4 had a pump issue they found a couple of wires shorting out and has been repaired.

Tower 2 generator is out of service. Desorcie repairs found 2 sensors at the PTO pump that needs to be replaced the parts have been ordered,

### Norcross Circle:

Working on punch list items with Ricci Construction.  
The radios have been installed in dispatch and they are up and running.  
Offices are being set up and we are working out the new station.

### Construction Budget Update (Allan Clark)

*Allan reported that the project was substantially completed as of May 21<sup>st</sup> and they are continuing to work on punch list items, with hopes of being completed by June/July. There are invoices outstanding, but everything has been purchased. With the \$80,000 voted for at Annual Meeting, there will be \$10,000 left over on the project.*

*Superintendent Gagnon made the point that since the \$80,000 has been incorporated into the invoices that are coming through for the project, Allan needs to note which items are designated under the \$80,000 warrant article for auditing purposes.*

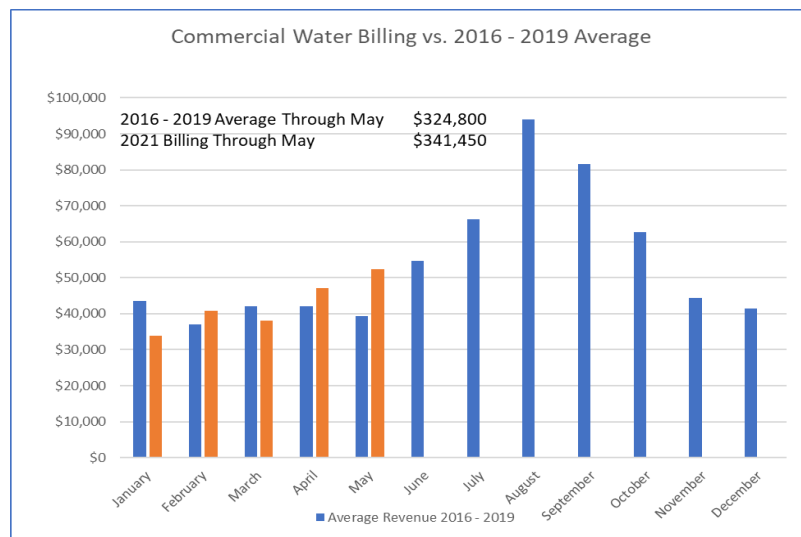
*Allan touched on Change Orders 21-25 which he will be presenting to the Commissioners for approval at the next meeting. He will be working with NH Electric Company on grant monies and chasing final invoices.*

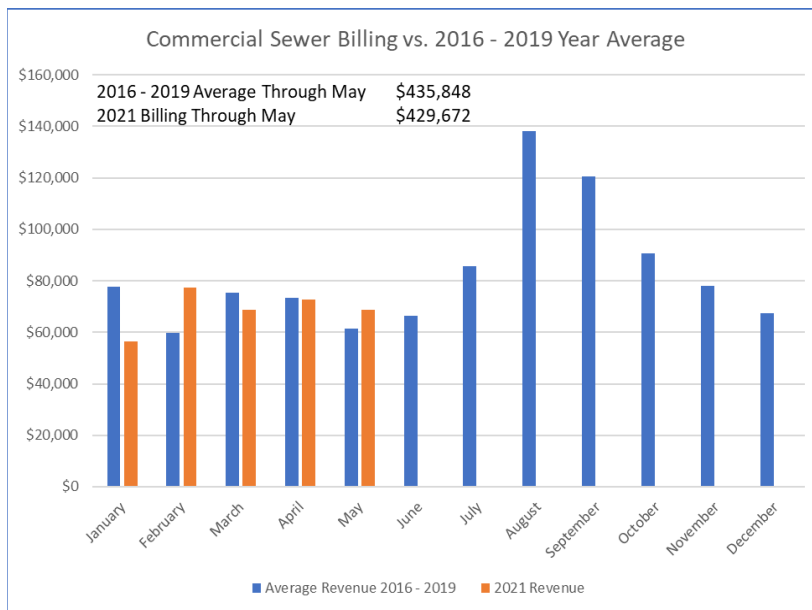
### New Business

(Superintendent's Report)

### Revenue Update

Following the May billing, it looks like our revenues are headed in the right direction for 2021. Given the dry weather to this point in the year, water revenues are projected to be above the 2016 – 2019 average; sewer revenues are projected to come in right around the historical average from 2016 – 2019 but showing signs of getting stronger as summer approaches.





### Maintenance Technician

We have hired Steve Anderson to replace Tony Paraspolo as Maintenance Technician at the WWTF. Steve comes to the Precinct with 13 years of water and wastewater experience at Conway Village Fire District. We are excited to welcome Steve to our team.

### Commercial Meters

I wanted to give an example of a benefit of our new Badger commercial meters. Last week our meter software notified us of a possible leak at a large commercial customer. Precinct staff contacted the customer and worked with them to discover a 140 gallon per hour leak in their irrigation system. Using rough math, over a 1-month period that leak would add up to more than 100,000 gallons – at a cost of \$325 to the customer – if they had not become aware of the leak until they received their next bill.

### Well 2R Project

The project kickoff meeting was held on Tuesday at the Precinct offices with Apex Construction, HEB Engineers, and LA Drew in attendance. We expect work to begin in earnest the last week of June, with the project wrapping up in the first months of 2022.

### New Phone System

Northledge Technologies has completed installation of the new phone system. While there is sure to be the usual learning curve that comes with new technology, so far the system is working well. This is the same system installed at the fire station, and at some point in the near future, we hope to have the two systems networked together to help facilitate easy communication between the two headquarters. I want to give huge thanks to Rob and Patrick from Northledge for their work to decipher our old system and make this transition happen seamlessly.

### Saco River Erosion Study

We received 7 Qualifications packages for the Saco River Erosion Study work being funded through NHDES Clean Water Planning Project principal forgiveness program. Over the next week the plan

is to review the submissions and select multiple firms to interview. The good news is it seems like we've got a great list of qualified firms to choose from.

Signature Documents

Motion of Commissioner Nelson and seconded by Commissioner Porter to sign the Plodzick & Sanderson Engagement Letter for auditing services.

Motion carried by 3-0-0 voice vote.

Motion of Commissioner Porter and seconded by Commissioner Nelson to authorize Suzanne Nelson to sign the Plodzick & Sanderson Engagement Letter.

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

Signing of Checks

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

1. Payroll Checks dated 6/10/2021
2. Accounts Payable Checks dated 6/10/2021
3. May Callfire Payroll Checks dated 6/9/2021

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 10:53 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary