

Board of Commissioners
Minutes
March 15, 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 John Santuccio
Commissioner Suzanne Nelson
Commissioner Robert F. Porter

Superintendent Jason Gagnon
Fire Chief Chad McCarthy

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to adopt the Public Meeting Minutes from March 1, 2023 and the Budget Hearing Minutes from March 1, 2023.

Motion carried by 3-0-0 voice vote.

FIRE DEPARTMENT

Membership:

40 Members

Personnel:

1 member on leave at this time.

2 members retired and moving out of town.

Training:

Department Training: Can reports and maydays.

Tower 2 Training: Search and rescue / Ladder setup for escape

Rescue Training: NCCP

Department Activities:

Reviewed Sprinkler plans for Cranmore building 3.

Reviewing plans for the new food hall going in the old Olympia Sports space.

Place of assembly inspections and life safety inspection on going.

Emergency Calls:

The fire department has responded to 140 calls for the month of February 2023
The fire department has responded to 56 calls for the month of March 2023.
The department has responded to 318 calls year to date for 2023.

Apparatus / Trucks:

The final inspection of the new rescue truck went good. They have a couple things to fix.

Equipment Issues:

No issues.

Purchase for New Equipment:

No change.

COMMISSIONERS REPORTS / SUPERINTENDENT'S REPORT

Project Status

Asset Management – Energy Efficiency Grant

No change. The article to amend the value to reflect the larger ground-mount array will be on 2023 Warrant.

Asset Management – Traditional Asset Management

This week, we will be working with Wright-Pierce to collect vertical asset data at our water facilities. Next week, we have demos scheduled with three CMMS providers – Lumin, Ensign+, and Beehive. Each of these demos will be 2 – 3 hours in length and go much more in-depth to the Precinct's specific needs for the software.

Asset Management – Lead Service Line Inventory

The Precinct was able to secure an additional grant through NHDES for Lead Service Line work, which is mandated by new EPA Lead and Copper rules. The first part of this work is creating an inventory of every single service line in the entire Precinct. This is very labor-intensive work that involves searching through old records, compiling data, and even inspection of piping inside homes where good records aren't available.

Step one is gathering information on the inventory. Step two is developing a plan to replace a certain amount of them every year.

Our plan is to use this \$40,000 grant to fund in-house labor costs. In order to get the grant acceptance going, we need the standard motion and vote to accept the grant and authorize me to sign.

Motion of Commissioner Nelson and seconded by Commissioner Porter to enter into a Drinking Water Sustainability grant agreement with the New Hampshire Department of

Environmental Services to fund a water system improvement project. I further move to authorize Jason Gagnon, Superintendent, to execute any documents which may be necessary to effectuate this grant agreement.

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

Sludge Dryer

No change. *We do have a meeting with the Forest Service next week.*

Saco River Erosion

The kickoff meeting for phase II was held last Friday. We anticipate Interfluve getting underway with some additional test borings in the coming weeks.

WWTF Aeration Upgrades

Staff and I met with Wright-Pierce last week to finalize their 20-year flows & loads estimate and discuss further refining project scope in order to maximize the value returned to the Precinct. Among the potential scope items discussed were the challenges of working with the 25-year-old controls infrastructure, alternative funding sources for emergency backup generator replacement, and how those two items might best be segregated to best take advantage of funding opportunities.

Cranmore-Artist Falls Water Main

We have been working with the developer adjacent to Cranmore to put together the framework of an agreement for a water main easement. After a series of back and forth, I am recommending that the Precinct agree to contribute \$7,500 toward landscaping improvements following installation of the water main within the easement.

As discussed previously, this easement allows the Precinct to install water main away from the highly concentrated utilities in the Cranmore dirt parking lot. This reduces the potential for construction hassle and costly damage to existing utilities. I estimate the total cost of this easement will be in the \$15,000 range between some additional tree cutting the Precinct will do, the cost of preparing/recording the easement, and the contribution toward landscaping improvements, all of which will be included in the overall project budget.

Motion of Commissioner Porter and seconded by Commissioner Nelson to continue moving forward with the easement.

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

Country Road Sewer

Following up on our discussion from two weeks ago, I am also preparing the loan application for the project. Current SRF rates are still very good but will be increasing over the summer. My goal is to have the application in soon to beat that rate increase. We have a couple of options for financing. First, after the feedback we received at Annual Meeting last year, I am recommending that we fund the design portion out of Capital Reserve to reduce the amount we're borrowing. Design costs are estimated at \$126,750. Second, there are options on term financing (based on borrowing \$1,263,250 with 10% principal forgiveness):

Term (Years)	Interest Rate	Total Cost	Tax Impact (Rate)	Tax Impact (Annual) (\$400K Home)
10	2.0%	\$1,265,699	\$0.14	\$56
15	2.3775%	\$1,364,999	\$0.10	\$40
20	2.536%	\$1,463,574	\$0.08	\$32

As soon as I have guidance on the loan term, I can get the completed application submitted. It's important that we choose a loan term now and stick with it – if we change the term after construction, we lose out on these rates and will be subject to whatever the new rates are at that time.

Motion of Commissioner Nelson and seconded by Commissioner Porter that the Precinct goes with the 10 year term for the total cost of \$1,265,699 for the Country Road Sewer Project.

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

Pine Hill Franchise Area

No change.

Well 3 VFD

No change – still waiting to hear back from the insurance folks.

2023 Annual Meeting Calendar

Candidate Filing	February 8 – February 17
Petitioned Article Deadline	February 28
Budget Hearing	March 1

Annual Meeting

March 29

Signing of Checks

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

- a. Payroll Checks dated 3/16/2023
- b. Accounts Payable Checks dated 3/16/2023

Motion carried by 3-0-0 voice vote.

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Porter seconded by Commissioner Santuccio to adjourn this public meeting at 10:38AM. Motion carried by voice vote 3-0-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', is written over a horizontal line.

Hannah Andersen
Recording Secretary