

Board of Commissioners

Minutes

March 3, 2021

The Commission meeting convened at 10:00 AM virtually —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, Allan Clark of REI, Paul DegliAngeli from the Town of Conway 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 February 17, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

No new applications at this time.

Personnel:

2 members on leave at this time

No members on quarantine at this time.

Training:

Department Training. The fire marshal office went over fire scene investigation.

Tower 2 Training: using Webex power point lecture on ropes and knots.

Rescue Training: they will be doing winter emergencies training.

Department Activities

Currently 25 members have received 2 shots; with minor or no side effects.

Currently 7 members have received 1 shots; with minor or no side effects.

More members are in the process of scheduling over the month overall it has been going smoothly.

Emergency Calls:

The fire department has responded to 104 calls for the month of February

The department has responded to 217 calls year to date for 2021

We are up 10 calls from last year st the same time

We have been very busy answering calls; really would like to thank our first responders for all their hard work.

Apparatus / Trucks:

Car 1: Got 4 new tires.

Car 2 (pick up) MacDonald's Motors serviced the transmission and now we hope for the best.

Rescue 1 has new brakes installed and next Thursday the truck goes in for its full service.

Norcross Circle:

1. The Masons are making good progress overall.
 - a. Lying brick on the hose tower; this will take 1 weeks to complete, if we have good weather and no wind.
 - b. They start putting the top granite up on the west wall half way installed.
 - c. They will be working on setting the granite in the arches of the garage doors later today.
 - d. Welder has completed his work on the arches to receive the granite.
2. Electricians working on putting light switches on the admin side of the building.

Motion of Commissioner Porter and seconded by Commissioner Nelson to take the agenda out of order.

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

Paul DegliAngeli presented the Commissioners with a project that the Town would like the Precinct to financially contribute to because it involves relocating a part of the NCWP sewer infrastructure on Thompson Road. Superintendent Gagnon articulated that the project is part of a DES stream channel restoration project and that currently the pipe is only six inches below the riverbed. During high flow events, this puts the pipe at risk of damage so the pipe should be moved. He explained that the pipe would be moving upstream to an area where the pipe would be 2 feet in the ground instead of 6 inches.

Motion of Commissioner Nelson and seconded by Commissioner Porter that the Precinct has the intent to pay for the relocation of the sewer associated with the Thompson Road Bridge, pending bid results and final value.

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

(Commissioners' Report - Allan Clark of REI)

Allan provided an update on the progress of the Fire Station construction. The Masonry is slow going but looks good. Paint is just about done and the ceiling tiles are in. The sprinklers are in and there is now internet and wifi in the basement. Furniture is set to be delivered on April 15th and the last thing to be done on the project are the epoxy floors. He still anticipates the completion date to be May 1st. The task force will be having a meeting with Samyn D'Elia architects on Thursday to discuss items that the task force believes to be the financial responsibility of the architects.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve Change Order 5 in the amount of \$7,863.21, Change Order 6 in the amount of \$1,779.31, Change Order 7 in the amount of \$19,071.46, Change Order 8 in the amount of \$4,517.28, Change Order 9 in the amount of \$2,018.19, Change Order 10 in the amount of \$2,853.13, Change Order 11 in the amount of \$2,687.13, Change Order 12 in the amount of \$3,894.33 and Change Order 13 in the amount of \$21,712.32.

Roll Call Vote

John Yes

Sue Yes

Bob Yes

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

New Business

(Superintendent's Report)

Annual Meeting Update

I wanted to provide a quick update on our schedule for the next few months. Candidate filing period opens Wednesday, March 24th. One week after that is the Budget/Bond hearing on Wednesday, March 31st. That night we will also have our required quarterly night meeting. I am recommending that the Commissioners meeting begin at 6:30 with the Budget Hearing to follow at 7 PM.

Annual Meeting	Saturday, May 8
Annual Report Available	Friday, April 23
Post Warrant	Friday, April 16
Commissioners Approve Warrant (at regular Commission Meeting)	Wednesday, April 14
Budget/Bond Hearing	Wednesday, March 31
Candidate Filing Period Begins	Wednesday, March 24

Thompson Road Culvert

Paul DegliAngeli will be in attendance at the meeting to discuss cost-sharing for the Town's Thompson Road culvert replacement project.

2021 Budgets

Attached to this report are a budget narrative and the proposed budget breakdowns for each department.

Commissioners Budget

- The proposed operating budget for the Commissioners Fund is down 1.7% for 2021.
- With the addition of the Fire Station bond payment, long term debt payments are up 33.2% from 2020.
- Proposed non-tax revenues have approximately doubled due to increase in projected SAG funding and Sewer Capital Contribution.
- Due to NH DRA revenue reporting errors and unanticipated grant revenue in 2020, fund balance increased by approximately \$525,000. Two proposals are presented below for return of this money to taxpayers.
 1. Use surplus funds to pay off SRF Note #30 (\$510,000 +/-).
 2. For each of the next 6 years (2021 – 2026), use \$87,500 in fund balance to “buy down” the tax rate.

Sewer Budget

- Projected decrease in sewer billing revenues due to COVID is the main driver in a net projected revenue decrease of 3.6% (\$75,653).
- Because of projected revenue decrease, the operating budget was reduced by 2.6% (\$38,371).
- The Capital Contribution (Sewer fees transferred to Commissioner's fund to offset taxes) has increased by \$130K as promised to utilize anticipated savings from the Solar project to offset the cost of the fire station.
- Projected operational fund balance change: +\$10,574

Water Budget

- In general, the 2021 Water budget is most impacted by time-sensitive projects. These include:
- Items outside of the Well 2 DWGTF-funded project scope, such as the well pump, piping, and cabling, as well as system-wide SCADA upgrades that need to happen concurrently.
- A special article for an additional \$260,000 to fund the overage between the low bid and approved budget for the Well 2 project.
- Installation of new water main along the east side of North-South Road that needs to be completed before two other projects happen is also included.
- Revenues in 2020 remained surprisingly strong, however, just like in the Sewer budget I've forecasted revenues conservatively in 2021.
- Projected operational fund balance change: +\$216

Fire Budget (Presented by Chief Preece)

- Increase in electricity and telephone. More electric demands with the new station.
- Operating budget increase of \$16,523.
- Radio system work needed for proper response time.

North-South Road Water Main

As included in the 2021 proposed Water Budget, the Precinct would put out to bid the install of 650 feet of 12" water main. I'd like to do what we have done in the past, which is to purchase the material in house and provide it to the contractor to ensure that we get the material we're looking for. I've attached the results of an RFP for the pipe and other materials needed for the project. FW Webb was low bid at \$43,739.72. They have indicated there is a likely increase in pipe costs coming soon, so I would like permission to purchase the materials needed now. I'm asking for a motion allowing me to purchase pipe for this project up to \$50,000.00, which includes a few items not included in the RFP (adapter kits, a 12x12 tee, etc).

Motion of Commissioner Porter and seconded by Commissioner Nelson to allow the Precinct to spend up to an additional \$50,000 to purchase parts for the North-South Water Main.

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

Saco River Erosion Study Update

We are currently finalizing the application and hope to have it submitted to NHDES next week. The last remaining item is the certified minutes from your vote at the last meeting.

Well 2 Project Update

At our last meeting, the Commission voted to recommend that \$260K of fund balance be used to cover the difference between the project low bid (Apex Construction) and the approved Warrant Article Budget. I have been in communication with the Drinking Water Groundwater Trust Fund

(our funding agency for the project) and they are accepting of this solution. After consultation with Precinct legal counsel and our accountant, it was confirmed that this additional appropriation needs to be placed on the 2021 Warrant for approval at Annual Meeting. I have put together a non-standard agreement ("Intent to Award") that I will be presenting to Apex in hopes that they will hold their bid pricing until after Annual Meeting. I will keep the Commission updated on how that conversation goes.

Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve a notice of intent to award to Apex Construction for the Well #2 chemical feed building in the amount of \$1,083,000.

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

Precinct Land & Public/Private Use

As you are aware, the MWV Ski Touring Association uses Precinct land around Wells 4 & 5 for XC ski trails. MWVSTA puts considerable effort into grooming and maintaining these trails for use by skiers who purchase a ski pass through them. As with all trails in the valley since COVID hit, use is way up – and not always in a good way. MWVSTA has reported a large increase in walkers/hikers/dogs that are damaging their XC ski trails.

MWVSTA personnel reached out about the possibility of posting educational signage to help reduce misuse of the XC ski trails, and the additional possibility of enforcing trespass on Precinct property. This has opened a larger conversation about public use on Precinct lands and potential lease agreements for exclusive/private use. The Precinct currently has a lease/use agreement with these same fields for the Patriot Spaniel Club to allow them to hold field hunting trials. Although this is not something that needs a decision today, I wanted to get the conversation started about how the Precinct wants to manage use of these publicly-owned lands as outdoor recreation pressures continue to grow in the region.

Signing of Checks

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

1. Payroll Checks dated 3/4/2021
2. February Callfire Payroll Checks dated 3/3/2021
3. Accounts Payable Checks dated 3/4/2021

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 12:35PM** .
Motion carried by voice vote 3-0-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', with a large, stylized flourish at the end.

Hannah Andersen
Recording Secretary