

Board of Commissioners

Minutes

March 31, 2021

The Commission meeting convened at 6:30 PM in person — at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH, with virtual access available through WebEx. The following were present: Commissioner Suzanne Nelson, Commissioner Robert Porter, Fire Chief Patrick Preece, Superintendent Jason Gagnon, Treasurer Robert Anderson, Moderator Donald Ekberg, Kris Cluff and Recording Secretary Hannah Andersen. Jim and Karen Umberger also joined the meeting remotely.

Call the Meeting to Order

Meeting called to order by Commissioner Nelson at 6:33PM.

Motion of Commissioner Nelson and seconded by Commissioner Porter to take the agenda out of order to start the Public Hearing at 6:45.

Motion carried by a 2-0 voice vote.

Minutes

Motion of Commissioner Porter and seconded by Commissioner Nelson to accept the Public Meeting Minutes and Non-Public Meeting Minutes from March 17, 2021.

Motion carried by 2-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership:

39 Members

1 new applications at this time.

Personnel:

3 members on leave at this time

Jordan Cargill is taking a six month leave; he is going out west for the summer

Training:

Department Training. Will be doing a tour of the new station and working on the dedication.

Engine 3 Training: will be doing sprinkler systems training.

Rescue Training: equipment review on rescue 1 and rescue 2.

Department Activities

Plans review for Tractor Supply, 5 unit sub division on Old Bartlett Road and Upper Saco Valley Land Trust for Pine Hill. All was approved

Emergency Calls:

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

The department has responded to 321 calls year to date for 2021

Norcross Circle:

1. The Masons are making good progress overall.
 - a. The granite in the arches of the garage doors are now complete and they have started laying brick on the front of the building.
 - b. The granite top cap on the north and west and upper south wall is now complete.
 - c. They have started washing the brick and granite on the west wall
2. Electricians working on putting light switches and outlets throughout the entire building. The light fixtures are being installed.
3. Painting is going well, first coat of paint has been done throughout the building and they have started the second coat.
4. Plumbers have been work on the air exchange equipment that this on the roof.
5. Pope has the fire alarm system 100 % complete.
6. Elevator installation is complete awaiting on the generator to be installed so they can have the State come and inspect it.
7. Portland Glass has installed the doors and windows with the exception of the hose tower windows and the employee entrance door.
8. Flooring is moving along nicely.
9. Millwork has arrived and the contractor has started installing.

New Business

(Superintendent's Report)

Annual Meeting Update

The budget hearing is scheduled for tonight at 7 PM. Candidate filing period closes Friday, April 2nd. Below is the remaining schedule for the Annual Meeting season.

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
Candidate Filing Period Ends	Friday, April 2
Budget/Bond Hearing	Wednesday, March 31

2021 Budgets & Warrant

Attached to this report are the updated/revised budget narrative and the proposed budget breakdowns for each department. The only changes to budgets occurred in the proposed Water Budget due to actual bid pricing received for 2021 Water Main projects. Also attached is the 2021 DRAFT Warrant, which has had a couple of additions. The major addition is due to the realization that the State legislature is considering suspension of State Aid Grant payments in the upcoming biennial budget. Articles 08 and 09 are tied to this possibility. Also added is Article 14 which seeks to appropriate surplus funds from the 2020 Fire Department operating budget for unanticipated expenses outside the original Fire Station project scope.

North-South Road Water Main

Pricing was received from five contractors for the proposed work along North-South Road and between Well 2R and the new control building. A.J. Coleman was low bid for both sections of work. I am recommending award to A.J. Coleman for the project in the amount of \$71,000.00. This is slightly less than I had originally budgeted for in the proposed 2021 water budget.

Motion of Commissioner Porter and seconded by Commissioner Nelson to award the North-South Water Main project to A.J. Coleman in the amount of \$70,000.

Motion carried by a 2-0 voice vote.

Solar Update

The solar array is completed. The last step before “flipping the switch” is NHEC completing the install of their new “recloser” switch at the pole on Sawmill Lane. All paperwork has been submitted to NHEC and hopefully this will occur soon.

Septage Rate Update - Tiered Structure

Due to time constraints tonight with the Public Hearing for Bond Refunding and Budget Hearing, I am postponing the Public Hearing for the tiered septage rates until the next Commission meeting.

Additional Water Rate for Delinquent Meter Accounts

Due to time constraints tonight with the Public Hearing for Bond Refunding and Budget Hearing, I am postponing the Public Hearing for the additional water rate until the next Commission meeting.

Public Hearing

Motion of Commissioner Nelson and seconded by Commissioner Porter to recess the Commissioners Meeting and enter a Public Hearing. Pursuant to the provisions of RSA 33:3-d, the Board of Commissioners of the North Conway Water Precinct will hold a public hearing to discuss the possible issuance of refunding bonds. The proceeds of

these refunding bonds would be used to refinance approximately \$15,600,000 in current Precinct indebtedness in order to achieve interest cost savings and to pay certain costs of issuing the refunding bonds.

Motion carried by a 2-0 voice vote.

Kris Cluff inquired about the total costs and the bonds that are to be refinanced. Superintendent Gagnon stated that the bonds being refinanced are from new projects that have come online since the last refunding from NHMBB. The bonds that are going to be refunded are the Dewatering Project (projected savings - \$143,157), Aeration Project (projected savings - \$77,104), Hurricane Mtn Sewer Project (projected savings - \$63,014), RD Contract 7 (projected savings \$231,511), Alternative Energy Projects (projected savings - \$70,340) and the Fire Station Project (projected savings \$382,640), for a total project savings of \$967,768.

There was a discussion about interest rates and Superintendent Gagnon stated that he didn't see the interest rate in the calculation but in the last round of bond sales, the rates were in the 1.5% range.

Jim Umberger inquired about if the Precinct shopped rates at Northway for a refinance to see if they could give us a better rate because the Bond Bank charges fees for refinancing. Superintendent Gagnon stated that we did not reach out to the bank but that last year when we were financing the Fire Station Bond, the Bond Bank had a better rate on the \$6.7 Million Note than Northway. The estimated savings for the refinance are also net of fees. We are unable to shop the rate this time because the Bond Bank is doing a special Bond Sale and to meet our deadlines, tonight is the night that we have to approve the refinance.

Commissioner Nelson stated that we went to the bank for the Fire Station is because taking the note out at the Bank would leave us with the opportunity to pay down the note, but it's important to mention that we have two outstanding notes that are not included in this refinance so we still have two significant loans that we could still pay down if the opportunity arose.

Having no further comments or questions come before this hearing, **Motion of Commissioner Nelson and seconded by Commissioner Porter to close the Public Hearing and return from recess to the Commissioners Meeting.**

Motion carried by a 2-0 voice vote.

The following resolution was read aloud by Commissioner Nelson:

**A Resolution
Authorizing the Issuance of Refunding Bonds
Dated as of March 31, 2021**

WHEREAS, the North Conway Water Precinct, New Hampshire (the "Precinct") has issued certain loans as described on Exhibit A, attached hereto and made a part hereof, which are eligible to be refunded at par at any time without penalty in the aggregate outstanding principal amount of approximately \$15,600,000 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the Precinct may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund or advance refund the Refunded Bonds and to pay certain other costs relating thereto, including any necessary redemption premium and the costs of issuing the Refunding Bonds.

NOW THEREFORE, BE IT RESOLVED that the Precinct, acting by and through its Board of Commissioners (the "Governing Board"), hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date and to pay the costs of issuance of the Refunding Bonds, including costs of any credit enhancement; and

IT IS FURTHER RESOLVED that the Precinct is hereby authorized to finally approve the aforesaid refunding by entering into a Loan Agreement or Bond Purchase Agreement (the "Agreement") with the New Hampshire Municipal Bond Bank or such other underwriter(s) or bond purchaser(s) as the Governing Board may deem appropriate in connection with the issuance of the Refunding

Bonds to evidence the Precinct's approval of the terms and conditions of the Refunding Bonds; and

IT IS FURTHER RESOLVED that the Agreement and such other documents, if any, as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the Issuer by its Chairman of the Governing Board or its Vice-Chairman of the Governing Board, each acting singly, or such other individuals as may be required by state law or as may be specified by bond counsel; and

IT IS FURTHER RESOLVED that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the Precinct by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and

IT IS FURTHER RESOLVED that the Precinct is authorized to enter into such other documents, to engage such other professionals (including a Financial Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

IT IS FURTHER RESOLVED that all actions heretofore taken by the Precinct consistent with the foregoing are hereby confirmed, ratified and approved.

Motion of Commissioner Nelson and seconded by Commissioner Porter to sign the resolution authorizing the issuance of refunding bonds.

Motion carried by a 2-0 voice vote.

Signing of Checks

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

1. Payroll Checks dated 4/1/2021
2. Accounts Payable Checks dated 4/1/2021

Motion carried by voice vote 2-0.

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 11:36 AM.** .

Motion carried by voice vote 2-0.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', with a long horizontal flourish extending to the right.

Hannah Andersen
Recording Secretary