

Board of Commissioners  
Minutes  
May 10, 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

Call Meeting to Order

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

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve Public Meeting Minutes from 4/26/2023 and Non-Public Meeting Minutes from 4/26/2023.

Motion carried by 2-0 voice vote.

Fire Department

**Membership:**

40 Members

**Personnel:**

No change.

**Training:**

Department Training: Walk through the Market Basket

Engine 1 Training: Single engine blitz attack per NFPA

Rescue Training: Stop the bleeding training

**Department Activities:**

Place of assembly inspections and life safety inspection on going.

Working on updating NCFD Standard operating guidelines (SOGs)

North Conway Fire Department up dated fee schedule.

**Emergency Calls:**

The fire department has responded to 67 calls for the month of April 2023

The fire department has responded to 45 calls for the month of May 2023.

The department has responded to 509 calls year to date for 2023

**Apparatus / Trucks:**

New rescue truck will be here Wednesday.

We been having some interest in the old rescue truck.

**Equipment Issues:**

No issues.

**Purchase for New Equipment:**

No change.

Commissioners Reports / Superintendent Report

**Project Status**

**Asset Management – Energy Efficiency Grant**

The contract has been signed with Revision Energy. There appears to have been some issue at NHDES that is slowing approval through G&C, but I've been told the project should be approved by end of May.

**Asset Management – Traditional Asset Management**

No change.

**Sludge Dryer**

No change.

**Saco River Erosion**

No change.

**WWTF Aeration Upgrades**

No change.

**Cranmore-Artist Falls Water Main**

No change. Awaiting easement documents to move forward.

**Country Road Sewer**

No change.

**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.

### **Pickup Truck Purchase**

Both trucks have been picked up and we're very happy with each so far. Plow installs will be scheduled soon.

### **Cell Tower**

No change.

### **Well 3 VFD**

We've begun the process of installing the new VFD in the control building. Even though this is the more expensive option, it has a couple distinct advantages. The bunker in which Well 3 is located is technically a confined space requiring extensive safety protocols each time someone enters – the more we can remove from that bunker, the less need we have to enter the bunker. Secondly, even though the bunker hasn't flooded again in more than 12 years, the potential exists because it is recessed. Removing the VFD provides greater resilience to future flooding.

### **Flood Damage**

The Precinct's skid steer loader was left near the river at Well 6. The floodwaters rose too quickly for Precinct staff to move the equipment on Monday morning and the skid steer was submerged for an extended period of time. An insurance claim has been filed. We've had a local contractor use their crane to lift the machine onto the Precinct's trailer. We will take it to the dealer in Westbrook, ME where they will work to see if it's salvageable.

### ***Landfill Leachate RFQ***

*There has been interest from well-known firms with experience working with landfill leachate and PFAS.*

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

The candidate we had hoped to bring forward for the PT Admin has withdrawn her application. We've readvertised the position in the CDS and will also advertise on Indeed.

We have received zero applicants for the Water Operator. I have reached out to the MWV Career Tech Center to see if there are any soon-to-be graduates interested.

### **Abatement Requests**

None.

Signing of Checks

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

- a) Accounts Payable Checks dated 5/11/2023
- b) Payroll Checks dated 5/11/2023

Motion carried by 2-0 voice vote.

Non-Public

At 10:15 AM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to enter into Non-Public Session per RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

Motion carried by 2-0 voice vote.

Jim	Yes
Sue	Yes

Motion of Commissioner Nelson and seconded by Commissioner Umberger to return to public session at 10:59.

Motion carried by a 2-0 voice vote.

Motion of Commissioner Nelson and seconded by Commissioner Umberger to Seal the Non-Public Minutes because it was determined that divulgence may render a proposed action ineffective.

Motion carried by a 2-0 voice vote.

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Umberger seconded by Commissioner Nelson to adjourn this public meeting at 11:00 PM.

Motion carried by 2-0 voice vote .

Respectfully,



Hannah Andersen  
Recording Secretary