

Board of Commissioners

Minutes

May 13, 2020

The Commission meeting convened at 10:00 AM. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Chief Patrick Preece, 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 Porter and seconded by Commissioner Nelson to accept the Public Meeting Minutes from April 29, 2020.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Chief's Report)

Membership:

36 Members

Personnel:

3 members on leave at this time

Training:

Department Training. Using Web ex; has not been set up yet until the officers meet.

Engine 1 Training: Power Point on firefighter safety, accountability and rehab.

Rescue Training: Using Web Ex will be training on Patient assessments and treatments.

Department Activities

Happy to report no fire department members in quarantine.

As of Monday 11th no active cases of the COVID-19. Conway had 8 cases tested positive for the virus. 32 Cases in Carroll County.

The department has been very busy working with business owners.

Retailer's open on May 11th with 50% occupancy; give them the number of people that is permitted.

Restaurants are reopening for outdoor seating on May 18th.

1. Tent inspections what they can and cannot do with the tent. The location of setting up of the tent for public safety. I.e. In the parking lots so cars cannot drive into them.
2. Issues new Place of Assembly Permit for the Tents or new outdoor seating allowed by the Town of Conway.

Question for the Board do you want the inspection fees applied or do you want to waive the fees?

Motion of Commissioner Nelson and seconded by Commissioner Porter to waive fees with costs associated to COVID-19 and keep regular fees the same.

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

Emergency Calls:

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

The department has responded to 379 calls year to date for 2020

Apparatus / Trucks:

Equipment Issues:

Purchase for New Equipment:

Update the new Rescue 2 Truck construction is almost complete at the factory. Once the factory completes the construction the truck goes to the dealer in Vermont to install the SCBA tanks. The delivery should be late June.

First Responder Stipend offered by the State of New Hampshire. If the Precinct did this program it would cost us around \$1,800.00 for the Medicare Tax 1.45% and the F.I.C.A. Tax 6.2%. The State portion \$22,600.00

We have six members that will be covered by another department. The members on leave do not qualify for the stipend.

Motion of Commissioner Porter and seconded by Commissioner Nelson to pay the Precinct portion of the First Responder Stipend in one lump sum after we get paid from the state.

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

New Business

Other Business

(Superintendent's Report)

COVID-19

An update on current Precinct water and wastewater operations:

- Water and wastewater staff continue rotational schedules designed to minimize interactions between employees with the hope that if any of our employees were to get sick, the illness is less likely to infect all Precinct employees at the same time. Staff have been ordered to stay home if they exhibit any signs of illness or know that they may have been exposed to someone who may have been a carrier of COVID-19. We are at a point now where I am recommending that Precinct staff come back to work full-time on their regular schedules. While we've done a good job keeping up with critical tasks over the past month and a half, if we do not start catching up on routine and preventive maintenance our risk of service impacts may increase. We have put together a document outlining recommendations from the CDC and other agencies for strategies to keep our employees safe and healthy. Among other things, staff will be asked to self-report potential COVID-19 exposure and use a non-contact thermometer to record their temperature each day before coming to work. If they exhibit any symptoms they will be sent home. The Precinct office will remain closed to the public, and all business transactions will be encouraged to take place over the phone. Field and office staff will have access to masks, gloves, and sanitizing supplies. Social distancing will be stressed. The employees of the Precinct are critical front-line public health providers through their work to supply clean, safe drinking water and wastewater treatment. At this time, I believe it is important that we return to full staff to provide those services at the high level the public is accustomed to.

- Regularly scheduled Commissioners' meetings will be held via video conference using the Cisco Webex platform. Meetings will be open to the public to attend via Webex. Instructions can be found on our website.
- Annual Meeting has been postponed until at least May 20th. I still have not received any guidance from the State regarding outdoor meetings. I've reached out to the State again this week hoping for an update, and asked our attorney for an opinion of what would happen if we just held the meeting outdoors without waiting for State approval –but at this point it seems like no one is willing to OK anything until the State issues official guidance.

A discussion ensued about the options available for holding Annual Meeting and the Commissioners agreed that it is best to come up with a plan for Annual Meeting and we will adjust when we get guidance from the State. An Outdoor Meeting with Drive Thru Elections look like the most likely options and NCWP will reach out to the State.

- See below for YTD water & sewer billing and April commercial billing. We will continue to monitor revenues and may hold off on larger budgeted expenditures for the time being.

		Year to Date		
		2019	2020	2020 Variance
Water	Residential	\$263,545	\$257,989	-2.11%
	Commercial	\$212,706	\$189,708	-10.81%
	Water Subtotal	\$476,251	\$447,698	-6.00%
Sewer	Residential	\$172,313	\$170,828	-0.86%
	Commercial	\$352,326	\$297,841	-15.46%
	Water Subtotal	\$524,639	\$468,670	-10.67%
Total		\$1,000,890	\$916,367	-8.44%

		April Commercial Billing		
		2019	2020	2020 Variance
Total	Water	\$63,681	\$23,855	-62.54%
	Sewer	\$40,069	\$21,392	-46.61%
		\$103,750	\$45,247	-56.39%

Sewer Rules & Regulations Update

To follow up on our discussion at the last meeting, I believe I misspoke when using the words "Public Hearing". I do not believe we need a formal "Public Hearing" to update the rules and regs – what I was (poorly) trying to say is that we should have the opportunity for public input. If the Commission agrees, I'll post a news update to the website linking to the old and new Rules & Regs. At the next regular meeting (May 27th) we can have a public comment period on the agenda specifically for the rules & regs, then adopt the new ones if the Board sees fit.

To recap, proposed changes are summarized as follows:

- Page 17, Article III Section C – list of towns updated to include all towns the Precinct has recently secured contracts for septage disposal with.
- Page 18, Article IV Section B – Added language to require new sewers and connections to comply with State of NH sewer design standards and design review requirements.
- Page 24, Article V Section E (14) – Added "PFAS" to list of chemicals that may not be discharged in wastewater without being specifically permitted by the Precinct.
- Page 25, Article V Section E (18) – Added PFAS limit of 50 ng/l to table.
- Page 31, Article VI Section E – Added language to clarify that residential customers are billed quarterly, commercial monthly.
- Page 32, Article VI Section J (3) – added language to clarify process for receiving a swimming pool fill abatement.
- Page 57, Appendix III Section C – added language allowing Precinct to seek reimbursement for design review fees.

Pine Hill Development Update

I have been in contact with the Public Utilities Commission (PUC), and it appears as if the most likely way forward to be able to provide water to the full proposed development is through a Franchise Area. The developer has expressed interest in keeping this process moving – with the Board's permission, I would like to start the process for adding this franchise area as well as forward the agreement for reimbursement of design review expenses to the developer for signature.

Motion of Commissioner Porter and seconded by Commissioner Nelson to authorize the Superintendent to begin the process of obtaining franchise rights for the Pine Hill development area through the NH Public Utilities Commission and for the Superintendent to enter into a design review reimbursement agreement with the developer.

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

Upcoming Paving Projects

SUR Construction services was in town on Monday and Tuesday raising manhole covers and water gate boxes on Rt 16 north of the Intervale RR crossing and on Skyline Drive. NHDOT has elected to move work on Eastman Road into next year – manholes were not touched there. The Town of Conway projects (Intervale Cross Road, North-South Road) are uncertain at the moment due to potential budget shortfalls – we will hold off on any potential structure work there until we receive confirmation from the Town that the projects will proceed.

(Fire Expansion Committee)

Commissioner Nelson Report to the Commissioners

Have a couple of contracts that are up for review. Superintendent's suggestions for changes to the REI contract are going to be given to the Project Managers to adjust before signing. Signing of both contracts is anticipated at the next meeting.

Signing of Checks

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

1. 2020 Payables dated 05/14/2020
2. 2020 Payroll Checks dated 05/14/2020
3. April Callfire Payroll dated 05/06/2020

Motion carried by voice vote 3-0-0.

Adjourn

Having nothing further to come before this public meeting, Motion of Commissioner Santuccio and seconded by Commissioner Nelson to adjourn this public meeting at 11.06 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary