

Board of Commissioner
Minutes
May 15, 2019

The Commissioner's meeting convened at 10:00 a.m. in the meeting room at the North Conway Water Precinct Office 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, Superintendent Jason Gagnon and Recording Secretary Kristine Cluff.
Conway, NH.

Call the Meeting to Order

Meeting called order by Chairman John Santuccio at 10:00 a.m.

Public Hearing(s)

There were no public hearing at this meeting.

Minutes

Minutes will be carried to the next meeting.

Fire Department
(copied from Chief's Report)

Chief Preece was not available to this meeting.

Old Business

There was no old business discussed at this meeting.

New Business

Commissions Report/Superintendent's Report

Superintendent's Report
(copied from the Superintendent's Report)

I want to start off my report this week by offering our sincere condolences to the family of Artie Hill. Artie's father passed away yesterday, and our thoughts and prayers are with him and his family.

Business Administrator Position

Evaluation of candidates is ongoing. We will have a non-public later today to discuss candidates further.

CVFD IMA Discussion

The meeting with CVFD will take place on Thursday May 23rd at 4:45 PM at the CVFD administrative offices. We will have a separate executive session prior to that meeting to discuss our approach to the conversation.

Discussion: Superintendent Gagnon stated the Board will have a conference call with Attorney Stephen Judge prior to meeting. He will notify the board of the date and time of the conference call.

Commercial Water Meter Update

The commercial water meter upgrades will begin in late July after installation and startup of our new utility billing software has been completed.

Discussion: Superintendent Gagnon explained we are holding off on this project until the new financial software has been completed. This will eliminate having to enter the data twice. Commissioner Santuccio questioned the cost on the project. The cost is approximately \$120,000.00 this year and there will be another article next year's warrant.

Grove Street

Crews have been busy working on Grove Street, replacing services. Work is expected to continue for another week or two before all service work is wrapped up. We will also be relocating a hydrant to help accommodate Town drainage improvements.

Discussion: We will be done in plenty of time for the Town to finish their portion.

Village at Kearsarge Update

Our engineers have the requested edits and are revising the easement plans to reflect a community septic system on VAK property that was not previously known about. The intention is to have the easement revised and ready for approval at the VAK annual meeting in June.

Discussion: Superintendent Gagnon stated our engineers anticipate having the revised easements completed in time for the Village at Kearsarge annual meeting in June.

Dewatering & Septage Receiving Update

Penta Corporation has remobilized to our facility to finish up work on the project. The remaining conveyors and dewatering press will be installed over the coming two months, and we look forward to having full dewatering functionality back.

Discussion: Superintendent Gagnon stated this project should be completed in the next two months.

External Connection Potential

I have received the proposal from Wright-Pierce regarding a conceptual engineering study for connection of the Hale's Location area to NCWP sewer. The cost of the study is \$6,292, and it will provide a high-level feasibility and cost estimate for providing sewer collection for the portion of West Side Road from Dandiview Road to Echo Lake State Park.

Discussion: Superintendent Gagnon explained he has been approached by the White Mountain Hotel about coming on board with sewer. Superintendent Gagnon met with the White Mountain Hotel representatives. Superintendent Gagnon stated he reached out to our engineers to see what the cost would be for a high level conceptual engineering study and they came back with \$6,292.00. Superintendent Gagnon recommends funding this study from the Sewer Infrastructure Capital Reserve Fund. Superintendent Gagnon stated now with interest from the White Mountain Hotel is probably the time to look at this area. Commissioner Nelson questioned how many issues are involved in this and how many property owners that will find this cost prohibitive and then the burden falls on the Precinct. It was questioned, if the infrastructure is not within the Precinct how will this affect our charter and should we be looking at these issues before we discuss this. We need to get a handle on this to see if putting sewer over there is even feasible. The cost of \$6,292 is reasonable. The study may come back and say the cost is too prohibitive or it come back and say it is worth it. Everyone agrees there is a ton of work to be done before this is feasible from a cost perspective. Commissioner Santuccio questioned even if we put sewer over there how are we going to get people to hook up. Superintendent Gagnon explained we don't have mechanism to make them hook up and we need to look at the

economics of this. Commissioner Santuccio questioned what about easements. Superintendent Gagnon explained it would be like the IMA (Inter-Municipal Agreement) with the Kennett High School where we provide water and sewer to the high school. Superintendent Gagnon explained there are a lot of neighborhoods across the state where lines cross town lines. James Umberger questioned who is going to pay for the infrastructure and Superintendent Gagnon explained we don't know that yet. At this point, we don't know what the funding is going to be. Mr. Umberger stated we had people from the West Side that fought the Birch Hill water project stating "over my dead body will you come over there". Superintendent Gagnon doesn't think we need to change our charter for this project. Mr. Umberger stated the study is good but he thinks you are beating a dead horse. He also stated it doesn't mean you can't look at it. Mr. Umberger further stated you have never discussed the possibility of going out the East Conway Road and shouldn't this look at the larger possibilities. Commissioner Santuccio explained his major concern is this will take twelve to fifteen weeks and the White Mountain Hotel needs something done yesterday. Superintendent Gagnon explained they are pumping their septic tanks three times a week. Questioned if the Precinct would take their tank waste at a reduced rate. There was also discussion about the White Mountain Hotel paying for a portion of the study if he is getting a reduced rate. We are talking about basically dirty water. Our current cost is \$9.30/1,000 gallons which is approximately \$.01 per gallon and that would cover the cost as if he was connected to our plant. There is no increased cost for us to take it. Commissioner Nelson feels this is opening up a whole can of worms and some people will say they are getting a special rate. Commissioner Santuccio feels you are going to get kick back from Conway Village Fire District. Commissioner Nelson questioned if this was unique and is this temporary until we get this done. Commissioner Nelson feels going ahead with the study makes sense. Superintendent Gagnon explained because we have a public/private partnership the White Mountain Hotel is willing to contribute if we go ahead. Commissioner Porter stated he thinks White Mountain Hotel has to pay these costs. Commissioner Nelson questioned how much of a break are you giving him. Superintendent Gagnon explained by charging him \$.09 for 10,000 gallons he would be paying \$900.00 per week. Currently, White Mountain Hotel is using Lamprey Septic to haul it to Plymouth. Mr. Umberger questioned we are giving him a break and we are not willing to give the North Conway Water Precinct taxpayers a break now because you have done away with the free dumping for the taxpayers. We have areas in the Precinct that are not hooked into sewer but paid for it. Commissioner Nelson agrees Mr. Umberger makes a good point. Commissioner Nelson personally thinks we should go ahead with the study. Superintendent Gagnon explained this is a major potential customer and we need to know how long they are willing to wait. Commissioner Porter stated he would like to personally to study the East Conway Road as well. Superintendent Gagnon explained that discussion is for the update on the Master Plan.

Motion of Commissioner Nelson seconded by Commissioner Porter to go ahead with the study looking into possibly sewerage the White Mountain Hotel and Westside Road with a sewer extension with professional engineering services. Motion was carried by voice vote 3-0-0.

Mr. Umberger stated the North Conway Water Precinct is going to pay for the study and if someone helps to pay for the study they will want their input. Commissioner Nelson stated they want a reduced rate.

Commissioner Nelson stated they are welcome but at our regular rate that everyone else pays. Commissioner Porter noted that Lamprey trucks are coming in to plant this morning. The Board was in agreement there would be no reduced rate.

Wastewater Master Plan Update

After receiving public comment last meeting about the need for an update to the Precinct's Wastewater Master Plan, I have reached out to NHDES and our wastewater consultant, Wright-Pierce, about getting the ball rolling on this. Our last update was done in 2011, and I agree it is time to get a fresh look at the future of wastewater both within and outside Precinct Boundaries. We will be putting together a pre-application for NHDES CWSRF Planning Grant funds and developing a scope of work for the Master Plan update that will first and foremost re-evaluate areas within the Precinct currently not sewered, but will also take into account CVFD flows, the very real potential of a Lower Bartlett Water Precinct connection in the coming years, West Side Road potential connections, and Redstone / East Conway Road industrial development potential. Depending on scope and depth, this may be a multi-year update with multiple rounds of grant funding.

Discussion: Superintendent Gagnon explained he reached out NHDES and there is \$75,000.00 available to the Precinct to update the Master Plan. We would look at areas within the Precinct, Redstone/East Conway, Lower Bartlett and CVFD. We will look at how these areas are projected to change. This will be on the ballot to accept this accept this money.

Saco River Watershed Headwaters Protection

I have been meeting with a large group of diverse stakeholders interested in forming some sort of umbrella organization promoting protection of the Saco River Watershed, specifically the upper Saco River area in which our drinking water wells are located. The group is still in the process of forming, but is being spearheaded by members of the Upper Saco Valley Land Trust (USVLT). At the first organizational meeting, representatives from NHDES, NRCS, local land trusts, local water utilities, and other local/regional interests were represented. The idea is to provide support for all of the smaller organizations throughout the region with the common goal of protecting the Saco River and its aquifer. The group has been working with NHDES to get funding for studies on how best to approach their protection projects and has asked NCWP if we would be willing to be the municipal vehicle through which NHDES grant funding could be secured. At this point I think NCWP should be open to this possibility given the potential benefit to protecting our drinking water sources, but there is more research we need to do to make sure that NCWP serving as the funding vehicle for this organization does not impact any potential funding for our own in-house projects.

Discussion: Superintendent Gagnon explained the group has asked the North Conway Water Precinct if we would be willing to be their municipal contact. We would have to make sure it doesn't hinder the Precinct on its potential funding projects. They would be doing all the work and the Precinct would make sure the work is

processed properly. Superintendent Gagnon explained before the Precinct did any specific work, it would have to go before the voters. Administrative Assistant Cluff questioned if the all the funding would go through the Precinct and we would cut their checks and Superintendent Gagnon assumes it would go through the Precinct or we might be advisory. Commissioner Nelson feels there should be some clarification how the partnership would affect the Precinct.

Committee Reports /Reports at this meeting

There were no committee reports at this meeting.

Other Business

There was no other business at this meeting.

Public Comment

James Umberger questioned the Precinct is short approximately \$35,000.00-\$40,000.00 in funding for the Grove Street Project and why did the Board not consider taking this from the infrastructure capital reserve. Superintendent Gagnon explained the Water Infrastructure Capital Reserve only has approximately \$53,000.00 as a balance. Superintendent Gagnon stated if we had more wiggle room in funding and it is unfortunate but we have already started the services on Grove Street. Mr. Umberger stated it is a little unsettling we have to another twenty five years before we can open this road again. This the reason we created these funds is for this type of situation. Superintendent Gagnon explained there is always give and take and you look at the value – we have a lot bigger fish to fry on the water side. At the end of the day, we have to look at everything and he would rather have that money for other things coming up in the future.

Signature Documents

There were no signature documents signed at this meeting

Signing of Checks

Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:

Payroll checks dated 5/16/19

Accounts payable dated 5/16/19

Motion carried by voice vote 3-0-0.

Non Public Session

NON-PUBLIC SESSION UNDER RSA 91-A: 3, II (b) – The hiring of any person as public employee.

Reentered Public Session at 12:00 p.m.

Commissioner Santuccio stated there were no votes take in nonpublic session.

Adjourn

Having nothing further to come before this public meeting, **Motioned by Commissioner Porter seconded by Commissioner Nelson to adjourn this public meeting at 12: 05 p.m. Motion carried by voice vote 3-0-0.**

Respectfully,

A handwritten signature in cursive script that reads "Kristine M. Cluff".

Kristine M. Cluff
Recording Secretary