

Board of Commissioners  
Minutes  
May 24, 2023

The Commission meeting convened at 7:00PM 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

Karen Umberger  
Nicholas Preece  
Recording Secretary Hannah Andersen

Call Meeting to Order

Meeting called to order at 7:00PM by Commissioner Nelson.

Public Hearing

Commissioner Nelson opened the Public Hearing on updating the Fire Fees Schedule at 7:00PM.

Chief McCarthy went over the need for raising fire fees to account for the inflated cost of doing business; the goal of the Fire Department's inspections is to bring properties into compliance, not to penalize property owners. There were discussions about the individual proposed changes to the fees. The Public and Commissioners made suggestions on the proposed fees and the Chief will bring the edited Fee Schedule back to the Commissioners to approve at the next Public Meeting.

At 8:30PM, with no further public comment, **Motion of Commissioner Umberger and seconded by Commissioner Nelson to close the Public Hearing.**  
**Motion carried by a 2-0 voice vote.**

Minutes

**Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve Public Meeting Minutes from 5/10/2023 and Non-Public Meeting Minutes from 5/10/2023.**  
**Motion carried by 2-0 voice vote.**

Fire Department

**Membership:**  
40 Members

**Personnel:**  
Working on restructuring the officers of the department.

**Training:**

Department Training: SCBA, Firefighter down CPR

Tower 2 Training: Flush dry hydrants

Rescue Training: Child birth emergencies, labor and deliveries

**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 112 calls for the month of May 2023.

The department has responded to 577 calls year to date for 2023

**Apparatus / Trucks:**

New rescue truck is here, we received it on Friday.

**Equipment Issues:**

Rescue 2 went to Berlin City for a recall.

**Purchase for New Equipment:**

No change.

Commissioners Reports / Superintendent Report

*Project Status*

**Asset Management – Energy Efficiency Grant**

I will be meeting with ReVision staff and Justin Hussey on Thursday onsite to start planning out the location of the array. I have received the verbal OK from CSRR to do the directional drill under the RR tracks for the electrical conduit and will be scheduling that soon.

**Asset Management – Traditional Asset Management**

No change.

**Landfill Leachate**

As is typical with CWSRF loans, the Precinct needs to include a Designation of Authorities in the loan application. Motion is as follows:

Motion of Commissioner Umberger and seconded by Commissioner Nelson authorize Jason Gagnon, Superintendent, as the Precinct's representative for the purpose of submitting the

application and furnishing such information, data, and documents pertaining to the Clean Water SRF Loan. I further move to authorize Jason Gagnon, Superintendent, and Hannah Andersen, Business Administrator, to sign any documents pertaining to the disbursement of funds for this project.

Motion carried by a 2-0 voice vote.

This is the last piece for the application, which is otherwise complete.

### **Sludge Dryer**

No change.

### **Saco River Erosion**

Highlights from the progress meeting last week:

- Different alternatives were discussed.
- Concern was raised over the increased costs seen in projects since the original cost projections were done. Originally, \$7.8M was budgeted. Looking at recent project costs, it now seems like \$9.6M is more appropriate. The CWSRF loan application will be submitted for \$9.6M.
- Once the desired alternative and costs are fleshed out, we will have a better idea of cost and potential funding partners. At that point, we will know if we need to ask voters for more money.

### **WWTF Aeration Upgrades**

No change.

### **Cranmore-Artist Falls Water Main**

No change. Working through comments on easement documents between parties.

### **Country Road Sewer**

Test borings will be happening over the next couple of weeks. I have received updated plans from HEB engineers, which I will be reviewing at my next opportunity.

### **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.*

### ***Cell Tower***

I spoke with Jim Riley with Bay Communications. Jim will be providing a couple different lease options for the Precinct to review.

### ***Well 3 VFD***

The VFD was installed last week, with startup on Friday. The good news is that the VFD works great. The bad news is that the electrical signals from the VFD are interfering with our old copper phone lines we use for data, so when Well 3 is running, we lose all data monitoring at the wells. We had planned to upgrade the old phone lines as part of the project anyway – we now know we just need to do it before we can operate the well. We are evaluating two communication technologies – short-range radios and fiber optics. Both are anticipated to be about the same cost, I'm awaiting formal proposals from EII.

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

No new applicants for the PT Admin. I plan to reach out to WMCC this week.

We received an application for the water operator from someone looking to relocate from Massachusetts. The applicant has a few years' experience working with water meters, but no construction or water treatment experience.

### ***Abatement Requests***

None.

A Parcel of Land 100 Acres. 2,000 ft north of our wells. Purchasing land is the best way to protect the groundwater. They have 3 offers above listing price. \$125,000. If we move forward with it, I suggest we use some from the CVFD Fund. Great use for the funds because it protects our drinking water. NHMA – in order for us to purchase property, it has to be approved by the voters. We would need approval of the voters, so we'd have our second Special Meeting of the Year. Property goes to the railroad tracks and the river. Part of it is within the Precinct boundaries.

Signing of Checks

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

- a) Accounts Payable Checks dated 5/25/2023
- b) Payroll Checks dated 5/25/2023

Motion carried by 2-0 voice vote.

Non-Public

At 8:50PM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to enter into Non-Public Session per RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Motion carried by 2-0 voice vote.

Jim            Yes  
Sue            Yes

The Commission reentered public session at 9:14PM by Motion of Commissioner Umberger and second of Commissioner Nelson.

Motion carried by 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 of the information would render a proposed action ineffective.

Motion carried by a 2-0 voice vote.

At 9:15PM, Motion of Commissioner Umberger and seconded by Commissioner Nelson to enter into Non-Public Session per RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Motion carried by 2-0 voice vote.

Jim    Yes  
Sue    Yes

The Commission reentered public session at 9:29PM by Motion of Commissioner Umberger and second of Commissioner Nelson.

Motion carried by 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 of the information would render a proposed action ineffective.

Motion carried by a 2-0 voice vote.

Jim    Yes

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Umberger seconded by Commissioner Nelson to adjourn this public meeting at 9:30PM.

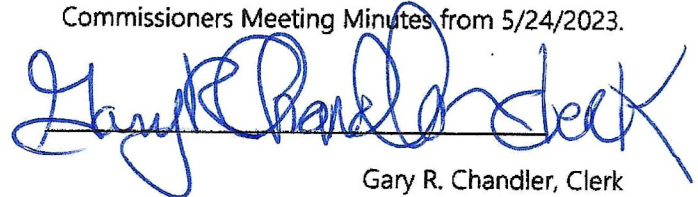
Motion carried by 2-0 voice vote .

Minutes recorded by:

A handwritten signature in black ink, appearing to read 'Hannah K. Andersen', written over a horizontal line.

Hannah K. Andersen, Recording Secretary

I, Gary R. Chandler, certify these minutes as the  
Commissioners Meeting Minutes from 5/24/2023.

A handwritten signature in blue ink, appearing to read 'Gary R. Chandler', written over a horizontal line.

Gary R. Chandler, Clerk

North Conway Water Precinct