

Board of Commissioners

Minutes

May 26, 2021

The Commission meeting convened at 10:00 AM in person — at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Suzanne Nelson, Commissioner Robert Porter, Fire Chief Patrick Preece, Superintendent Jason Gagnon, Notary Public Barbara Reilly, Treasurer Robert T. Anderson, Clerk Gary R. Chandler, Karen Umberger, Jim Umberger, Kristine Cluff and Recording Secretary Hannah Andersen.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the 2021 Annual Meeting Minutes from May 8, 2021, and the Public Meeting Minutes from May 12, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

(Copied from Chief's Report)

Membership

39 Members

Personnel

3 Members on leave at this time

1 Member on medical leave until further notice

Training

Department Training - Using the new training wall for ladder, window training

Engine 1 Training - We did Pump training drafting from the fire ponds

Rescue Training - We did dry land training. It went very well.

Department Activities:

The dedication of the new Fire Station went very well. I would like to thank everyone for all their hard work.

Emergency Calls:

The Fire Department has responded to 61 calls for the month of May

The Department has responded to 430 calls year to date for 2021

Apparatus / Trucks:

Engine 4 had a pump issue we are working on it with e-one to solve the problem.

Norcross Circle

1. Working on punch list items
2. All the primary trucks are moved into the new station. E-1, T2, E3, E4, R1 and R2 were moved on Tuesday and got the power and air hooked up to them.
3. Installing the radio's dispatch today.

4. Offices are being set up and we are working out of the new station.

Commissioner Nelson thanked Chief Preece for his tremendous efforts and long days throughout this project.

New Business
(Superintendent's Report)

Solar Project Update

The new solar array is now up and running. At the peak part of sunny days, the array has been putting out slightly more than its rated capacity of 840 kW. To follow solar production from home, you can visit this link:

<https://hmi.alsoenergy.com/powerhmi/publicdisplay/b042f127-81e6-4cdd-8fcd-3602a2577eab/main?arg=NTYzNzM%3d&lang=en-US>

As part of the project, Revision Energy will be adding the Precinct's original solar array to that online monitoring site.

Next week, Revision will be visiting the site to include our project in an upcoming promotional video targeted for regional distribution. The video will be professionally shot and include interviews with me and a commissioner (if anyone wants to volunteer).

Karen Umberger inquired about how much power the solar array is producing. Superintendent Gagnon stated that we are producing slightly more electricity than we use here at the plant. Any power that we use above the amount needed at the plant during the day, is credited back to the Precinct in REC's.

SRF Pre-Applications

Tuesday June 1st is the deadline for this year's round of applications. Given the prevailing thought that there could be significant federal grant money available, the Precinct will be submitting a number of projects. Note that submitting a project does not obligate the Precinct to actually do it, it merely gets us our place in line should the federal grant money actually show up. The projects include:

- Wastewater
 - Aeration Upgrades – East Carousel
 - Septage Receiving Grit Upgrade
- Water
 - 2nd Distribution Zone Connection
 - Interconnection Upgrades
- Both
 - Water/Sewer Extension – Eastman Road & East Conway Road

Karen Umberger inquired about rumors that the Precinct may extend to Lower Bartlett and whether or not that is a viable option. If so, should we add a sixth project. Jason confirmed that there is talk of extending sewer up to Lower Bartlett and that Bartlett is in a more advantageous position to get funding through RD. Gary will be pursuing that portion of the project and the Aeration Upgrades will

help with the processing of the extra septage that the Precinct will be receiving because of the extra flow.

Well 2R Project

Our crews have begun their work around the well to install the ramp/mound to allow truck access to install the pump and motor. We have awarded the electrical work between the RR tracks and well to Androscoggin Electric who is ordering cable and conduit now. AJ Coleman has been awarded the raw water main install between the well and tracks.

We are anticipating signing the contract with Apex Construction, Inc for the control building portion of the work. A motion to allow me to sign the contract in the amount of \$1,083,000 will get that moving. Apex will be hiring many local contractors for work on the building, including LA Drew and Androscoggin Electric. If all goes well, we may be in the ground within a few weeks.

Motion of Commissioner Nelson and seconded by Commissioner Porter for Jason to sign the contract with Apex for the Well 2R Project in the amount of \$1,083,000.

Carried by a voice vote 3-0-0.

North-South Rd Water Main

After meeting on site with Paul D and Coleman, I am exploring the option of installing the water main in the NHDOT ROW rather than along the shoulder of N-S Rd. This has numerous advantages:

1. Reduced installation cost, meaning we get more pipe installed for the same price
2. Reduced future maintenance costs – repairs don't require digging near the road
3. Potential ability to loop directly to Eastman Road and new Pine Hill Development

I am working with Paul D to facilitate this with NHDOT and will keep you posted.

Pause in the Superintendent's Report for Oaths of Office

Notary Public Barbara Reilly swore in Robert T. Anderson as Treasurer of the North Conway Water Precinct and Gary R. Chandler as Clerk of the North Conway Water Precinct.

New Phone System

Interop testing with Firstlight for the new phone system will happen on Thursday. Shortly after that, phones will be installed, and internet will be switched over from Spectrum to Firstlight.

Cybersecurity Updates

Following the results of our EPA Cybersecurity Assessment, we have been working with Tom Albert at Computer Port and Jim Fritz at EII (our SCADA provider) to update our network protection. This

includes separating our "public" data network – what we normally think of as our server and working files – from our SCADA network. In a nutshell, this will reduce the potential of damaging cyber attacks on both systems. New Firewalls have been ordered and will be the first step in these upgrades. Also included will be VPN connections to the well buildings and restricting SCADA access to Precinct-controlled mobile devices (such as tablets or phones).

Karen Umberger asked about the possibility of Water and Sewer Service being interrupted if there is an attack on the SCADA Network. Superintendent Gagnon said that Water Delivery would not be as big of a burden as the Sewer System because the Sewer is all automated. The first step to separating the networks would be to have two separate, distinct firewalls. The firewalls should be in next week.

Karen asked if both firewalls are going to be the same company, incase there could be a vulnerability with that company, it doesn't make sense to keep both with the same vendor. Superintendent Gagnon will check in with our IT specialist about that inquiry.

Karen asked if we are doing the same thing at the Fire Station and Chief Preece said that we will be when there are folks on site all day. Jason mentioned that the server at the Fire Station is also brand new.

Debt Refinancing

Our proceeds from the bond sale will be arriving on Thursday. On Friday, they will quickly be turned around to pay off the refinanced debt. Big thanks to Hannah for working so hard behind the scenes to make sure it all happens seamlessly!

Signature Documents

Commissioners signed the 2021 MS-232

Motion of Commissioner Porter and seconded by Commissioner Nelson to allow Commissioner Nelson to sign the NHMBB Closing Memorandum.

Motion carried by voice vote 3-0-0.

Commissioners signed the Samyn D'Elia Contract

Railroad Easement for the Fire Station was signed and notarized.

Signing of Checks

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

1. Payroll Checks dated 5/27/2021
2. Accounts Payable Checks dated 5/27/2021

Motion carried by voice vote 3-0-0.

Public Comment

Kristine Cluff said that the Precinct didn't post the second Budget Hearing. Jason and Hannah stated that it was posted and they can provide the posting. Kris would also like the Precinct to

expand on the Summary of Accounts. She was not able to make the numbers balance to the bottom of the Revenue sheets in the Annual Book. She stated that the Capital Reserve Account figures don't match the Town's figures. Hannah stated that it's possible that the Town didn't deposit the Precinct's check until 2021. She stated that the Annual Report isn't transparent and in the future the Precinct needs to have figures that balance through the end of the year.

Karen Umberger was not happy with how the Precinct handled the Energy REC's that were provided to the Precinct because they were being accounted for in the Sewer Department and not in the Capital Reserve account. She feels that we should be able to determine over time, through this Capital Reserve Account, we should be able to know how much has come in through solar savings. The reason this account was created was so that everyone was able to understand the impact of the dollars that have been spent upgrading the facility. We want to be able to know that this makes sense for us as a Precinct. She would like to continue the practice of putting it in the CRF. Superintendent Gagnon stated that the REC's from the Solar Array are now designated to go towards paying sewer debt, and that next year he intends to have the money deposited into the CRF again. Karen Umberger wants those figures to be broken out in the Annual Book.

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 11:24 AM.**

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary