

Board of Commissioners
Minutes
November 8, 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 James Umberger

Nicholas Preece

Commissioner Suzanne Nelson

Tillis Rendleman

Superintendent Jason Gagnon

Recording Secretary Hannah Andersen

Assistant Fire Chief Josh MacMillan

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 the Public Meeting Minutes from October 25, 2023.

Motion carried by a 2-0 voice vote.

Fire Department

Membership:

36

Personnel:

One member on leave of absence.

Training:

Department Training: Firefighter integument.

Engine 1 Training: Engine 1 and Engine 3 pumping evolutions

Rescue Training: Documentation and NH Protocol review

Department Activities:

Place of assembly inspections, rental and life safety inspection on going.

Emergency Calls:

Five year call average is 1,276 calls a year.

Five year monthly call average is 106 calls a month.

Five year daily call average is 3.49 calls a day.

The department has responded to 1,380 calls year to date for 2023

Monthly call average is 115 calls a month for 2023 year to date.

Daily call average is 3.78 calls a day for 2023 year to date.

Apparatus / Trucks:

Parts for Engine 3 have been ordered. Waiting on the final quote from Desourcie. The hose company is covering the cost of repairs.

Equipment Issues:

No change

Purchase for New Equipment:

Ordering hose to replace the hose that failed hose testing.

There was a discussion about the role that the North Conway Fire Department plays in the Rental Inspections at the Town level, and the conflicts that may be coming down the road due to the mechanisms that comprise the Town's program.

New Business

Patriot Spaniel Sporting Trials

Shawn Bergeron came to the meeting to talk to the Commissioners about the possibility of expanding the relationship between the Patriot Spaniel Dog Trials by migrating operations up to the hills behind the 1785. Commissioner Umberger recommended Shawn go to the Recreational Use Committee Meeting on Monday, November 13, 2023.

Review of NCWP By-Laws

The Commissioners intend to establish a Committee to review the NCWP By-Laws ahead of Annual Meeting. Suzanne and Jason both volunteer to serve on that committee. The meetings will not start until after the New Year. The Committee will be advertised in the paper.

Review of NCFD Ambulance Feasibility Study and Staffing Level Comparison

There was a discussion about the study presented and the Commissioners present feel that the Fire Department should move forward with completing a 10-year Master Plan.

Add Meeting Date to Calendar for the 2024 Warrant

Meeting set for 3/6/2024 at 10:00 AM.

Commissioners Reports / Superintendent Report

Project Status

Asset Management – Energy Efficiency Grant

Met with Justin Hussey about purchasing a strip of Justin's Land.

Asset Management – Traditional Asset Management

We've had two meetings with LLumin now, with standing meetings on Tuesday mornings through the implementation process. For the Precinct, our team of in-house "leads" includes myself, Alexis, Mark Ewing, and Aaron Bernier. The four of us will be taking the lead on various aspects of implementation, training, and support throughout the process.

We also held a progress meeting with Wright-Pierce for the other portions of the project. We received updates on vertical asset collection and data integration with LLumin as well as an update on the rate study. We have a few more pieces of information that we need to get W-P and their sub-consultant Raftelis. For end products of this phase, we will have full recommendations for water/sewer rates, buy-in fees, CIP planning, and fund balance levels.

Landfill Leachate

No change.

Sludge Dryer

No change.

Saco River Erosion

Pre-Meeting with regulators from the State and Feds about potential options out there. They can't give us a definite answer until we submit a project.

WWTF Aeration Upgrades

No change.

Cranmore-Artist Falls Water Main

We have tentatively secured funding for the project through DWGTF at the level of \$1,508,000 for a total estimated project cost of \$1,643,000. This is greater than the \$1,278,000 approved at Annual Meeting 2022 due to the rapid increase in costs we've seen in the construction market.

I am recommending an additional Warrant Article for 2024 that will authorize gap funding of \$365,000 for the project. Of the total \$1,643,000, \$1,357,200 will be DWGTF loan, \$150,800 will be DWGTF grant, and the remaining \$135,000 (essentially the cost of design) will use Capital Reserve and existing funds.

Our next steps are finalizing the design and securing the final easements from Cranmore, Franchi, and the NHEC.

Country Road Sewer

No change.

Pine Hill Franchise Area

Continuum (the developer) has the utility ownership agreement for review. This is the last piece we're waiting for to submit our Franchise Area application with the PUC.

Continuum has also reached out recently to ask for an estimate of buy-in fees. We've provided them with a list of information we need in order to calculate those fees and are waiting for a response.

No change.

Well 4

Precinct staff have repainted the pitless adapter. The column, pump, and motor have arrived at our contractor's shop. We are waiting on an electrical contractor for the power supply, but may have the well reinstalled by the end of next week. The goal is certainly to get the well up and running by Thanksgiving at this point.

Sawmill Lane

I still have not been in touch with Debbie Jones.

Cell Tower

No change. Waiting to hear back from cell tower management company.

Northbrook Condos

Northbrook has begun the process of replacing their meter/backflow pits. Gordon T. Burke is doing the work. It's great to get this project rolling after 20 years.

Intervale Land

Precinct staff has been doing some light cleanup work and mowing out there as time allows. We've had a request from a local farmer/winery (Ryan Classen – Alpine Garden Winery) about the possibility of reclaiming and managing the heritage orchard on the property. I hope to connect with him soon to discuss.

I've spoken with USVLT, who remains interested in pursuing a conservation easement for the property.

I've also met with Ski Touring folks and toured the trail on the land. In general, it traverses the western portion of the property in the woods adjacent to the river channel. They mow the trail corridor annually and have one small overflow channel that they will be upgrading the drainage crossing on.

Fire Sprinkler Update

Lakeside Security have been here this week updating our fire system and alarm panel.

Old Business

Adopt Funds Transfer Policy

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve the Funds Transfer Policy as written.

Motion carried by 2-0 voice vote.

Signing of Checks

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

1. Accounts Payable checks dated 11/9/2023
2. Payroll checks dated 11/9/2023
3. Callfire Payroll checks dated 11/8/2023

Motion carried by a 2-0 voice vote.

Non-Public

At 11:10AM, 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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Motion carried by a 2-0 voice vote.

Sue Yes

Jim Yes

Commission returned to Public Session at 11:46.

At 11:47, 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.

Sue Yes

Jim Yes

Commission returned to Public Session at 12:25PM.

Motion of Commissioner Nelson and seconded by Commissioner Umberger to seal the minutes because it is believed that divulgence would 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 12:26PM.

Motion carried by 2-0 voice vote.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Hannah Andersen', with a long horizontal flourish extending to the right.

Hannah Andersen
Recording Secretary