

Board of Commissioners
Minutes
October 11, 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
Commissioner Suzanne Nelson
Commissioner Deborah Fauver
Superintendent Jason Gagnon

Fire Chief Chad McCarthy
Nicholas Preece
Recording Secretary Hannah Andersen

Call Meeting to Order

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

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve the Public Meeting Minutes from September 27, 2023.

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

Fire Department

Membership:

36

Personnel:

No change.

Training:

Department Training: Vehicle extrication

Engine 3 Training: Pump setup and supply progression

Rescue Training: CPR reservation

Commissioner Nelson asked if the Water and Sewer employees are able to take the CPR class. Chief will be looking into running a certification class for the NCWP employees.

Department Activities:

Place of assembly inspections 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 1,267 calls year to date for 2023
Monthly call average is 105.58 calls a month for 2023 year to date.
Daily call average is 3.47 calls a day for 2023 year to date.

Apparatus / Trucks:

15E1 is back and in service.

15R2 is back and in service.

Equipment Issues:

No Change

Purchase for New Equipment:

No new equipment

We've done 3 inspections for the Town's Short Term Rental Program.

New Business

Recreational Use Committee

The Commissioners would like to look at all Precinct Plots of Land.

Commissioner Fauver will be leading the Committee.

The purpose of purchasing land around our watershed is to protect the ground water and all activities will be subservient to that purpose.

Commissioners Reports / Superintendent Report

Project Status

Asset Management – Energy Efficiency Grant

No change.

Asset Management – Traditional Asset Management

Included with this report is the quote from Lumin – our chosen CMMS vendor. This is fully covered by the NHDES Asset Management grant from 2022. Moving forward, the annual service fee will be split 50/50 between the Water/Sewer budgets.

Motion of Commissioner Umberger and seconded by Commissioner Nelson to allow Superintendent Gagnon to sign the proposal from Lumin for 19,600.

Motion carried by 3-0-0 voice vote.

Landfill Leachate

No change.

Sludge Dryer

No change.

Saco River Erosion

No change.

WWTF Aeration Upgrades

We have signed procurement contracts with Stultz (competitive bid for the VFD) and Ovivo (sole source for the mechanical aerator). We have pricing from Atlantic Fluid Technologies for the submersible mixer (sole source from KSB). I wanted to give a shout out to the wastewater crew for thinking outside the box on the submersible mixer – the plan is to set up the new mixer to be swappable with the existing mixers on the other carousel, saving the cost of purchasing one additional mixer.

Cranmore-Artist Falls Water Main

Rotten Rock has completed installation of the water main from Skimobile Road to the northern terminus of the proposed directional drill at the Cranmore property line. They will be installing water service connections off that main soon.

Country Road Sewer

The Original Loan Agreement (OLA) has been signed with NHDES based on an intended construction timeline of summer 2024.

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.

Well 4

The well has been cleaned. During cleaning, the specific capacity (a measure how efficiently the well provides water) increased significantly. We are now waiting on the pump/motor/column to arrive and be installed.

Sawmill Lane

I hope to have an update on Wednesday after speaking with Debbie Jones of North Conway Holdings.

Cell Tower

No change.

Jason reached out to the company that manages cell towers in York Water District and Portland Water District. They will be coming out on Wednesday to look at the sites, to see if it makes sense for us to own the Tower and pay people to manage it. We could rent out space on the tower and it could potentially be used for multiple companies.

Q3 Budget Update

Attached are updated budgets through the end of September. Things are looking good overall and we're on track to be within budget for the year in both water and sewer. Legal expenses are up, but if that becomes an issue in the Commissioner's budget some of those expenses can be moved to water/sewer.

COVID Wastewater Testing

The Precinct will continue working with the CDC's national wastewater testing program for the next year. This is a no-cost, low effort program. Precinct staff simply fill two provided bottles twice a week from samples we collect anyway and then box them up for FedEx to pick up. The CDC contractor tests for COVID (including sequencing for specific strains), Monkey Pox, and other emerging infectious diseases of concern. We then receive those test results electronically and share them with staff at Memorial Hospital and local schools.

NEWEA Utility Management Award

The Precinct has been nominated for a Utility Management Award through New England Water Environment Association. This is a very prestigious award that recognizes the best managed utilities in New England. It's a bit cliché, but it really is an honor just to be nominated for this award. Fingers crossed that our nomination gains some traction!

Abatement Requests

None.

A gentleman reached out to the Precinct to let us know that he purchased a hay elevator from the previous owner of the recently purchased Intervale Lot. The Commissioners are ok with him coming to remove the machine.

There was a brief discussion about the Precinct moving forward with flushing hydrants starting on Monday and continuing through Thursday. The Crew will start at South End of Town by Pinehill / Eagles Way and will head North on the system from there.

There was a brief conversation about Jason reaching out to Andrew from the Town of Conway to ask him about Town Crews striping the parking spots out front. The Precinct will need to think about paving out back in the next couple of years.

Public Comment

Nicholas Preece wrote a research paper to review the current feasibility of an ambulance and the current staffing levels of the North Conway Fire Department. A copy of the paper was given to each Commissioner and they will be reviewing the information and will come together to address the suggestions made in the paper.

Motion of Commissioner Fauver and seconded by Commissioner to put Nick on the Agenda 4 weeks from now.

Motion carried by 3-0-0 voice vote.

Signing of Checks

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

- a) Accounts Payable Checks dated 10/12/2023.
- b) Payroll Checks dated 10/12/2023.
- c) Callfire Payroll checks dated 10/5/2023
- d) Commissioners Quarterly Checks Dated 10/4/23

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Fauver seconded by Commissioner Nelson to adjourn this public meeting at 10:55 PM.

Motion carried by 3-0-0 voice vote.

Respectfully,



Hannah Andersen
Recording Secretary