

Board of Commissioners
Minutes
October 12, 2022

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, Superintendent Jason Gagnon, and Fire Chief Chad McCarthy.

Call the Meeting to Order

Meeting called to order by Commissioner Santuccio at 10:01AM.

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public Meeting Minutes from September 28, 2022 and the Non-Public Meeting Minutes from September 28, 2022.

Motion carried by 3-0-0 voice vote.

Fire Department

Membership:

43 Members

Personnel:

We add three new call members to the dept. last week.

We have received applications for the Assistant Chiefs position and will begin the hiring Process next week and hope to be able to give a conditional offer for the position by the end of the month.

Training:

Department Training: Our annual CPR training went well and over half the dept. are CPR trained.

Engine 3 Training: Pumps class #2 went well. Had class room on Thursday and practical on Saturday.

Rescue Training: NCCP.

Department Activities:

In non-precinct fire contract negotiations with the town.

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

Emergency Calls:

The fire department has responded to 96 calls for the month of September

The fire department has responded to 46 calls for the month of October.

The department has responded to 1,048 calls year to date for 2022

Apparatus / Trucks:

The trucks will be having the pumps serviced on Monday 10/17/2022.

Equipment Issues:

Tower 2 needs to have its water way valve replaced; it's not working properly.

Purchase for New Equipment:

Tower 2 valve is on order.

New Business

(Superintendent's Report)

Project Status

Asset Management

We are working to finalize the scope of work with Wright-Pierce. We want to be sure to maximize the amount of funding we can get for Asset Management software while continuing to build on the asset management work we've been doing with GIS, rates, etc. I hope to have a contract ready for signatures at the next meeting.

On the energy efficiency side, NHDES's consultant is reviewing the data gathered during his recent visit. I'm hopeful we'll have recommendations within the next few weeks. On a positive note, he did say he was impressed with our operational strategies for the well buildings.

Sludge Dryer

No change.

Saco River Erosion

No change. I am preparing the documentation needed to officially receive the funding and move forward.

WWTF Aeration Upgrades

The design contract with Wright-Pierce is currently under review by NHDES. Because of the ARPA funding, there is uncertainty about whether we need to go through a QBS process for the engineer. I'm awaiting clarification from NHDES.

WWTF HVAC Loft

No change.

Cranmore-Artist Falls Water Main

The DWGTF has been prepared and will be submitted by Friday's deadline.

Motion of Commissioner Nelson and seconded by Commissioner Porter to submit a funding application to the NH Drinking Groundwater Trust Fund for funding of the new water main connection between Skimobile Road and Artist Falls Road and to Authorize Jason Gagnon, superintendent, to execute any documents which may be necessary to complete the application.

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

Country Road Sewer

I've received an updated design from HEB and will be meeting with them next week to make some final adjustments. After that, we'll schedule a neighborhood meeting with residents to present the design and get feedback.

Pine Hill Franchise Area

No change.

Radio Upgrades

We received some unexpectedly good news last week: using the new radio technology, the Precinct will be able to get good signal from all our remote sites using the old fire radio tower on Pine Hill as our sole repeater station. This should be a dramatic improvement in reliability over our current radio system, in which many sites use as many as four different repeaters to make it back to the SCADA system at the WWTF.

Of course, we also received some expected bad news – pricing has drastically increased since we received the budget numbers last year. We had budgeted \$46,000 between water and sewer for this work in the 2022 budget. The updated quote from EII is now \$78,000. The increase in cost is due to a couple primary factors:

1. The radio path study (where they physically put radios in the field and test connectivity between sites) showed that if we changed radio frequencies, we could get better reliability and eliminate the need to use multiple repeaters for some sites. In order to change frequencies, we also need to upgrade our antennas which was not in the original budget.
2. We've added a few sites to the list – Duprey Rd sewer pump station and Valley View sewer pump station have historically not had connectivity via radio, but now will be able to.
3. Radio costs increased just like everything else this year.

My recommendation is that we move forward with spending the money in this year's budget to get the project moving. I will include the additional funds in the operating budget for 2023 to complete the project.

457(b) Benefit Program

No change.

Abatelements

Account 0162: Sewer abatement in the amount of \$651.00

Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve sewer abatement for account 0162 in the amount of \$651.

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

Northbrook Condos

No change.

Training

This is the time of year when organizations pack the calendar with fantastic training opportunities. Some of the highlights of what Precinct staff will be attending include:

- NH Municipal Association Annual Conference – this is an opportunity to sharpen our municipal administration skills. Seminars on tax rates, health insurance trends, municipal finance, legal obligations, and all the other stuff that goes into being a State of NH municipality will occur over two days in Concord. This is the part of our ‘business’ that no one sees, but it’s where the rubber meets the road when considering fiscal stewardship of tax/rate payer monies, governmental accountability & transparency, and general best practices for keeping the ship pointed in the right direction. Both Hannah and I will be in attendance for portions of the conference.
- NH Water Works Association Grade Two Operator Exam Prep – Mark Ewing and Kyle Fall are participating in this 6-week intensive course aimed at preparing the operators to pass the NHDES Grade II Water Treatment exam. Other than me, the Precinct currently has only one single certified water treatment operator. This is a great opportunity for staff to gain knowledge about water treatment and make connections with operators at other systems across the state. That knowledge and those connections then enhance our staff’s ability to operate and maintain our water system.
- New England Regional Biosolids Conference – I attended this conference two years ago in Worcester, and thankfully this year it’s being held in Portsmouth, NH. There’s lots of moving pieces with PFAS and biosolids and my hope is that my attendance at this conference will help inform our process as we move forward with the sludge dryer project.

- Artie Hill and Curtis Hodgdon recently attended a course on maintenance and selection of pumps.
- Aaron Bernier attended a course on bypass pumping for wastewater applications.
- Hannah will be attending an Asset Management course put on by NHDES.
- I attended a rate setting workshop put on by NHDES and the Environmental Finance Center at UNC Chapel Hill.

Signing of Checks

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

- a. Payroll Checks dated 10/13/2022
- b. Accounts Payable Checks dated 10/13/2022

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

Non-Public

At 10:35 AM there was a motion of Commissioner Nelson and seconded by Commissioner Santuccio to enter into Non-Public Session by reason of 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 3-0-0 voice vote.

John Yes

Sue Yes

Bob Yes

The Commission returned to Public Session at 11:11AM.

Adjourn

Having nothing further to come before this public meeting, Motion of Commissioner Nelson and seconded by Commissioner Santuccio to adjourn this public meeting at 11:12AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary