

Board of Commissioners  
Minutes  
October 13, 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, Superintendent Jason Gagnon, Fire Chief Pat Preece, Deputy Chief Robert T. Anderson, Stan Szetela 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 Public Meeting Minutes and Non-Public Meeting Minutes from September 29, 2021.

Motion carried by 3-0-0 voice vote.

Fire Department

**Membership:**

39 Members

**Personnel:**

2 members on leave at this time

**Training:**

Department Training. The department walk-through of Home 2 Suites. Went very well the members got so much out of it. While performing the walk-through they found a small propane leak.

Engine3 Training. Will be going over Chimney fires and equipment

Rescue Training. Annual CPR refresher training and certification.

**Department Activities:**

Home 2 Suites is now open for business

Chipotle is now open for business

Performed site plan review for a 2 lot sub-division for Lucy on West Side

Performed a site plan review for a 12 unit storage building Cheney on Old West Side

**Emergency Calls:**

The fire department has responded to 103 calls for the month of September

The fire department has responded to 40 calls for the month of October

The department has responded to 1,010 calls year to date for 2021

**Apparatus / Trucks:**

All Apparatus and trucks passed their DOT inspections. The Apparatus service while they were there; no problems to report

New Business

(Superintendent's Report)

**Water System Sanitary Survey**

The triennial Sanitary Survey for our water system took place yesterday (Tuesday, October 12, 2021). An engineer from NHDES Water Division visited our facilities for inspection and to review our operations. Although we won't have the official report from this survey for a while, I'm pleased to report that things in general went very well. Our water crew deserves much credit for their work to keep our water facilities clean and well maintained. One area where we will likely receive recommendations from NHDES is regarding our water age – particularly in the northern high-elevation areas where many homes are seasonal, usage is lower, and water pressures are lower.

**Well 2R Project**

Work is still progressing well. We ended up making some changes to the grading around the driveway to make access easier for the tanker trailers that will be delivering the bulk sodium hydroxide. As part of those changes, we also opted to replace the concrete slab originally called for with pavement. Although this does add a bit more cost (covered by the project contingency), the net result should be improved access and ease of maintenance over the life of the building.

As with all construction projects lately, there have also been supply delays. We are currently experiencing delay due to plastics manufacturing for the chemical storage tanks. Because of this, the project will likely not be completed by the end of the calendar year when the grant authorization runs out. I have requested an extension on the grant authorization. Attached is the grant amendment and loan amendment.

**Motion of Commissioner Nelson and seconded by Commissioner Porter to amend the grant and loan agreements with the New Hampshire Drinking Water and Groundwater Trust Fund to extend the project completion date from January 1, 2022 to December 1, 2022 and to authorize Superintendent Jason Gagnon to execute any documents which may be necessary to effectuate the grant and loan agreements.**

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

## **Saco River Erosion Study**

Contracts have been signed and work is scheduled to begin any day.

## **Bulk Chemical Supply Update**

I have finally received an estimated ship date for bulk solid Sodium Hydroxide in bags. After ordering in early February, the product is anticipated to arrive the first week of December.

## **Water Rules & Regulations Update**

No change – I'm waiting on the review from the Precinct's attorney and hope to have a reviewed version to discuss soon.

## **Conceptual Projects Update**

### East Carousel Aeration Upgrade

This contract has been executed and work has begun.

### Septage Grit Removal

No change – We are waiting on a proposal for preliminary engineering costs. Last week the vac truck was onsite to clean the septage holding tank. It took nearly three full days to remove the grit accumulated in the bottom of the tank. We estimate more than 70 cubic yards (5 dump truck loads) of grit had to be fire hosed and hand-shoveled to the vac truck before it was sucked out. I want to take a moment to recognize the hard work of our crew to complete this unpleasant task. It is our hope that we will have a conceptual design and cost estimate ready in time for Annual Meeting this coming year so that we can move this project ahead quickly.

### Sludge Dryer

No change – We are waiting on a proposal for preliminary engineering costs.

### Eastman Road / East Conway Road Water/Sewer

No new news from the Town.

### Distribution System Improvements

We are currently working on the temporary access easements to allow the survey crews to enter onto the private properties. Once those easements are secure, we will be able to begin work immediately.

### Chemical Storage Redesign – Well 3/6

I have received the proposal for conceptual design of the chemical storage redesign at Well 3/6 control building. The cost for this engineering work is \$17,500 and I am recommending the funding come from the Water Capital Reserve Fund.

**Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve the expense for the engineering of the Well 3/6 Chemical Storage redesign in the amount of \$17,500, with funds to come from the Water Capital Reserve Fund.**

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

### **SCADA / Administrative Network Separation**

Last week also saw the completion of the in-house network separation efforts. The two networks were split officially last Wednesday. We've had a few bugs to work out since then, but overall things are running very smoothly and our SCADA network is now fully separated from the network that hosts our email and web browsing.

We are now able to activate our new field tablets. These tablets have remote access to our SCADA network and allow NCWP personnel to check the status of operations remotely. For example, if an on-call employee received an alarm call from our SCADA system in the past, that employee would need to physically drive in to assess what was actually happening. Now, they will be able to remotely log in and check alarm statuses and operational conditions before driving in – potentially eliminating the need to come in, and at the very least providing a better understanding of what to expect before coming into an unknown situation.

### **Abatement Requests**

#### Account #0121

I am recommending that a sewer abatement in the amount of \$380.16 be approved for this account. This property had a water leak into the ground. Because the Precinct did not incur the cost of treating that water as sewer, the abatement is justified. The water leak did occur on the customer's property and the Precinct did therefore incur the costs associated with water treatment and distribution. For that reason, I am recommending no abatement be granted for the water portion of the bill. The Commission previously approved an abatement for Q1 and Q2 for this property – I anticipate this will be the last abatement for this issue.

**Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve the sewer abatement for account 0121 in the amount of \$380.16.**

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

Signature Documents

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

- a. NCWP 2021 MS-535

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

Signing of Checks

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

- a. Payroll Checks dated 10/14/2021
- b. Accounts Payable Checks dated 10/14/2021
- c. September Callfire Payroll Checks dated 10/08/2021

Motion carried by voice vote 3-0-0.

Non-Public Session

Motion of Commissioner Nelson and seconded by Commissioner Porter 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 a 3-0-0 voice vote.

John Yes

Sue Yes

Bob Yes

Entered Non-Public Session at 10:28AM

Returned to Public Session at 10:56AM.

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 10:57 AM. Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary