

Board of Commissioners

Minutes

October 14, 2020

The Commission Meeting convened at 10:00 AM. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH, as well as through the online platform, WebEx. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Superintendent Jason Gagnon, Fire Chief Patrick Preece, Recording Secretary Hannah Andersen and Allan Clark of REI.

Call the Meeting to Order

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

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve the Public Meeting Minutes from September 30, 2020.

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

FIRE DEPARTMENT

Membership:

40 Members

No new applications at this time.

Personnel:

2 members on leave at this time

Training:

Department Training: The department performed a walk-through of the new Home 2 Suites to get familiar with the building lay out. They are in the process of sheet rocking on the third and fourth floors.

Engine 3 Training: Will be doing pump operator training along with hand lines advancement drills.

Rescue Training: Will be doing their annual CPR Training and renewal.

Department Activities

Performed unit subdivision for 120 Thompson Road and approved as drawn.

Performed 4 unit subdivision for 36 Whitaker Lane and approved as drawn.

Emergency Calls:

The fire department has responded to 118 calls for the month of September

The fire department has responded to 41 calls for the month of October

The department has responded to 924 calls year to date for 2020

Apparatus / Trucks:

Tower 2 need to have chase chain the most of the parts have come in; still waiting on one more part before the repair can be made.

Engine 3 lost the pressure governor; Desorcie made the repairs and replace the governor within three hours of the call to them. Great service in making the repairs

Rescue 1: needs new rear brakes, should be replaced next week

Equipment Issues:

Seavey Street Station: Heaters are up and running just in time.

Norcross Circle:

(Allan Clark Task Force Update)

Architect's Final Plan are to be issued for Thursday's Task Force meeting. Mechanical drawings have been prepared and reviewed. Electrical plans have been produced.

Telephone system will be a Bartlett Company. Radio requirements are under contract.

Finalized propane and generator location.

Looking into details for vibration isolation for the railroad.

Tested compaction, rebar, concrete, and steel for designed strength.

Alarm system and video will be through Pope Security.

Goal is to make sure the station is on track to be weather tight by Thanksgiving. As of right now the project is behind by one week. The whole project will be completed by mid-May.

Placing concrete on the administrative side and the locker room side next week. Radiant heat and plumbing must be in before concrete is laid.

The basement and 2nd floor will be following.

Roof and insulation will be going up in November.

No windows installed due to extensive lead time (expected in January).

Have not gone into any of the contingency budget at this point.

Other Business

(Superintendent's Report – Jason Gagnon)

Leak Detection Update

A. Pyburn and Sons has completed leak detection for the north end of our water system. Over the course of 2 days, they were able to locate three definite service leaks (2 on Kearsarge Road, 1 on Thompson Road) and one service for further investigation (Maple Street). The cost of these

two days will be approximately \$1,800 (we are still waiting on the second invoice). For reference, service leaks generally leak about 1 – 5 gallons per minute of water. Three continuous leaks at 1 gallon per minute works out to 1,576,800 gallons per year – the equivalent of \$5,124.60 in lost revenue at \$3.25 per 1,000 gallons. Our intention is to do the southern half of the system next year, and to continue to do each half of the system every other year to try and stay on top of things.

Village at Kearsarge Water / Sewer Project

LA Drew should be just about wrapped up with the project. As of Friday, they had a few service laterals left to do. Is there a timeline for hookup that the Precinct has historically enforced?

Motion of Commissioner Nelson and seconded by Commissioner Porter to extend the hook up deadline for property owners at the Village at Kearsarge to June 30, 2021.

Motion carried by a 3-0-0 vote

Solar Installation

Deliveries have begun for solar equipment. Revision Energy has hired Gordon T. Burke to do the remaining excavation work for the project. HEB Engineers is working through the last remaining hurdles for our Alteration of Terrain (AOT) permit required through NHDES.

Fuel Installation

Precinct crews have begun excavating for the new fueling pad. They are currently in the process of installing the required bollards and electrical conduit. We have been working to get pricing for the actual concrete work, as NHDES has specific requirements and tight tolerances for fueling pads.

Financial Update

We are still maintaining the drop in revenues observed since things “picked back up” in July. September commercial water billing was down 21.5%, while commercial sewer billing was down 25.8%. Current projections have us coming in approximately \$93,000 under our estimated for commercial water revenues and \$232,000 under our estimated commercial sewer revenues. We have been working hard to keep expenses down. At the next meeting I plan to have a more comprehensive update on where we currently sit against the budget.

Abatement Request

Attached you will find supporting documentation for an abatement request. The request was made due to a leaking faucet. Because the Precinct incurred the cost of treating, pumping, and distributing the water, as well as the cost of collecting and treating the wastewater, I am

recommending this abatement request be denied. This recommendation is consistent with past abatement decisions.

Motion of Commissioner Porter and seconded by Commissioner Nelson to deny this commercial abatement request.

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:

1. 2020 Payable Checks dated 10/15/2020
2. 2020 Payroll Checks dated 10/15/2020
3. September Callfire Payroll Checks dated 10/7/2020

Motion carried by voice vote 3-0-0.

Non-Public

Motion of Commissioner Nelson, seconded by Commissioner Porter to enter into a 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 3-0-0 voice vote.

Entered Non-Public Session at 10:52 AM.

Adjourn

Having nothing further to come before this public meeting, Motion of Commissioner Porter and seconded by Commissioner Nelson to adjourn this public meeting at 11:15 AM.

Motion carried by voice vote 3-0-0.

Respectfully,

Hannah Andersen
Recording Secretary