

Board of Commissioners  
Minutes  
October 25, 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  
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 October 11, 2023.

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

Fire Department

Membership:

36

Personnel:

One member on leave of absence.

Training:

Department Training: Vehicle extrication

Engine 3 Training: Pump setup and supply progression

Rescue Training: CPR recertification

Department Activities:

Hose testing was completed last week.

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 1,314 calls year to date for 2023

Monthly call average is 109.5 calls a month for 2023 year to date.

Daily call average is 3.60 calls a day for 2023 year to date.

Apparatus / Trucks:

15E3 needs some body work.

Equipment Issues:

We had some hose failed hose testing.

Purchase for New Equipment:

Will be ordering hose to replace the hose that failed hose testing.

### New Business

#### Recreational Use Committee

There was a brief discussion on the status of the Recreational Use Committee. For the meetings, Hannah or Alexis (to be determined) will be taking the Minutes. Deborah will be the Chairperson of the Committee. For now, the Committee will look at the Intervale Land only.

Motion of Commissioner Fauver and seconded by Commissioner Nelson to appoint Craig France, Peter Donohoe, Al Capone, Arthur Hill Jr., Terry O'Brien, George O'Brien, and Ken Cargill to the Recreational Use Committee.

Motion carried 3-0-0 voice vote.

### Commissioners Reports / Superintendent Report

#### *Project Status*

##### Asset Management – Energy Efficiency Grant

I have spoken with Justin Hussey and hope to be able to meet this week to discuss options for the solar array on his land adjacent to Well #2.

##### Asset Management – Traditional Asset Management

We held our kickoff meeting with Llumina on Monday. During the meeting we were introduced to our implementation project manager and provided with an overview of the implementation process. We're awaiting some of the preliminary data requests and look forward to making steady, consistent progress.

*We're expecting a 6-month implementation timeframe.*

##### Landfill Leachate

No change.

## Sludge Dryer

No change.

## Saco River Erosion

Last Friday was our regular update meeting. Interfluve has narrowed down the scope of options and received further feedback about cost-saving and optimization of alternatives. On November 7<sup>th</sup>, we'll be meeting with regulatory staff to discuss wetland regulations and potential project impacts. The evening of December 6<sup>th</sup> will be the public forum where Interfluve will present the further refined options and costs to all who want to attend. The idea is to invite as many stakeholders as possible and receive community-wide feedback for this project.

On December 6<sup>th</sup> the regularly scheduled Commissioners Meeting will be moved to 6:00PM. Public Hearing for the Saco River Erosion Project to begin at 7:00PM. A notice will go in the paper.

## WWTF Aeration Upgrades

No change.

## Cranmore-Artist Falls Water Main

An application for funding was submitted to the DWGTF. We anticipate paving of the road patches soon.

*Trust Fund Application was tentatively approved. It was approved 2 years ago and we didn't anticipate getting any funding but we did get 10% from the Trust Fund. We will get a revised estimate and have a warrant article in the spring for the difference (~1.643 M) If all goes well with this, we could potentially be constructing this next year.*

## 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*

The new pump and motor have arrived at our contractor's shop. We are waiting on the column to arrive. Precinct staff will be repainting the pitless adapter in-house to save money and prolong the life of this very expensive piece of steel. We also had our electrician out on site to investigate why the main breaker keeps tripping. The cause is believed to be a worn contactor, which will be replaced ahead of reinstalling the pump/motor.

*Sawmill Lane*

I still have not been in touch with Debbie Jones.

*Cell Tower*

I met with a tower management company about various tower opportunities on Precinct land. This tower manager was referred to me by York Water District and manages tower sites for a number of water utilities in Maine and New Hampshire, including Portland Water District. The tower manager believes we have excellent potential at our sites (Hurricane, Pine Hill, and the WWTF) and is reaching out to carriers directly to gauge interest. Based on his experience, a tower may cost \$450K to construct, but the Precinct may earn ~\$80k more per year in revenue by owning the tower ourselves vs. leasing to a 3<sup>rd</sup> party tower owner. I'm still working through this process and will keep you updated as I learn more.

*Sale of Precinct Vehicles*

Two surplus Precinct trucks were advertised for auction in the Daily Sun for the past two weeks. We received 11 total bids for the two trucks from 8 different people. A bid tab is attached. The high bids were:

2008 F350 w/ plow: Steven B. Anderson \$7,505.00

2007 F150: Donald Scialla \$3,650.00

Motion of Commissioner Umberger and seconded by Commissioner Fauver to accept Steven B. Anderson's bid of \$7,505 for the purchase of the Precinct's 2008 F350 w/plow, and Donald Scialla's bid of \$3,650 for the purchase of the Precinct's 2007 F150.

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

*Gregg Richardson*

I want to congratulate Gregg Richardson of the water department for recently securing his NEWWA backflow tester certification and obtaining his Class B CDL. Gregg has been with the Precinct since the beginning of August and has done an excellent job tackling training, both internal and external.

*Shout Out to the rest of the water crew for dealing with the seasonal scramble and providing customer service, coming in early and staying late. It's very much appreciated.*

*Water Main Flushing*

Precinct crews were able to flush the entire south end last week. During the flushing a number of hydrants were identified for repair. Flushing is a great tool, not only for water quality, but also for hydrant asset management. Thank you to the crew for doing a great job with minimal disruption to daily life for our customers.

*Town of Conway Master Plan*

The next Master Plan Steering Committee meeting is this Thursday. Thanks to a number of folks on the committee, protection of water has been front and center throughout the process. I've recently been working with new Town Planner Ryan O'Connor as they work to update the wetland & watershed protection overlay ordinance. My hope is that the Town will add language that protects our aquifer below the ground as well as it protects surface waters.

*Abatement Requests*

None.

Signature Documents

Motion of Commissioner Nelson and seconded by Commissioner Umberger to sign DRA Paperwork MS-535, MS-232, 2023 Warrant and the MS-636.

Motion carried by a 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 10/26/2023.
- b) Payroll Checks dated 10/26/2023.

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

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Umberger seconded by Commissioner Fauver to adjourn this public meeting at 10:45 PM.

Motion carried by 3-0-0 voice vote.

Respectfully,



Hannah Andersen  
Recording Secretary