

Board of Commissioners

Minutes

October 30, 2019

The Commission Meeting convened at 10:00 a.m. in the meeting room at the North Conway Water Precinct 104 Sawmill Lane North Conway, NH. The following were present: Commissioner John Santuccio, Commissioner Robert Porter, Commissioner Suzanne Nelson, Superintendent Jason Gagnon, Chief Patrick Preece, Recording Secretary Hannah Andersen, Sharon Nall from DES Clean Water Asset Management, Tom Kilelea from CDM Smith, and Bill Hounsell.

Call the Meeting to Order

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

Public Hearing(s)

Minutes

Motion of Commissioner Nelson and seconded by Commissioner Porter to accept the Public and Non-Public Minutes of October 16, 2019.

Motion carried by voice vote 3-0-0.

FIRE DEPARTMENT

(Copied from Fire Chief's Report)

**Membership:**

39 members

**Personnel:**

3 members on leave at this time

**Training:**

Department Training: Will be doing ground ladder training until next month. Single person 24ft carry and set up, conscious and unconscious victim carries and 35ft ladder carry and set up.

Engine 1 Training: Will be going doing RIT Training firefighter down drills.

Rescue Training: We did CPR training recertification. 22 members attended the training and all passed.

**Department Activities**

**Construction projects under way:**

Kearsarge Brook Condo's phase 2 has started pouring concrete for the foundation,

Home 2 Suites has the first-floor steel up and the Mason have built the elevator shaft,

Food Panty has started construction on the building it is almost framed up.

North Conway Public Library foundation has been poured for the addition.

Performed a Plan review for Domino's Pizza Restaurant at the Red Barn Outlet and approved them.

Performed a Boundary Line adjustment Plan for Gaudette on West Side Road and approved the plan

**Emergency Calls:**

The fire department has responded to 113 calls for the month of October

The department has responded to 1018 calls year to date for 2019

**Apparatus / Trucks:**

Car 2 pickup tie rod has been replaced

Engine 1 and Engine 3 service Frechette Tire performed complete service on the motor and drive line.

**Equipment Issues:**

**Purchase for New Equipment:**

Old Business

New Business

Superintendent's Report

(Copied from Superintendent's Report with added Discussions)

**Wastewater Asset Management Project**

As the final part of the wrap-up for our last Wastewater Asset Management Grant, NHDES requires us to present to the Board of Commissioners our findings from the project and general plan moving forward. Tom Kilelea from CDM Smith is here to present on the project outcomes with me today.

**Wastewater Asset Management Presentation/Discussion**

**Need for the Project:** Many of the Precinct's assets have reached or are approaching 20 years old which is the end of their design life.

**Asset Management Vision** – Enhance Business Intelligence, Integrations & Mobile Solutions.

Project Management – Improve Standardization, Condition Monitoring, Renewal Planning & Budget Forecasting.

Phase I (Asset Registry, 2016 - 2019)– Evaluate where we are at in the context of Precinct Asset Management (People, Processes, Technology and Data).

Phase II (Risk Scoring, 2019) - Determine the likelihood and consequence of asset failures as well as the redundancy in place and redundancy needed for assets. Develop Foundational Elements (Data, CMMS & GIS, Streamline, Consistent and Repeatable Assessments.)

**NCWP Asset Status Results:**

New: 18%

Minor Defect: 57%

Moderate: 29%

Severe: 1%

Future Sustainment Planning – Maintaining assets, assigning a champion (Jason Gagnon and Glenn MacDonald), developing a vision statement. Financially this would require operating budget allotments for regular maintenance, and potentially utilizing Capital Reserve accounts for larger hit items.

Prioritization Framework - 20-year renewal and replacement plan, as well as a 20-year action plan for WW Vertical Assets. Keeping up with the plan, the Precinct will be proactively keeping the system safe, cutting down on unexpected costs.

Benefits of the Project:

- Centralize information gathered between departments to store and document standard operating procedures, increasing accountability.
- Improved documentation of asset lifecycle regarding operations and maintenance, including incident to resolution tracking.
- Better educated repair and streamlined development for accurate budget forecasting.
- Optimized funding of investments

Well #5 Update

We have received 3 bids for the replacement pump/motor at Well #5. Barrie Miller's Well & Pump service came in with the low bid at \$32,390 including the add alternate for stainless steel well casing. In this situation, the stainless-steel well casing is a worthy add-on due to the amount of time the well spends offline in between pumpings. It is also worth noting that the low bid specified the same pump as the high bid, while the motor specified in low bid is the same as in the 2nd bid.

*Well #5 Update Discussion*

A discussion took place about the Well #5 project and Superintendent Gagnon gave his recommendation to have Barrie Miller's Well & Pump service complete the project.

Moved by Superintendent Gagnon to allow the Precinct to accept Barrie Miller's bid for the Well #5 project and supported by Commissioner Porter, the Commissioners put the motion to a vote.

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

**Well #2 / DWGTF Update**

I attended the DWGTF Subcommittee D meeting on Tuesday morning in Concord. Subcommittee D was the group that received our Well #2 funding application for initial review. The subcommittee ranked our Well #2 project as first choice among the group of projects they reviewed and will be recommending the project for full funding by the Trust Fund at the next Advisory Commission meeting. Attached is the "meat and potatoes" of our application, which the chair of the subcommittee called "A joy to read" during his comments at the Tuesday meeting. While this is not the final step needed for funding approval, this is a major step forward and I'm very optimistic that the Trust Fund will include our project in their final list of funding awards this cycle.

*Well #2 / DWGTF Discussion*

A discussion took place about the favorable feedback given about the grant application Superintendent Gagnon submitted. As of last week, NCWP's loan grant package was the only project from the sub-committee being recommended for the grant.

## 2018 Audit

The 2018 audit has been completed. As soon as hard copies are available, I will provide them. We will also have a hard copy for review available at the Precinct office and an electronic copy on the website.

### 2018 Audit Discussion

A discussion ensued about the suggestion of Roberts & Greene, about having an OPEB actuary study done to assess NCWP's Other Post Employment Benefit Liabilities. NCWP will be having an actuary study done during FY 2020.

## Source Water Protection Grant Applications

As part of our ongoing effort to protect our drinking water, I am recommending that the Precinct submit two Source Water Protection Grant applications with NHDES. The specific grant applications are:

- Septic Loading Study - West Side

This study would be performed by a consultant (FB Environmental) under contract to NCWP. The goal of this project is to quantify septic loadings from the west side of the Saco River that could potentially contaminate our drinking water sources. There are a significant number of septic systems on the west side of the Saco River that include commercial, residential, and recreational development. Because there is no public sewer on that side of the river, septic system effluent enters the groundwater and makes its way down gradient toward the Saco River and the aquifer from which we withdraw our drinking water. If awarded this grant, there will be no cost to the Precinct other than the time for administration of the Grant.

### Septic Loading Study Discussion

A discussion took place about the need for a Septic Study on the West Side based on Superintendent Gagnon's information about potential dangers to our groundwater. Commissioner Nelson motioned to authorize Superintendent Gagnon to apply for the Source Water Protection Grant from NH DES, in the amount of \$20,000 for the purpose of a West Side Septic Loading Study.

Motion carried a voice vote 3-0-0.

- Saco Headwaters Alliance Education & Self-Assessment

The second grant application is a partnership with the newly formed Saco Headwaters Alliance (SHA). SHA is a newly forming non-profit organization with the mission to protect the watershed of the Saco River headwaters – the watershed from which our drinking water comes. Because the Precinct has no authority to enact zoning ordinance or to effect community planning in a meaningful way, we are at the mercy of the towns that make up our watershed area. The main goal of collaboration with SHA is to leverage SHA's reach throughout the entire watershed to help do the hard work of drinking water protection that is beyond the reach of the Precinct's chartered authority. This particular project would focus on working with the towns within the Saco headwaters watershed to educate local leaders on the importance of groundwater protection and the tools available to do so.

SHA, although newly formed, is off to a solid start and I've become comfortable that a new partnership with them is of low risk to the Precinct. For example, SHA recently partnered with Hart's Location to win a \$75K grant to update FEMA flood mapping in the uppermost reaches of the Saco River. They have also recently been awarded private grant funds for water quality studies to fill data gaps within the entire Saco River headwaters region. My feeling is that partnering with SHA on this project provides SHA a means to secure funding usually only available to municipalities, which will then be used by SHA in the Precinct's best interest (drinking water protection) with minimal effort by Precinct staff.

#### *Saco Headwaters Alliance Discussion*

A discussion took place about the relationship between NCWP and the Saco Headwaters Alliance in terms of benefit and expectations on the part of the Precinct. The Alliance contains members from many groups who have an interest in groundwater protection. The group strengthens NCWP's ability to protect the ground water by educating key decision makers and leveraging support at a municipal level to protect our groundwater. NCWP would accept and administer the DES Grant and Saco Headwaters Alliance would do the groundwork. It was decided that Superintendent Gagnon would apply for the grant and would arrange a time for the Alliance to come in and talk with the Commissioners.

Commissioner Nelson motioned to authorize Superintendent Gagnon to apply for a Source Water Protection Grant from NH DES to allow Saco Headwaters the ability to focus on working with the towns within the Saco headwaters watershed to educate local leaders on the importance of groundwater protection and the tools available to do so. Seconded by Commissioner Porter.

The motion passed with a 3-0-0 voice vote.

### West Side Road Sewer Feasibility Study

We have received the West Side Road Sewer Feasibility Study back from our consultant, Wright-Pierce. In a nutshell, the study outlines three potential scenarios for sewer extension to the Hale's Location area of West Side Road. The study shows that the project is technically feasible, with a minimum projected cost of \$2.7M for the most basic project scenario. Precinct staff will continue to dive in to the specifics of the feasibility study, and in particular work to identify a potential funding strategy that would allow the project to be constructed (and Precinct drinking water to be protected) at a cost that is acceptable to Precinct residents.

It is my personal belief that this project offers great value to the Precinct in terms of the potential to protect our drinking water. Our drinking water wells are located essentially in the middle of the valley – our WWTF was originally constructed to prevent septic system effluent on the east side of that valley from contaminating our water, it makes sense to explore extending that protection to the other side of the valley as well. I will continue to keep you updated on progress as I work with state, federal, and private sources of funding to put together a funding approach that provides the best possible value to Precinct residents.

### West Side Road Sewer Feasibility Study Discussion

A discussion took place about the original intent of the NCWP treatment plant being constructed to protect the groundwater, after a USDES warning about potential critical impacts. At this time, the NCWP Treatment Plant is only operating a ½ capacity, as the plant was originally built to service all of Mount Washington Valley. This study targeted the largest sources of septic being the White Mountain Hotel and Echo Lake State Park, both of which currently have failed septic systems. The design of this project would include a single pump station on the corner of West Side Road and River Road and a Forced Main by River Road. The area including Hales Location, Echo Lake State Park and

Birch Hill would rely on gravity in the design. Getting over to Hales Location with sewer is a big project that NCWP would look to fund through USDA RD Grants, State of NH State Aid Grants, Principal Forgiveness, and Private Partnerships. While this project is out of the current Precinct, it is the reason the treatment plant was created. Starting on the project with the current support we have would reduce the price for everybody on this much needed project.

#### Public Comment

At the time of the Wastewater Asset Management Project discussion, Sharon of DES commended the Precinct for the project and suggested moving forward that it may be financially proactive to also include the Fire Department and other related assets as part of a Global Asset Management approach.

At the time of the West Side Road Sewer Feasibility Study discussion, Bill Hounsell articulated his support for the Precinct regarding the current lobbying and support being given at a state level for the protection of the ground water. Senate Bill 164 could be the leverage that we need to support the funding of the infrastructure investments required for growing populations in the area.

#### Signature Documents

The Board of Commissioners signed the deposit form for the 2019 Appropriation to the Water Infrastructure Capital Reserve and the Sewer Infrastructure Capital Reserve

Commissioner Nelson Motioned and Commissioner Porter seconded the deposit of the 2019 Appropriation to the Water Sewer Capital Reserve in the amount of \$5,758 for Water Buy In fees and the Sewer Infrastructure Capital Reserve in the amount of \$16,025.63 for Sewer buy In Fees.

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

#### Signing of Checks

Motion of Commissioner Nelson and seconded by Commissioner Porter to ratify the following:

- Payroll checks dated 10/31/2019
- Accounts payable 2019 dated 10/31/2019



Motion carried by voice vote 3-0-0

Non-Public Session

Motion by Commissioner Nelson to enter into non-public session at 11.25 AM 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.

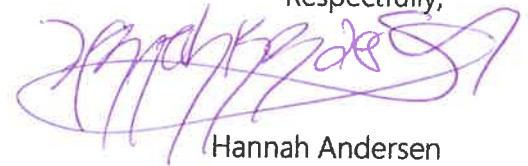
Motion carried by voice vote 3-0-0.

Adjourn

Having nothing further to come before this public meeting, Motion by Commissioner Porter seconded by Commissioner Nelson to adjourn this public meeting at 11:45 a.m.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen  
Recording Secretary