

Board of Commissioners  
Minutes  
September 13, 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

Robert T. Anderson  
Nicholas Preece  
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 and Non-Public Meeting Minutes from 8/30/2023.

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

Fire Department

**Membership:**

38

**Personnel:**

No change.

**Training:**

Department Training: Forcible entry, hose line movement.

Tower Two Training: Search and Rescue obstacle course.

Rescue Training: Auto extrication.

**Department Activities:**

Place of assembly inspections and life safety inspection on going.

Non-precinct area fire and rescue protection agreement.

Signed on with a grant writing company.

**Emergency Calls:**

The fire department has responded to 160 calls for the month of August 2023.

The fire department has responded to 67 calls for the month of September 2023.

The department has responded to 1,137 calls this year to date for 2023.

*The Chief will be preparing data trends to show 5-year average calls vs current month's calls.*

**Apparatus / Trucks:**

15R2 is still out of service for a recall. Hope to have it back by October.

**Equipment Issues:**

No Change

*Department has pulled in a grant writer to bring additional funding into the Department. If NCFD does not get the grant to replace SCBA's, the Grant Writer will apply for the grant again next year for no charge.*

Motion of Commissioner Umberger and seconded by Commissioner Fauver to sign and approve the Non-Precinct Fire Contract with the Town of Conway.

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

**New Business**

**Records Retention Policy**

Motion of Commissioner Umberger and seconded by Commissioner Fauver to adopt the Records Retention Policy.

Motion carried by 3-0-0 voice vote.

**Recreational Use Committee**

*The Commissioners will be setting up a time to visit the Intervale Land Property that was just purchased and will appoint a committee after the visit. The Commissioners will give preference to Precinct residents interested in being involved in the committee but, will also consider the contributions of non-precinct residents and abutters.*

**Commissioners Reports / Superintendent Report**

***Project Status***

**Asset Management – Energy Efficiency Grant**

No change.

**Asset Management – Traditional Asset Management**

We are beginning a very large undertaking as part of the greater asset management work in which we will be going through old documents, projects, and maps and digitizing our records. The goal is to take what is now in boxes located in numerous locations and create a permanent electronic record that is easily searchable.

**Landfill Leachate**

No change.

*Interviews with firms on September 20<sup>th</sup> starting at 11:00AM.*

**Sludge Dryer**

No change.

**Saco River Erosion**

Our next progress meeting is scheduled for this coming Friday.

## **WWTF Aeration Upgrades**

No change. Pre-selection packages have been submitted to manufacturers for pricing.

## **Cranmore-Artist Falls Water Main**

Precinct staff cut in a new valve on Old Bartlett Road last week so that we can isolate the section where the new connection off Skimobile Road will be made.

## **Country Road Sewer**

I met with Eric Grenier from HEB Engineers on Monday to keep the ball rolling on final project design. We are on schedule for a winter bid and 2024 construction season.

## **Pine Hill Franchise Area**

From last report: We have received the last bit of clarification on the Pine Hill Franchise Area from the developer. All utilities will be installed to Precinct specifications. Although there is uncertainty whether or not the Town will accept the roadways as Town owned/maintained, it is my recommendation that the Precinct accept ownership of the water main within the road ROWs (Eastman Road, Bonita's Way) just like we would for watermain within any Town road. This includes the service laterals up to the curb stop within the ROW. It is also my recommendation that we do the same for the sewer mains and the central sewer pump station. The primary reason for accepting ownership of these utilities is so that the Precinct can maintain control over their use. There is still undeveloped land that will be served by these utilities, and it is important that the Precinct has some level of control over the who/what/where/how of future development and connections.

*Needs a vote at some point to accept ownership contingent upon work being completed to Precinct Specifications.*

## ***Well 4***

Well 4 is the Precinct's highest producing well and arguably one of our most critical pieces of water infrastructure. Two weeks ago, we found that the check valve in the well had failed. Our contractor, Barrie Miller Well Service, came out to pull the well pump/motor/valve/column and inspect. After inspection, our well contractor is recommending replacement of the pump and motor at Well 4 due to excessive wear. We certainly got more than our useful life out of the existing pump/motor – both are nearly 20 years old. The motor is a 175-HP submersible motor, which is apparently not a common size. They were able to find one motor in stock – in Oklahoma City, OK – for \$45,000. We went ahead and ordered the motor to be sure we didn't miss out. The contractor also did a video inspection of the well and recommends that it also be cleaned prior to installing the new pump/motor. I am waiting for the pricing for the cleaning. Precinct staff have told me that Well 4 historically had pumped 1,400 gallons per minute. Since I've been here, pumping has gradually declined from 1,260 gpm down to 1,240 gpm before the valve failure. The decreasing pump rate is likely due to the combination of wear in the pump and fouling of the well screen. In my mind, it makes sense to do the cleaning now while the pump and motor are out so that we can return the well to service as quickly as possible once the new pump/motor arrive.

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to pay for the work for Well 4 out of the water budget with the understanding that if the funds are not there at the end of the year, the balance would be made up from fund balance.**

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

## ***Well 3 VFD***

I'm pleased to report that the bugs have been worked out and the system is working well.

***Intervale Land Purchase***

The closing has happened, and NCWP now officially owns this parcel. As time allows this fall, our crews will be out there mowing and removing any debris left by the previous owners.

***Sawmill Lane***

I spoke with North Conway Holdings (owner) and Gary Chandler (NCWP Superintendent when the WWTF was built) – neither are aware of any maintenance agreement for Sawmill Lane. Given the deteriorating condition of the pavement, it does make sense to continue communication with all parties who have a ROW over Sawmill Lane about getting an agreement in place.

*Tim – The Precinct did pay to have the road paved in 1996/1997.*

***Cell Tower***

No change.

***Town of Conway Police Facility Building Committee***

I have been asked to serve on the building committee for the Police Station renovations/expansion. Our first meeting is Tuesday 9/12.

***NH Drinking Water Wastewater Management School***

I have been asked to be the lead presenter at this year's management school on the topic of budgeting in October.

***Abatement Requests***

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve abatement request for account 1150 in the amount of \$337.19.

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

**Public Comment**

Robert T. Anderson had a couple of concerns he wanted to address.

*At the 2023 Annual Meeting, Kris Cluff said our appropriation of \$205,000 to the Fire Equipment Capital Reserve Fund did not include \$4,000 from the sale of the rescue truck. Hannah will look into it.*

*Tim would like to have a breakdown of what comprises the cost of the skating rink article again. Hannah forwarded the cost breakout from 2021 and will be asking the Town of an update.*

*Tim requested that we move the \$1.4 Million that was consolidated in the checking accounts after the closing of the encumbrance checking accounts in 2022. Jason stated that we are still working to come up with a Fund Balance figure that makes the most sense for the Precinct and the Rate Study is a big part of that. The concern of Fund Balance sitting in the checking accounts will be addressed in the coming months. Tim asked for the current amount of Fund Balance. Hannah will get that and e-mail Tim.*

**Signing of Checks**

Motion of Commissioner Fauver and seconded by Commissioner Umberger to ratify checks signed out of session:

- a) Accounts Payable Checks dated 09/14/2023.

b) Payroll Checks dated 09/14/2023.

Non- Public

At 11:02 AM, Motion of Commissioner Umberger and seconded by Commissioner Fauver to enter into non-Public Session under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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

The Commissioners returned to public session at 11:25AM.

Motion to Seal Minutes because it was determined that divulgence of this information would adversely affect the reputation of any person other than a member of this board.

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

At 11:26 AM, Motion of Commissioner Umberger and seconded by Commissioner Fauver to enter into Non-Public Session under 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.

The Commissioners returned to public session at 11:45AM.

Motion of Commissioner Umberger and seconded by Commissioner Fauver to Seal Minutes because it was determined that divulgence would render a proposed action ineffective.

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

Adjourn

Having nothing further to come before this public meeting, motioned by Commissioner Fauver seconded by Commissioner Nelson to adjourn this public meeting at 11:46AM.

Motion carried by 3-0-0 voice vote.

Respectfully,



Hannah Andersen  
Recording Secretary