

Board of Commissioners
Minutes
September 29, 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, Allan Clark of REI 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 Minutes and Asset Management Workshop Minutes from September 15, 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 will perform a walk-through of Home 2 Suites. To get familiar with the building life safety systems i.e. fire alarm, sprinkler system, gas valves shut offs and electrical feeds and panels locations.

Engine3 Training - Will be going over Chimney fires and equipment

Rescue Training - Annual CPR refresher training and certification.

Department Activities:

Home 2 Suites should we ready to open in 2 weeks.

1. Performed a complete fire alarm test and all devices passed.
2. Performed test on the fire sprinkler system and passed.
3. Performed the CO Inspection, they have a few things to finish up on.
4. Issued Place of Assembly Permit

Chipotle is in the final stages of construction and should open in 2 weeks.

1. Performed a complete fire alarm test and all devices passed.
2. Performed test on the fire sprinkler system and passed.
3. Performed the CO Inspection, and the CO Issued
4. Performed testing on the cooking hood fire suppression system the hood passed.
5. Issued Place of Assembly Permit

Emergency Calls:

The fire department has responded to 94 calls for the month of September
The department has responded to 960 calls year to date for 2021

Apparatus / Trucks:

All Apparatus and trucks going to get their DOT inspections and service over the next 2 weeks

Purchase for New Equipment:

NH Electric CO-OP Rebate \$12,260.00 for the new station we need to talk about

Allan Clark Fire Station Project Update

There is a surplus of \$4,846 within the allocated \$6,780,000 for the project (Not including Stan Szetela's remaining payment).

Not included in those figures was the NHEC Rebate (\$12,000) for additional mechanical equipment and for using energy efficient lighting.

Building is warranted for a year - May 22, 2022.

New Business

(Superintendent's Report)

Emergency Water Main Relocation – Thompson Road

During work on the Thompson Road culvert project, our existing water main was exposed and undermined due to groundwater conditions. After spending much time at the site on Tuesday, we have decided that the best course of action is to relocate the water main in that area. This work is happening today (Wednesday) due to the precarious nature of the exposed main and visible signs of joint separation. Emergency shutoff notices were distributed to residents of Thompson Road on Tuesday night.

There are a few factors at work that led to this situation:

1. Poor means and methods of construction – dewatering was not monitored consistently, which led to the undermining and exposure of the main.
 2. Incomplete and challenging design – the foundation for the new culvert is very close to the new water main and the depth to main was not shown on the plans. The foundation ends up being close to 6' deeper than the water main. Test pits should have been performed to verify the location and depth of the water main prior to putting the project out to bid.
- Ultimately, I think the responsibility for this is shared between designers, contractors, the Town, and NCWP. By replacing this section of water main now, I think we are improving the reliability and security of the water service to Thompson Road. Even though we weren't planning to do this work now, it makes sense due to the current situation out there. I have committed the Precinct to supply all pipe/fittings for the work as our initial contribution to the fix. I have no doubt that there will be a bill for the labor and equipment for this extra work and my plan is to work with the contractor and the Town to figure out how that responsibility is shared.

Well 2R Project

The project is still progressing well. Masonry is completed, roof trusses are set, and roof carpentry is underway. LA Drew has set the transformer vault for the electrical service and will be working on

prep work for the driveway and walkways next. By the end of next week, we should have the generator slab and concrete walkways placed.

Saco River Erosion Study

NHDES has finished their initial review of the Interfluve Contract. We are waiting on return of the final contract from Interfluve. I would ask that the Commission authorize the Superintendent to sign the contract in an amount not to exceed \$83,725 – this is the amount approved by the Commission for the total project cost at a previous meeting.

Motion of Commissioner Nelson and seconded by Commissioner Porter to allow Superintendent Gagnon to sign the Interfluve contract in an amount not to exceed \$83,725 for the Saco River Erosion Study.

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

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

A proposal for preliminary engineering for the potential aeration upgrade for the East Carousel at the WWTF has been received. The proposal is attached, but in a nutshell includes thorough analysis of the existing process to better understand how/where treatment is happening; development of a computer model for the treatment process to identify if there is a way, we can gain more capacity out of a single carousel; and investigate upgrade options and provide recommendations and cost estimates for a proposed course of action. The cost for this preliminary engineering study is not to exceed \$53,775.

As a reminder that is true for all these conceptual projects, having this baseline engineering study puts us in a much better position to receive potential federal funding. The intention is that this study will also provide us with the information we need to make the decision on whether to take this project to the voters at Annual Meeting 2022.

I am recommending that the funding for this study come from the Sewer Infrastructure Capital Reserve Fund.

Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve the proposal for the preliminary engineering for the East Carousel and to fund the study from the Sewer Infrastructure Capital Reserve. This motion also authorizes Jason Gagnon to sign the proposal once it is received.

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

Tim Anderson asked about how much the Precinct is anticipating bringing into the Sewer CRF this year, to which Jason estimated between \$100,000 to \$200,000. Tim also wanted to know why the Precinct isn't using the system as it was designed and why we would need the upgrade. Jason explained that the system works differently based on where it is because it's a biological system and since our flows fluctuate so drastically, we're trying to determine how to

get the most out of the system so we are able to handle the loads for as long as possible at peak flow times.

Septage Grit Removal

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

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

I have received the proposed scope and fee for the preliminary engineering work for the 2nd pressure zone connection between Cranmore and Artist Falls Road. I'm proposing a team approach for this project, using HEB Engineers for survey/easement work and Wright-Pierce for the water system engineering. The estimated cost for these design/easement services is \$47,000. I am recommending that these funds come from the Water Capital Reserve account.

Just like with the sewer projects, doing this preliminary engineering now will help us be ready when federal funds are available.

Motion of Commissioner Nelson and seconded by Commissioner Porter to approve moving forward with the preliminary engineering work for the 2nd pressure zone connection between Cranmore and Artist Falls Rd for \$47,000, to take the funds out of the Water Capital Reserve and allow Jason Gagnon to sign the contract for the project.

Carried by voice vote 3-0-0.

Chemical Storage Redesign – Well 3/6

No change – waiting on proposal from engineer.

Abatement Requests

Account #0121

I am recommending that a sewer abatement in the amount of \$926.64 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. There will likely be another sewer abatement for this account following the Q3 billing since the exterior leak was fixed during the Q3 billing cycle.

Motion of Commissioner Nelson and Seconded by Commissioner Porter to approve the sewer portion of the abatement request for account 0121 in the amount of \$926.64.

Motion carried by 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 9/30/2021
- b. Accounts Payable Checks dated 9/30/2021
- c. Commissioners Quarterly Checks 9/30/2021

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

Returned to Public Session at 11:26am.

Motion of Commissioner Nelson and seconded by Commissioner Porter to seal the Non-Public Meeting Minutes indefinitely.

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

John Yes

Sue Yes

Bob Yes

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 11:26 AM.

Motion carried by voice vote 3-0-0.

Respectfully,



Hannah Andersen
Recording Secretary