

Board of Commissioners
Meeting Minutes
March 13, 2024

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 Suzanne Nelson
Commissioner James Umberger
Commissioner Deborah Fauver

Superintendent Jason Gagnon
Fire Chief Chad McCarthy
Recording Secretary Hannah Andersen

Call to Order

Meeting called to order at 10:00 AM by Commissioner Suzanne Nelson.

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Nelson to approve the Public Meeting Minutes from February 14, 2024, and Non-Public Meeting Minutes from February 14, 2024.

Motion carried by a 2-1-0 voice vote.

(Commissioner Fauver abstained because she was not present for that meeting)

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve the Public Meeting Minutes from February 28, 2024, and Non-Public Meeting Minutes from February 28, 2024.

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

Fire Department

Membership:

39

Personnel:

One member on leave of absence.

Two new members were added to the dept. last week.

Training:

Department Training: MCI training. (Mass Casualty Incident)

Tower 2 Training: Residential fire strategies/tactics.

Rescue Training: Mega codes.

Department Activities:

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 310 calls year to date for 2024

Monthly call average is 25.83 calls a month for 2024.

Daily call average is 0.85 calls a day for 2024.

Apparatus / Trucks:

No change on work to be done to Engine 3. Drop off March 18th. Asst. Chief's truck will be going in for issue with emergency lights.

Superintendent's Report

Annual Meeting Timeline and Key Dates

Annual Meeting

March 27, 2024 @ 7:00 PM

Voting begins @ 4 PM

Motion of Commissioner Fauver and seconded by Commissioner Nelson to not have a meeting on the morning of March 27, 2024.

Motion carried by 3-0-0 voice vote.

Project Status

Asset Management – Traditional Asset Management

No new updates. I've reached out to Dave Fox from Raftelis suggesting he present his revisions based on our first meeting at the Commission meeting on 4/10. We could then have any final recommendations/revisions for Raftelis and plan for an evening public hearing on 4/24 with the goal of ample public notice before the rates increase for the July billing.

Regularly scheduled meeting on April 10, 2024 moved to 2:00PM.

Motion of Commissioner Fauver and seconded by Commissioner Umberger to move the regularly scheduled meeting on April 24, 2024 to the night of Wednesday May 1, 2024.

The Commission Meeting will begin at 6:00PM and the Rate Public Hearing at 7:00PM.

Motion carried by 3-0-0 voice vote.

Landfill Leachate

We have received the draft scope from Black & Veatch. I am reviewing the scope and will be meeting with B&V soon to discuss.

Saco River Erosion

Last Friday, I met with NHDES Wetlands Bureau staff to tour our side of the Saco at the WWTF. We had good conversation about the project need, and specifically why the Precinct had chosen to move forward with the full river re-meander option rather than just armoring the existing banks. I do think there may be some challenges we need to work through with respect to wetlands impacts, but I'm

confident that we are doing this project for the right reasons and that our design team will work to minimize impacts and perhaps even enhance wetlands habitat in the process.

WWTF Aeration Upgrades

Staff met with Wright-Pierce onsite last week to review the 90% drawings. We are in a good place and confident that we'll have the final bid package ready to bid this spring.

Sewer Department – New Hire

We have posted the job for wastewater operator in-house after reaching agreement with the Union on a couple of issues. If no one in-house applies, the job will then be posted externally with a hire date of April 1, after the new budgets get approved at Annual Meeting.

Motion of Commissioner Umberger and seconded by Commissioner Fauver to sign the MOA between the North Conway Water Precinct and the State Employees Association of New Hampshire (SEIU), Local 1984.

Motion carried by 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 3/14/2024
- b. Payroll Checks dated 3/14/2024

Non-Public Session

Having nothing further to come before this public meeting, Motion of Commissioner Umberger and seconded by Commissioner Fauver to adjourn this public meeting at 10:32AM.

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

Minutes recorded by:

A handwritten signature in purple ink, appearing to be "J. Umberger", is written over a horizontal line.