

Board of Commissioners
Meeting Minutes
May 1, 2024

The Commission meeting convened at 6:00PM. 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
Dave Fox of Raftelis
Recording Secretary Hannah Andersen

Call to Order

Meeting called to order at 6:00PM by Commissioner Suzanne Nelson.

Minutes

Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve the public and non-public meeting minutes as amended.

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

4/10 Corrections: Change the date in header to match meeting date, add page numbers, add Temporary Cell Tower at Seavey Street Garage.

Fire Department

Membership:

39

Personnel:

One member on leave of absence.

Training:

Department Training: Forestry.

Engine 1 Training: Search and Rescue.

Rescue Training: Advanced airways.

Department Activities:

Place of assembly inspections, rental and life safety inspection on going. New standard operating guidelines (SOGs) for Fire Dept.

Chief McCarthy asked for feedback on the SOG's from the Commissioners and consensus was they looked good, and Chief will move forward and send the files to the printer.

New Firefighter / EMT position:

The Chief e-mailed information out to the Commissioners, they made corrections that have been changed and Chief will be moving onto the next step of the hiring process.

Emergency Calls:

Five year call average is 1,336 calls a year.

Five year monthly call average is 111 calls a month.

Five year daily call average is 3.66 calls a day.

Year to Date Call Average

The department has responded to 513 calls year to date for 2024

Monthly call average is 128.25 calls a month for 2024.

Daily call average is 4.23 calls a day for 2024.

The department has responded to 134 calls for the month of April.

Superintendent's ReportProject StatusAsset Management – Traditional Asset Management

We've made a soft deployment with Lumin, beginning with our daily rounds for both water and wastewater. This gentle easing-in is allowing us to work through some potential kinks before full deployment.

We had a level of service workshop with Wright Pierce, reviewing what kind service the Precinct aims to provide to the community, how do we want to measure it and how we can hold ourselves accountable.

Landfill Leachate

We have received initial feedback from NHDES and will be revising the scope accordingly with Black & Veatch. Currently waiting on the revised document from B&V.

Saco River Erosion

Alexis and I will be working on the CWSRF funding application, which is due at the end of May. I also am hoping to meet with Dan Allard (owner on the other side of the river) to discuss the different options for protecting the banks.

WWTF Aeration Upgrades

On Tuesday, we held our pre-bid meeting at the Precinct for the project. We had four general contractors in attendance – two of whom have done excellent work on previous Precinct projects, and at least one more who has not worked at the Precinct but comes with an excellent reputation. Bids are scheduled to be opened on May 16th.

Wright-Pierce has provided a draft amendment to the Design Phase contract for the project to reflect additional scope/design that was incorporated since the initial design phase contract was signed. We feel that these changes brought good value to the project and made sense to do now, as part of this project, rather than wait until failure (mixers),

future SCADA work, or future building work given the large project percentage of grant / principal forgiveness. These changes include:

- New mixers for the 2nd anoxic tanks (these are now 25 years old and original equipment)
- The addition of 2 new master PLCs and I/O modules, one each in the Process building and Administrative building. These are also original equipment and severely outdated. This addition sets the Precinct up well for future upgrades to our outdated SCADA and controls system.
- Additional design for HVAC systems in the Process Building to meet the most current NFPA code.
- Addition of sole-source selection, pre-purchase coordination and bidding, and shop drawing reviews for the Mechanical Aerator Variable Frequency Drive. The additional services included in this item alleviate the need for VFD Shop Drawing review during the Construction phase, so this effort was essentially “shifted” from the Construction Phase effort to the Design Phase effort.

Note that with these changes, we are still within the overall engineering budget presented in the Preliminary Design Report. I recommend approval of the design contract amendment. Once approved by the Precinct in concept, it will be forwarded to NHDES for review and approval.

**Motion of Commissioner Umberger and seconded by Commissioner Fauver to approve the design engineering amendment 1 in the amount \$44,300.
Motion carried by a 3-0-0 voice vote.**

Skimobile-Artist Falls Water Main

HEB is working on formalizing the easements needed for the project.

Country Road Sewer

The tentative schedule right now is to go out to bid in June.

Pine Hill Franchise Area

We have the Water and Sewer Ownership Agreement in place.

LCRR – Lead & Copper Revised Rule

The LCRR mailer went out in Q1 bills, and we’ve had a pretty good response so far. Thank you to everyone who has participated! Alexis has been tracking responses and our plan is to send another letter out to customers who have not yet responded in the next week or two. We’ll follow that up with another letter in June and July – after which we’re hoping we’ll have many less houses we need to get into for inspection.

Town of Conway – Drinking Water Protection Committee

I met with Ryan O'Connor (Town Planner), Ben Colbath (Chair, Town Planning Board), and Dave Weathers (representing the Conservation Commission) last week to start the process of working toward groundwater / drinking water protection ordinances at the Town level. This is very important for the entire community since the Precinct has no zoning authority and cannot institute groundwater / drinking water protection ordinances on its own.

2023 Employee Survey & Reviews

With all reviews and surveys now completed, data is being compiled. I hope to have this to present at next week's Commission meeting.

Temporary Cell Tower on Seavey Street

We have received the draft agreement for the Cellular on Wheels at the Seavey Street garage (attached). We will be going back to the company with further negotiation.

Sewer Department – New Hire

Two candidates were interviewed for the new sewer position. I will have a hiring recommendation to bring forward in non-public session.

NHDES Rules Review

New Hampshire Water Works legislative team members will be meeting with NHDES staff today (Wednesday) to discuss comments on the proposed updated Env-Wq 400 rules for public water systems. I'm hopeful that the comments the Precinct, along with other proactive utilities like Concord, Manchester, and Pennichuck, submitted on the rules revisions will carry significant weight and convince NHDES to reconsider their proposed rules changes.

There was a brief discussion about the prevalence of irrigation use in the Precinct. Dave Fox stated to the Board that irrigation use is responsible for 15% of the Precinct's Water consumption for the year. Of that 15%, 90% is commercial use.

Signature Documents

Motion of Commissioner Umberger and seconded by Commissioner Fauver to sign the MS-232 Appropriations as voted.
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 4/25/2024
- b. Payroll Checks dated 4/25/2024

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

Non-Public Session

Motion of Commissioner Umberger and seconded by Commissioner Fauver to enter into Non-Public Session per 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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Suzanne	Yes
Jim	Yes
Deborah	Yes

Motion of Commissioner Umberger and seconded by Commissioner Fauver to seal the non-public minutes as it was determined that divulgence would render a proposed action ineffective.

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

The Commissioners took a vote in Non-Public Session to extend an offer to a candidate to fill the Wastewater Operator position.

Having nothing further to come before this public meeting, Motion of Commissioner Umberger and seconded by Commissioner Fauver to adjourn this public meeting at 6:59PM.

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

Minutes recorded by:

