

# **Franconia Water Department Meeting**

**Thursday November 12, 2020**

**Franconia Town Hall 5pm**

**In Attendance:** Water Commissioners Dan Walker & Kevin Johnson; Sandy Kellogg, Water Department Office Administrator; & Fitzpatrick J.S. “Fitz”, Representative from the Franconia Energy Committee

Dan motions to open the meeting at 5:02 pm. Kevin seconds and the meeting begins.

## **Approval of Past Meeting Minutes:**

Motion to accept the minutes of the October 8<sup>th</sup> 2020 meeting was made by Kevin, seconded by Dan, and approved unanimously.

## **Franconia Ski Lodge Permit:**

Re-discussed what was needed from Rick Gaudette, Franconia Fire Chief, for the issuance of the Water Permit for the new FSC Performance Center. Presby Construction has met the requirements and needs of the Franconia Fire Department through the installation of a new dry hydrant. Sandy confirmed that an email from Rick has been received and is on record in the FSC file.

## **Franconia Energy Committee:**

Fitz was just visiting from the Energy Committee to learn more about how the Water Department may or may not be thinking about energy conservation.

- He wanted to be sure that the Commissioners were aware of the opportunity through NHDES for a free energy audit. Dan thought that the Commissioners had looked at this in the past but had not acted on it as at that time it required matching funds which were not available. Fitz said that this may still be the case and would email a link to current information as Dan thought this sounded like a different program opportunity.
- The Energy Commission is also on the lookout for town property that might be able to accommodate solar panels. He was inquiring if the Water Department might have suitable property with availability to use as a possible site for solar panels. Dan expressed that well protection area concerns would need to be reviewed and determined, but was open to suggestions.
- Fitz also brought up that there seems to be a large electrical bill for the Old Fire Station building that the Water Department pays for. All were unclear as to why the bill was so large, runs around \$200 per month... is the building heated? It doesn't need to be heated as is used for storage only. Is there a bathroom there? No. So why is the electric bill so substantial? Maybe the bill/meter at Old Fire Station is for the pumps that go with the 2 wells in that area. Also Fitz said that there is a “mystery” meter on a pole on Route 18. To Do: Sandy to check and verify all meters to Water Department electric bills.
- He also wanted to know if the Water Department is aware that the Town may be looking to build a new building to replace the “warming hut” and do we know where the water line is. Commissioners are aware of this project.
- Ultimately Fitz here to put the bug in our ear to help save energy and money, for the Town, for the Water Department, and for All. Commissioners very interested and open to collaborations.

### **Pete's Update:**

Pete was unable to attend this meeting so his update will wait until next month.

### **Cross Connection Project:**

The Department is responsible for monitoring and facilitating annual cross connection inspections on commercial and other accounts that require backflow connections. This is required by NHDES, but is at the customer's expense. The Department is solely responsible for prompting inspections by the customers and if customers are non-compliant the State has authorized permission to ultimately discontinue water service to those customers who do not comply with requests for proof of inspection. Sandy will add this project to her To Do List and get initial letters out to all relevant customers with a list of area vendors who provide this service.

### **Sandy's Update:**

- Stiles Service Visit Recap – still working on first service visit, but will be coming back one more time to complete the original list. Ian will not be billing extra for these additional visits. Sandy remains very happy with Ian and Ryan from Stiles, they have been very good to work with and continue to monitor our Beacon Account.
- Asset Management Plan Grant – Sandy reports that she would like to hold off on applying for this grant at this time. She would like to work on putting the AMP together on her own and then to reach out for help as needed. Commissioners agreed that this sounded the best route at this time and then maybe to look at software that may assist with best utilizing the plan once completed.
- Emergency Plans – Franconia & Mittersill – Will be due by the end of March and Sandy wanted to understand who will be taking the lead on getting these plans completed. Kevin offered to take point on this project.
- 1A Certification – Sandy and Kevin will be starting this class on December 1.
- NH Drinking Water Managers School – Sandy presented an opportunity to attend a Water Managers School offered by NHWWA. Cost is \$650 which Commissioners felt was a lot and that the content might be more focused on people management skills which wouldn't be necessary for Sandy as no employees to manage.

### **Digital Map Project Update:**

Sandy has given Dan his thumb-drive with the maps and has another for Darrel.

### **2021 Budget Work:**

The budget, the Town, and how the Water Department and budget work within the Town Warrant and voting seems a bit unclear.

Sandy had a draft WIP for the Commissioners to start working from and had filled in some of the line items.

#### **INCOME:**

- All agreed that the Water Rent income projections of \$315K were conservative and agreeable. Sandy also included some of the new service fees that have gone into effect as of 2020, into the budget. The Commissioners then discussed outstanding Water Bills and that the Department should get serious and consistent with collections.

## EXPENSES:

- Contracts – need new contract with LRW, which needs to be more detailed. Sandy shared information supplied by NHDES on responsibilities of Small Water System Operators and also a sample contract. Is the contract something that we create or is this something that LRW should provide to the Commissioners. We have provided the contract in the past and LRW has charged \$48K for the past two years. The Commissioners agreed that a more clear understanding of roles and responsibilities is needed and that accountability needs to be outlined. It was decided that Sandy would reach out to Tom Mason at LRW to request that they provide us with a contract for 2021.
- Other Contracts – SCADA reporting can be dropped back down to \$2,500 as in 2020 we budgeted for a necessary upgrade to the SCADA system which was a one-off for 2020, not necessary for 2021.
- Software & Computers - Avitar - \$1000 / Certified Computers - \$840 / General Solutions - \$840.
- Payroll – \$22,400 will reflect a raise to \$20/hr for Sandy as of January 2021 + \$300 for Workman’s Comp
- Professional Services – Legal Fees to remain the same, Engineering to move to \$1,000 as a “place holder” & keep looking for grant funding, \$500 for Water Services for Granite State Rural Water Service as needed.
- Capital Improvements - \$13K for Franconia & \$25K for Mittersill, continue to set aside in NHPID account for upcoming necessary improvement projects. May come back and adjust these numbers as may be needed.
- Flushing to remain the same at \$3,600 for Franconia/\$1,800 for Mittersill
- Tank Cleanings: Commissioners reviewed & signed contract with Underwater Solutions for \$14,000 in 2021 for Mittersill tank clean & coat, line item to \$4K tank clean.
- Maintenance - \$15K for Franconia (to include \$10K for Fire Hydrants) & \$10K for Mittersill tank coating
- Repairs - \$10K for Franconia & \$5K for Mittersill
- Mandated Testing to remain as previously budgeted as PFAS testing to start
- Sandy will work with Kim on cost for Town to take care of Water Department buildings grounds and maintenance. Will have this cost for next meeting and add into new budget.
- Agreed remaining line items will remain same/similar to last year.

Motion made by Dan to sign the Underwater Solutions contact totaling \$13,970 for the Mittersill tank cleaning and inspection and also the roof coating. Seconded by Kevin and approved unanimously.

Commissioners moved into non-public session at 7:16pm, moved by Dan & seconded by Kevin  
Commissioners returned from non-public session at 7:24pm

Motion made by Dan to adjourn the meeting at 7:25pm and seconded by Kevin.

