

Franconia Water Department Meeting

**Thursday May 13, 2021
Town Hall 5pm**

In Attendance: Water Commissioners Kevin Johnson & Jeff Bartlett, Sandy Kellogg, Water Department Office Administrator, Rachel Pluchino, New Water Department Office Administrator, Dan Walker Selectman Town of Franconia

Kevin **motions** to open the meeting at 5:03pm. Jeff seconds and the meeting begins.

Approval of Past Meeting Minutes:

Motion to accept the minutes of the April 8th 2021 meeting was made by Kevin, seconded by Jeff, and approved unanimously.

Approval of YTD Financial:

Motion to accept the YTD Financials was made by Kevin, seconded by Jeff and approved unanimously.

Walker Abatement:

Motion to approve Walker abatement of 127.30 made by Kevin, seconded by Jeff and approved unanimously.

Franconia Cross Connection Policy:

Motion to approve Cross Connection policy made by Kevin, seconded by Jeff and approved unanimously.

Dan Walker Selectman - Welcome Center:

Dan gave an update/overview on new Welcome Center. Discussion of projected start of construction, earliest would be Fall 2021. There are expenses and materials that will be provided by Water Department, upon vote and approval from Water Commissioners. No approvals/motions needed at this time.

Pete Update: Pete was unable to attend May meeting.

Sandy Update:

- **Governance** – Sandy gave update on information she has gathered thus far regarding the addition of Mittersill to the Franconia Water Department beginning in 1967. She also provided information regarding changes made in the 2000's in administrative areas. Rachel will be looking further into this topic.

Rachel Update:

- **Delinquent Accounts:**
 - 6 accounts still outstanding and certified letters went out on April 13th, 2021. This was second letter sent with specifics of shut-off protocol and time limit before shut off is utilized. Rachel will be continuing follow up
- **Consumer Confidence Reports:** Franconia and Mittersill CCRs are complete and will be included in May billing. Certification paperwork will be sent out before June meeting.
- **Spring Flushing:** Completed
- **Asset Management Plan:** Rachel will be continuing the work on a new/updated Asset Management plan for the water dept. She has an upcoming meeting with Luis at NHDES who specializes in Asset Management.

Update on NBRC grant application:

NBRC grant has been completed, signed and submitted as of May 13th 2021. Estimated approval notification is August 2021. No further action required at this time.

E Signatures:

Rachel will be looking into our current programs so Commissioners can E-sign documents remotely. Water Department Office will always be the originator of E-sign documents.

Roubillard Meter:

Roubillard had a new meter installed in 2018, meter has only read error code. There will be no back payments due on this account. Due to the computer error there is no way to accurately calculate usage.

Motion made by Kevin stating we will not be back charging for error reading on meter. Jeff seconded motion and it was approved unanimously.

Request for Qualifications:

Horizons Engineering Inc. will be completing the Main Street Watermain Replacement Project.

Motion: made by Kevin, seconded by Jeff and unanimously agreed upon.

Physical Security of the Plants:

Kevin purchased and installed key boxes – there is one at Mittersill Pump house and one at Franconia pump house.

Action: No further action required.

Decommissioning of Fire Hydrants:

Discussion of proceeding with decommissioning of fire hydrants moved to June meeting. Pete was not in attendance.

Access to Wells in Mittersill:

Highway department will be clearing path to well by Fire House as soon as ground dries up. Mittersill access road to wells by pump station will be completed by Presby. Discussion will be continued at June meeting.

Garnet Hill/Main Street Project:

Horizon Engineering will be completing project, see above **Request for Qualifications** topic. There will be further discussion at June meeting regarding strategic planning of situation. Kevin will be bringing blue prints to office for Jeff to access.

Gale Well Pit Flooding:

Discussion to be continued at June meeting.

Mittersill Well "6":

Discussion will be continued at June meeting as Pete was not present.

Main Street Valve Installation:

Discussion will be continued at June meeting.

Motion made by Kevin to adjourn the meeting at 6:26pm and seconded by Jeff. Decided on unanimously to end meeting.