

**Franconia Water Department Meeting**  
**Thursday January 13, 2022**  
**Town Hall 5pm**

**In Attendance:** Water Commissioners Kevin Johnson, Jeff Bartlett and Ted Cammann and Water Department Administrator, Rachel Pluchino. Pete Hilton, representing Lakes Region Water and Kim Cowles, Town Administrator  
Kevin **motions** to open the meeting at 5:04pm, Jeff seconds and the meeting begins.

**Approval of Past Meeting Minutes:**

**Motion** to accept the minutes of the December 9<sup>th</sup> 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.

**Kim Cowles – Town Administrator:**

Town budget hearing scheduled for February 7<sup>th</sup>, 2022. Kevin will present budget and letter for annual Town report. Kim also spoke about the construction of new Welcome Center and reroute of water main that will take place with construction.

Water dept will be seeking funding from ARPA loan through Town of Franconia to fund the upgrading of in place infrastructure.

Kevin spoke about possible use of ARPA funds to complete Mittersill Project Phase 3 – Deer Pass Road main replacement.

Rachel will draft Statement of Intent for use of ARPA funding and guidelines for project.

Motion made by Kevin to pursue use of Arps funding within guidelines to improve in place system, seconded by Ted and approved unanimously.

Discussion of Beacon system and Eye on Water monitoring. Kim will be signing up for Eye on Water for the accounts the Town of Franconia holds for closer monitoring. Limits of Beacon system and customer self-monitoring discussed as well.

Kevin spoke regarding opening of Water Dept mail. No further discussion needed regarding issue.

**Pete Update:**

Town of Franconia has old asbestos piping under some of the paved roads (Pioneer to Sunset Ridge). Pete is looking into it further as the State of NH is changing requirements to have all asbestos piping removed from the ground even if not in use. He will also be looking into possibility that there are more than above referenced areas.

Mittersill pump house Electric bill has increased due to faulty thermostats. Pete is having thermostats replaced.

Discussion of equipment in Mittersill Fire House. State of NH will be taking over ownership of building. The water dept. has electrical equip and alarms in the first bay and office area. Pete will be looking further into how we will proceed in regards to aforementioned issue.

Backflow testing, gate valves and hydrant blow-off protocols and procedures discussed. No changes made at this time.

LRW contract renewal and potential grants discussed for upcoming year aligned with mapping, infrastructure upgrades, water system services, service lines etc.

#### **Rachel Update:**

- LRW contract – Franconia Water Department will be drafting contract for LRW. Currently we are current through April 2022. Franconia Water Dept. will be renewing LRW contract for the year 2022.
- Terry Welch (Welch’s Water) may be willing to come in as an advisor once Spring comes. He is currently working on project at Bretton Woods. Terry will be meeting with Rachel later in the year to go over potential contract for 2023.  
**Motion** made by Kevin, for Rachel to reach out to Terry about being on as a consultant, seconded by Ted and approved unanimously.

#### **2022 Budget Draft:**

NHPDIP usage listed on budget reflects amount of funds possibly needed to complete Mittersill Phase 3. This item will remain in budget as income used from NHPDIP as necessary for Mittersill Project. Any unused monies will remain in NHPDIP.

#### **Expenditure changes made:**

**Franconia Repairs** increased from 10,000.00 to 12,500.00.

**Mittersill maintenance** decreased from 10,000.00 to 7500.00.

ARPA money will be an income and expenditure to fund Capital Improvements for Franconia/Mittersill depending on final project approval. Income will be listed on budget as ARPA funds. Line item will be created once project is finalized.

**Meter/Endpoint Upgrade** line item 5301-01 change will be reflected once we receive quote from Stiles. Commissioners will approve once final estimate is provided by Stiles.

**Motion** made by Kevin to accept budget with changes as stated above. Seconded by Jeff and approved unanimously. Meeting recording reviewed to verify this **Motion** was made and approved. **Motion** was made, seconded and unanimously approved with changes as stated above.

#### **Administrator 6-month review:**

Overall review was very favorable. Working hours remain same at 20 hours per week.

**Motion** to increase hourly rate made by Kevin, seconded by Ted and approved unanimously.

#### **Security of Pump Houses:**

Discussion of possible key pad or additional security measures for access to FWD sites.

Discussion to be continued at later time.

#### **Decommissioning of Fire Hydrants:**

There are 5 hydrants in town that need to be removed and capped. There has been some concern regarding insurance coverage from local businesses if hydrants are decommissioned.

Spring decommissioning possible.

**Garnet Hill/Main Street Project:**

Discussion moved to February Meeting.

**Main Street Valve Installation:**

Discussion will be continued at February meeting. Reference: Garnet Hill

**Motion** made by Kevin to adjourn the meeting at 7:16pm and seconded by Jeff.  
Approved unanimously.

APPROVED