

# **Franconia Water Department Meeting**

**Thursday October 8, 2020**

**Franconia Town Hall 5pm**

**In Attendance:** Water Commissioners Dan Walker & Kevin Johnson; Sandy Kellogg, Water Department Office Administrator; & Thad Presby, agent for Franconia Ski Club

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

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

Motion to accept the minutes of the September 10<sup>th</sup> 2020 meeting was made by Kevin, seconded by Dan, and approved unanimously.

## **Franconia Ski Lodge Permit:**

Dan welcomed Thad Presby, acting as agent for Franconia Ski Club (FSC) to the meeting. Thad updated the Commissioners that FSC will be having a new dry hydrant constructed, with input from Franconia Fire Department, which will access the pond behind the Mittersill Inn. Permission with the Inn had been finalized and a written agreement completed. The agreement still needs a final signature from the FSC president. Thad left the Commissioners with the partially executed agreement and will provide a copy fully executed as soon as it is available. The other contingency of the permit for the FSC Lodge was agreement/confirmation from the Franconia Fire Department that the dry hydrant with pond access will meet their needs. Thad confirmed that the Chief had agreed to this and said that he would have the Chief email a statement of confirmation to the Water Department.

**Approval of the Permit** – The commissioners agreed that the contingencies had been met and that they would move forward with the issuing of the permit as soon as the fully executed agreement and email from the Fire Chief was received, along with a check for the 50% deposit of the cost of the water connection and meter installation.

Sandy is awaiting the cost estimates from LRW for the water connection and Stiles Co for the meter installation. She will get these costs to Thad so that FSC is able to issue a check for the 50% deposit.

## **Digital Map Project Update:**

Kevin provided a thumb drive with the digital maps. Sandy will make additional copies for Darrel and Dan and keep the original thumb drive in the FWD office. The digital maps will also be stored on the FWD hard drive. Dan thanked Kevin for taking on this project and getting it completed.

## **YTD Financials:**

The commissioners reviewed the YTD financials to budget and to previous year comparison and found that the Department continued to be meeting needs and that income & expenses were well within projected ranges.

### **Fire Hydrant Discussion:**

Kevin asked for a review and return to the discussion regarding the Franconia Village fire hydrants. The question remains should they be decommissioned or funding allocated to maintain and bring them up to working order. It was decided that a special work session be scheduled to focus solely on this important decision and that the meeting should include Pete Hilton from LRW. It was decided that ahead of the meeting Pete should prepare a list of the hydrants, which should be saved to be used as blow offs, a schedule for decommissioning, and a cost per hydrant to decommission. With this additional information the Commissioners would be better able to make the best decision regarding the future of the fire hydrants.

### **Updates from Sandy**

- Stile Service Visit – The single visit had turned into 2 visits at no additional charge to the department. Sandy reported that she continues to be pleased with the service provided and that progress is being made on correcting issues, concerns, and discrepancies in the Beacon system.
- Meter Replacements – Still need to get Mittersill Inn meter replaced and she is working with Stiles Co to get this completed.
- USDA Annual Report – This annual report, required as part of the USDA loan agreement, was completed and submitted ahead of the deadline.
- 1A Water Operators Course – Sandy & Kevin are both registered for this Virtual Course which will begin on December 1<sup>st</sup>. This is an entry-level training session provided by NHHWA and is touted as ideal for selectmen, water commissioners, homeowner association boards and other non-operators to better understand and manage their community resource.
- Grant Update – Sandy shared that we should hear on the DGWTF grant in early December. She also shared that the NHDES Asset Management Grant had opened and would be due on December 4<sup>th</sup>. She will make a submission for the Department.
- Vacation Request – Sandy asked that time off be granted from 10/20 – 10/25 for her to make a trip to visit her parents in Florida. The additional caveat being that upon her return she will need to self isolate for 14 days. This stipulation is recommended by the State and, as a Town employee, required by the Town of Franconia. Sandy shared that she has made arrangements to be able to work from home during this time period, 10/26 – 11/8. The Commissioners agreed to the request.

### **Other:**

Kevin noted that it was unfortunate that Pete was called away and unable to attend this meeting as he was anticipating an update on the 2020 Mittersill Project. He is hopeful that this update will happen at the November meeting so that a plan for Mittersill improvements in 2021 can be discussed. Then Scott Leslie from the Franconia Highway Department can be invited to a following meeting so that both departments are working cooperatively to complete projects in the Mittersill Village.

Motion made by Dan to adjourn at 6:17pm and seconded by Kevin.

