

# **Franconia Water Department Meeting**

**Wednesday December 9, 2020**

**ZOOM Meeting 5pm**

**In Attendance:** Water Commissioners Darrel Dietlein & Kevin Johnson; Sandy Kellogg, Water Department Office Administrator; & Pete Hilton, Water Operator/Lakes Region Water Co

Darrel motions to open the meeting at 5:01 pm. Kevin seconds and the meeting begins.

Scott Leslie unable to join in on this meeting and indicated that he was not planning any work that would affect the Water Department in 2021. Water Department would still like to open a line of communication with the Highway Department.

**Action:** Sandy will circle back and see if Scott is able to join for the January meeting.

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

Motion to accept the minutes of the November 10<sup>th</sup> 2020 work session and the November 12<sup>th</sup> meeting was made by Darrel, seconded by Kevin, and approved unanimously.

## **Pete's Update:**

- **House being rehabbed on Mittersill Road**, Stan Parker the contractor – Pete was scheduled to inspect new water line while exposed but they cancelled him. He will get back there as soon as he is available to change out the curb stop.
- **New contract with LRW for 2021** is being prepared. It will reflect an increase from \$48K to \$54K. This is the first increase since contracting began with LRW in 2017. Commissioners noted that the contract should include proof of insurance and copies of licenses/water operator certification as required by law.  
**Action:** Contract should be received from LRW office next week for review by the Commissioners ahead of finalizing the 2021 Budget.
- **Franconia Ski Club Performance Center** – Pete is concerned that when Presby dug for the new water line for the Performance Center that the gravel road that ran behind the pond, that was the access road for the 2 wells up on Mittersill, was not put back in a way that will permit continued access. If/when we need to get up there to service we will not be able to. In the past Pete has kept this plowed in the winter.  
**Action:** Kevin will reach out to Thad Presby via email & phone to discuss.
- **Pump Station Communications Troubles** - Pete having trouble with communications/phone lines at Pump Station. Struggling to get resolution from Phone Company. We have ordered a new modem to see if this will resolve the problem.
- **Lead Mitigation** at Mittersill is continuing. Testing is being done every 2 weeks. All is good and pH levels also good.  
**Action:** Darrel will review Master Schedule on OneStop and review results and sampling.

- **Water Usage Concerns:** Pete indicated that now that we have the Badger Meters working accurately and he is able to trust the reporting, he is concerned about some of the high usage accounts. After some discussion it was decided that we should reach out to high usage account holders as a courtesy.

**Action:** Sandy to monitor and send a courtesy letter to high usage account holders.

- **Emergency Plans:** New plans (one for Franconia and one for Mittersill) will be due to NHDES by March 2021. Pete indicating that they will be the same as current plans as nothing has changed.

**Action:** Sandy will get the current plans to the Commissioners for their review ahead of our next meeting.

**2021 Mittersill Project:** \$125,300.96 estimated total cost of Phase I & II projects

Phase I – Mittersill Rd Valve to Intersection of Bridalveil & Woodchuck, \$56,976.76 estimated total

- 740 ft at \$56 per foot = \$41,440
- 6 services ( \$600 per short & \$2,000 per long) worse case estimate = \$12,000
- Materials to be pre- purchased – Ferguson quote, \$3,503.40 / Corey quote \$3,536.76

Phase II – Woodchuck Trail, \$68,324.2 estimated total cost

- 780 ft at \$56 per foot = \$43,680
- 10 services ( \$600 per short & \$2,000 per long) worse case estimate = \$20,000
- Materials to be pre-purchased – Ferguson quote, \$4,644.20 / Corey quote \$4,571.15

**Motion:** Pete to move forward with the pre-purchase of pipe for both Mittersill Road & Woodchuck Trail projects. Motion by Kevin, seconded by Darrel, approved unanimously

**Action:** Pete to make the purchases and to put quote together and email to Sandy

**Sandy’s Update:**

- **Stiles Service Visit Recap** – The new meter has been installed at Mittersill Inn, YA! Now all Badger meters have been installed. 96 Slalom now reading. Stiles have left us a 5/8” meter and endpoint at the FPH so that we have one “in stock”. Also 2 more meters found to be installed backwards. This is concerning as the customers should not be disconnecting meters without contacting us. Darrel suggested that we take a look at the bylaws to redo/strengthen the language around this recurring situation. Sandy suggested a letter to customers reminding them that they are not permitted to work on or tamper with the meters and their installations.

**Action:** Kevin will work on verbiage to be added to the FWD bylaws. He will get this to Sandy who will share it to the other Commissioners for word smithing and a vote.

**2021 BUDGET WIP:**

LRW Contract - We have an update contract amount of \$54,000 from LRW for 2021, but we have yet to receive the contract from them. Darrel wants the scope of services to be more detailed and clearly defined. Kevin agreed and also stated that we need to have insurance certificates and copies of appropriate licenses necessary for operation of the Franconia-Mittersill Water System.

Building & Grounds Maintenance amount – will are still waiting on this number from Scott Leslie  
2021 Mittersill Project – need a final estimated amount to place in this line item. Sandy will look for the estimate from LRW for this and confirm the amount.

**2020 NHPDIP Transfer** – When will we do this transfer and how will we determine the amount. Darrel suggests that we make this decision by December 18<sup>th</sup> and Kevin asks that Sandy pre-pay any anticipated expenses for 2020.

**Action:** Sandy will find out from the Treasurer what the drop dead date is to let her know the amount to transfer and then get a final number out to the Commissioners for their approval and signatures on the Authorization Form.

**Salary Change and Bonuses** – Darrel sent an email to Jenny to confirm Sandy’s increase in salary from \$18 to \$20 effective January 1<sup>st</sup>. He also included confirmation of Christmas bonuses of \$250 each for Sandy and Meaghan.

**Action:** Sandy will get a Christmas card in “the box” for the Commissioners to sign and then send it to Meaghan.

Motion made by Darrel to adjourn the meeting at 6:56pm and seconded by Kevin.