

**Franconia Water Department Meeting**  
**Thursday February 11, 2021**  
**ZOOM Meeting 5pm**

**In Attendance:** Water Commissioners Darrel Dietlein, Kevin Johnson, & Dan Walker; Sandy Kellogg, Water Department Office Administrator, Pete Hilton & Tom Mason, Water Operator/Lakes Region Water Co, and Scott Leslie, Franconia Highway Department

Darrel motions to open the meeting at 5:04 pm. Kevin seconds and the meeting begins.

**Approval of Past Meeting Minutes:**

Motion to accept the minutes of the January 14<sup>th</sup> 2021 meeting and February 5<sup>th</sup> Special Asset Management Meeting, was made by Dan, seconded by Darrel, and approved unanimously.

**Discussion with Scott Leslie from the Highway Department** – Darrel shared that FWD is hoping to improve communication between the Water & Highway Departments and all agreed that this would be good as many projects and major town expenditures overlap. Scott then shared the Highway Department plans for 2021 especially around paving and other road specific projects. Scott said that he is in touch with Pete and they generally keep each other informed of upcoming projects and plans. All agreed that working and planning together will help with efficiency and effective use of time and funding.

- **2021 Paving Projects** – Scott shared that the only paving he has planned for 2021 is to put the top coat on the work that was done this past fall on Hubertus Ring/Pioneer/ Ridgecut. The earliest that he would get to other areas in Mittersill would be 2022 and he would plan to do the section of Mittersill Road and Woodchuck Trail that FWD will be working on in 2021. He indicated that moving forward the Town would look to pave only after FWD had completed its work. Hopefully FWD will be able to finish work on Alpen Hill in 2022 and that will then leave Deer Pass as needing water main and service replacements/upgrades. Pete indicated that if it would be a full year from FWD work on Mittersill Rd & Woodchuck Trail and the Town paving these roads that it is likely that additional gravel will be needed to keep these roads in shape and thus an additional cost to FWD. Scott thought that the Town would be able to help with provision of this additional gravel.
- **Culvert on Mittersill Road behind the Inn** – Pete indicated that he thought this would need to be replaced. Scott (Town) and Pete (LRW) will work together on getting this repair/replacement completed this spring/summer when LRW is doing the Mittersill Project. May need to increase the size of the culvert pipe. Scott is able to supply the culvert pipe.

**LRW Update on Mittersill Septic Repair & Resolution:**

Tom shared that owners had told him that the sewer pipe was originally installed circa 1962. LRW repaired just the 3 foot section that had been inadvertently dug up; Tom reiterated that none of them working at the time saw the pipe. Homeowners had Schofield Septic Services there at the time of the repair and Schofield used a camera and confirmed that all was well from the system, through the old and new pipe and to the dry well. Tom recommends that the repair be “sleeved”. He also shared that he told the homeowners that the existing original pipe was in very poor condition and in need of complete replacement. He did not feel that the homeowners were receptive to this. As this pipe runs across the road and is on town property he feels strongly that the Town, at a minimum, should require the homeowners to

“sleeve” at least the section of pipe that crosses beneath the road and that this should be completed ahead of Scott putting the top coat on the road this coming summer/fall.

**Action:** Sandy to craft a letter to homeowners to be reviewed by commissioners and LRW prior to sending. Letter to include the following:

- Repair has been completed.
- Request that at a minimum the sewer pipe located within the Town right of way be “sleeved”.
- Recommendation that the homeowners replace the pipe as the pipe is in very poor condition. Commissioners may need to have oversight of this repair/replacement as it will involve crossing the Town road, or LRW could be contracted by the homeowners to do this work.

**New contract with LRW for 2021** – Sandy had forwarded to Tom at LRW the additions and requests from the commissioners for inclusion and/or discussion in the new 2021 Contract. Tom apologized for not getting this revised and back to FWD. He indicated that he had reviewed the list and didn’t see any problem with including the items. He asked for clarification on the request for updated maps as this is outside of their scope of work. They do track work completed and could supply a list of upgrades to the Water System done by LRW.

**Action:** Sandy to look for email from Tom with revised contract and get that out to the commissioners.

**Pete’s Update:**

- **2021 Emergency Plans** – these are currently being worked on and once the drafts are completed will be sent along for review by the commissioners.
- **PH Testing** – Pete indicated that this was satisfactorily completed.
- **Electric Usage at Old Fire Station** – Pete indicated that he was working with his son, from Sabourn Electric, on investigating this. Darrel suggested that they look at the pump as that is the “high consumer” in that building. Tom suggested that if the recorder does not shed light on the situation then they will contact the power company for an audit. Darrel suggested contacting Royal Electric for troubleshooting ahead of contacting the power company.
- **Water Line Location on Main St** – Presby is looking for FWD to locate the water line on the lot on Main Street that has been recently purchased by the Perlo’s. Scott Clang had been unable to locate this in the fall and Tom & Pete both agree that this may now need to wait until the spring.
- **Mittersill Update:** all set to move forward and confirmed with LRW to start as early as possible in the spring, April/May when weather permits.

**Sandy’s Update:**

- **Electric Bill** – The new contracts were included in the meeting packet. Sandy is hoping that the commissioners will approve both contracts and move to authorize Sandy to sign the initial 6 month contract that will bring the FWD renewal to coincide with the rest of the Town’s renewal in September. Then join the Town in the offered 48 month contract.  
**Motion:** To authorize Sandy to sign the 6 month contract with Nextara for the FWD, as long as the name on the contract is changed from Town of Franconia to Franconia Water Department or that Kim approves for the Town of Franconia. Made by Dan, seconded by Darrel and approved unanimously.
- **Phone Bills** - Sandy shared that the new phone contract had been executed and is awaiting the next phone bills, anticipating a reduction.

- **Delinquent Accounts** – All letters have been set and the first certified letter was sent with Tuesday, Feb 16<sup>th</sup> being the shut-off date and per the FWD Rules a phone call needs to be made on Monday as a final outreach ahead of water shut-off. The following was agreed as the course of action as it is likely that we will not have the certified letter card back from USPS.
  - Sandy to call on Monday and ask if they have received the certified letter; if yes, then move forward with water shut-off timeline. If no, then use Monday as the date and 7 additional days will be given, making the new shut-off date, Feb 23<sup>rd</sup>.
  - Call to be made to the Franconia Village Store with the request to speak with the owner, if not there or available then ask for the owners direct line.
- **Cross Connection Program** – This is underway, all letters have been sent to customers requiring an inspection. A “tickler” file has been created to keep this program on track.

**Cell Tower Request Update** – Kevin reported that there had been no return communication from his phone and email outreach to the representative.

**Gale Well Pit Flooding Update** – Pete indicated that he still needs to get to this project. Darrel suggested that we have an electrician install a proper GFI outlet.

**Motion:** To authorize Pete to contact an Electrical Company to have them install a GFI outlet. Motion made by Darrel, seconded by Dan and passed unanimously.

**New Water Commissioner Candidate Needed** – it was confirmed that no one had filed to run for Water Commissioner to replace Darrel. This was made more urgent as Dan will be running for Selectboard and if he is successful that will leave 2 openings.

- Will Jeff Bartlett be a write-in? – Darrel will reach out to him
- Tom Allen – Kim had suggested him as a possibility; Sandy will touch base with Kim on this to see if she has contacted him and if he was interested.
- Darrel will stay as contact on OneStop until new commissioner(s) found.

In closing, Darrel expressed his gratitude to the team and thanked everyone for their support through his time as a Water Commissioner. Dan thanked Darrel for his time and for sharing his knowledge and experience. Kevin agreed and thanked Darrel and expressed that he would DEFINITELY be missed.

Motion made by Darrel to adjourn the meeting at 7:18pm and seconded by Kevin.