**Franconia Water Department Meeting**

**Thursday June 10, 2021**

**Town Hall 5pm**

**In Attendance:** Water Commissioners Kevin Johnson & Jeff Bartlett, Water Commissioner Ted Cammann via cellular phone , Rachel Pluchino, Water Department Office Administrator,

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

**Approval of Past Meeting Minutes:**

**Motion** to accept the minutes of the May 13th 2021 meeting was made by Jeff, seconded by Ted, and approved unanimously.

**Approval of Expenditure Meeting Minutes:**

**Motion** to accept the minutes of the June 2nd 2021 Expenditure meeting was made by Jeff, seconded

by Ted and approved unanimously. Noted: Any unused materials will be held by Franconia Water

Department for future projects related to the water department.

**Approval of YTD Financial:**

Separate documentation for higher expenses will now be included with financial reports in Commissioners meeting packets. Correction of line 5100-00, Rachel will speak with Jenny regarding payroll information.

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

**Pete Update:** Pete was unable to attend June meeting.

**Rachel Update:**

* **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.
* **Governance:** Rachel will be emailing Laura Spector-Morgan regarding the Franconia/Mittersill merger. On hand documentation will be sent to Attorney as well.
* **WGSB:** Once Rachel is added to bank account, FWD will be getting a debit/cc for administrative use.

**Meeting Date and Time:** No changes at this time.

**Update on NBRC grant application:**

Estimated approval notification is August 2021. No further action required at this time.

**E Signatures:**

Rachel will be doing test run of electronic signatures through Adobe Docu-sign.

**Roubillard Meter:**

 Stiles will be replacing 1” meter at 274 Mittersill Road. Once installation is complete, a letter of

 explanation and changes will be drafted by Rachel and reviewed at July meeting.

**Decommissioning of Fire Hydrants**:

Discussion of proceeding with decommissioning of fire hydrants moved to July meeting.

**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 July meeting. Jeff and Ted will be touring FWD sites in July – will set up time at July 8th meeting.

**Garnet Hill/Main Street Project:**

There will be further discussion at July meeting regarding strategic planning of situation.

**Gale Well Pit Flooding:**

 Discussion will be continued at July meeting.

**Mittersill Well “6”:**

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

**Main Street Valve Installation:**

 Discussion will be continued at July meeting.

**LRW:** Discussion of current daily log and how we can improve our documentation. Currently looking into ways we can improve overall functioning of FWD.

**Motion** made by Kevin to adjourn the meeting at 6:03pm and seconded by Jeff. Decided on unanimously to end meeting.