

**Franconia Water Department Meeting**  
**Thursday February 10, 2022**  
**Town Hall 5pm**

**In Attendance:** Water Commissioners Kevin Johnson, Jeff Bartlett and Ted Cammann and Water Department Administrator, Rachel Pluchino. Pete Hilton via telephone, representing Lakes Region Water and Cathy Conway, Horizons Engineering.  
Kevin **motions** to open the meeting at 5:03pm, Jeff seconds and the meeting begins.

**Approval of Past Meeting Minutes:**

Changes made to January minutes include deletion of title Senior Commissioner to just Commissioner for Kevin Johnson and word “Appointed” Administrator to Administrator for Rachel Pluchino.

Verification of motion made to accept budget for 2022 requested. Recording reviewed and motion was made with changes discussed and referenced in January 13<sup>th</sup> Meeting.

**Motion** to approve February Minutes with changes 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.

**Cathy Conway – Horizons Engineering:**

**Fox Hill Lane:** Horizons Engineering is drafting the plans for a full water system upgrade with bidding scheduled for Spring 2022. Cathy attended to provide an overview of proposed Fox Hill water system upgrade.

All 26 properties will be receiving individual shut offs and they are replacing 16 individual septic systems within the property.

Discussion regarding the master meter pit and any changes that may need to be made during upgrade process. Placement and mapping of system (current and older) surrounding Fox Hill was discussed including potential impact overall.

**Note:** Septic regulations will be followed and the FWD will be involved in the process.

Cathy will be contacting FWD once they are ready to move forward.

Discussion will continue once the plans are finalized.

**Pete Update:**

Clarification regarding negligence on home owners part causing meter damage.

LRW billing format discussed in reference to contract billing vs. repair billing not listed contractually. No further discussion required, no motions made.

**Rachel Update:**

**ARPA grant update:** looking into obtaining plans for upcoming Deer Pass upgrade to present to Selectman. The Deer Pass project best fits the approved uses for the ARPA funds under DWSRF. The Welcome Center reroute does not have enough qualifications for funding through ARPA. Rachel will draft a letter including specifications that are required for ARPA funding qualifications.  
Discussion to be continued at March meeting. No motions made at this time.

**Daily Water Operator Responsibilities:**

New daily logs and new reporting format discussed. Any changes made will reflect all reporting requirements of NHDES and supporting entities. Informational packets and samples of reporting documentation given to all Commissioners.

**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 March Meeting.

**Main Street Valve Installation:**

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

**Motion** made by Kevin to adjourn the meeting at 6:04pm and seconded by Ted.  
**Approved** unanimously.

After meeting adjourned, Commissioner Ted Camman, verbally gave his resignation effective immediately. The resignation letter is on file at the Water Dept.

APPROVED