

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

**In Attendance:** Water Commissioners Kevin Johnson, Jeff Bartlett and Water Department Administrator, Rachel Pluchino. Pete Hilton, representing Lakes Region Water.

Kevin **motions** to open the meeting at 5:05pm, Jeff seconds and the meeting begins.

**Approval of Past Meeting Minutes:**

**Motion** to approve February Minutes made by Jeff, seconded by Kevin and approved unanimously.

**Approval of YTD Financial:**

Quickbooks budget not appearing on financials. Rachel will be looking into and correcting issue.

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

**Pete Update:**

Purchase of parts and materials for Mittersill Phase 3/ Deer Pass approved. Pete will do inventory and list of items we need to order prior to project. Commissioners will review and approve expenditures of over \$500.00 prior to purchase.

Discussion of fire house bay and office space in Mittersill – does water dept have to move inventory.

Reporting and procedures regarding daily tasks per state regulations, chemical pump reporting and mandated testing reviewed with no changes at this time. Discussion will continue at April meeting.

There are a few bleeders still active. Rachel will be reaching out to customers with active bleeders and request that they be turned off. Commissioners will determine Abatement amounts if requested for active bleeders. Pete will be shutting off bleeder by Hillwinds within the next week.

Discussion of endpoint reporting and possible billing issues. Rachel will reach out to Ryan in regards to the endpoint reporting and service connections.

LRW may add a fuel surcharge to billing due to increase in fuel prices.

Alarm for Howe Well alerted to water level being down and well pump was shutting off. Pete will be having someone look at time.

Pete will bring mandated testing reports to April meeting. These are Quarterly reports provided to State of NH.

### **Rachel Update:**

#### **ARPA grant update:**

Review of letter to Select Board regarding ARPA funding. Letter will be submitted to Select Board in April. No motions made at this time.

**Terry Welch**, possible Consultant at end of summer in regards to future RFP and services for FWD. Rachel will be reaching out to Terry in June/July 2022.

#### **Endpoint Upgrade:**

Stiles is still waiting for parts to proceed to Endpoint upgrade. Stiles is currently honoring original quote of \$60 - \$65 per Endpoint. Discussion to continue at later time.

#### **LRW Contract Renewal:**

Overall costs went up by \$5.00 to \$10.00 per service. Backflow services removed from Contract. Increase to customer charge for turn on/shut off fee from \$75.00 per incident to \$100.00.

**Motion** to increase turn on/shut off fee from \$75.00 to \$100.00 per incident to match LRW increase, made by Kevin, seconded by Jeff and approved unanimously.

**Motion** to accept contract with LRW for year 2022 made by Kevin, seconded by Jeff and approved unanimously.

### **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. Discussion to continue at April meeting.

### **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:**

Decommissioning of 3 fire hydrants at end of Academy Street (Dow Extension), Best Western and in front of Lafayette Center (Magnolia Healthcare.). Decommissioning will begin in Spring 2022. There are 5 hydrants in total that need to be removed and capped.

### **Garnet Hill/Main Street Project:**

Discussion moved to April Meeting.

### **Main Street Valve Installation:**

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

**Motion** made by Jeff to adjourn the meeting at 6:05pm and seconded by Kevin.

**Approved** unanimously.