

FRANCONIA WATER DEPARTMENT
MEETING MINUTES
April 12, 2017

The Franconia Water Commissioners met on April 12, 2017 at the Franconia Town Hall. The meeting was called to order at 9:00 am.

Members present: Richard McLachlin, Joan Hartford and Ray Peltier
Also present: Pete Hilton from LRW

Invited guest: Ian Kasowitz, Stiles Company

Approved the minutes of the March 8, 2017 meeting.

There are some changes coming to the Franconia clerical staff. The positions of the two secretaries (20 hours per week) will be eliminated and replaced by a single position of 32 hours per week. Each of the present secretaries will be allowed to interview for the new position. That being said, the water department will lose its share of the clerical help that it was receiving. We have been notified by the Town Administrator that we should post the position and hire our own assistant. The position will initially be listed as ~10 hours per week. Target date is June 1st. A job description listing the duties of the new assistant will be posted in the local newspapers.

The water commissioners have been asked to provide a person to assist in loading the meter reader each quarter. The next reading is scheduled for June 30th. Joan Hartford has volunteered for that duty. Herbie will teach Joan the process prior to the June 30th scheduled reading. However that duty will be performed in the future by our new assistant.

We continue to have billing issues with the Badger meters not being compatible with the Avitar billing system. An interface has to be developed to make these systems compatible. Back in 2014, Kelley Johnson, Badger's Training Support Coordinator, sent layout information to Dave Letourneau at Avitar. She also contacted Ray Peltier in 2015 but, at that time, we had too few customers enrolled to make it worthwhile. Jennifer Rittmann, Badger's interface specialist in Milwaukee, will be our in-house contact with Badger. At our request she will send out current layout information and sample files to Avitar. Ian Kasowitz will continue to be our local representative with Badger. Joan Hartford has volunteered to be Franconia's representative for interface development. This duty will be turned over to our new assistant when he/she is hired. A conference call with Badger, Avitar and Franconia has been tentatively set up for Friday, April 21st.

Contact information:

Kelley Johnson	<u>1.800.876.3837 ext. 16165</u> or <u>414-371-6165</u> kjohnson@badgermeter.com
Jennifer Rittmann	<u>800-876-3837 ext. 15840.</u>
Ian Kasowitz	Cell: <u>617-913-8262</u> Office: <u>781-769-2400</u> ian@stilesco.com
Dave Letourneau	Office: 603-798-4419 davel@avitarassociates.com
Joan Hartford	Cell: 518-791-9235 Home: 603-823-2009 joan.hartford@gmail.com

With Spring approaching, we need to make an effort to replace many of the old meters in town. Chris Sparkes has indicated his availability to install the Badger meters at a \$/meter?? cost to the town. For the time being Herbie will be asked to contact taxpayers and schedule appointments to have Sparkie available for these installations. We will include a sheet of paper requesting contact information in the current quarterly water bills to be mailed out on April 18th. Copies of the 2017 Consumer Confidence Report will also be included with the quarterly water bills.

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Schedule for the Spring hydrant flushing at Franconia Village: May 8-12

Schedule for the Spring hydrant flushing at Mittersill: May 15-19

Delinquent accounts. We will create a procedure for notifying customers that their accounts are in arrears and that their water will be shut off if the bills are not paid by a certain date. We are looking at procedures used by other water systems in New Hampshire so that we can incorporate some of their ideas. We will study the law to be sure that we are within our rights. A procedure will be available at our next meeting.

The schedule of meetings for the next 4 months:

May 10th

June 14th

July 12th

August 9th

The meeting was adjourned at 10:10am

Ray Peltier

Water Commissioner