**FRANCONIA WATER DEPARTMENT**

**WORK SESSION MINUTES**

**January 23, 2018**

Members Present: Rich “Mac” McLachlin, Joan Hartford

Others Present: Meaghan Caron (Secretary), Holly Burbank (Town Administrator), Pete Hilton of LRW, Ray Pelletier was called in to clarify some details half way into the work session

Quick Review Of Budget with Holly to review points of concern

* Total expenses line ($325,788.00) far exceeds Total income line ($278,650.00)

Remainder of work session included brainstorming of ideas and ways to cut expenses in the department and ways to increase income:

--Looked at Phone Bills to check which lines we have to check billing. Are we using all lines?

--Which projects can we put off and which projects are a must for 2018?

Certain valves must be replaced

Paving of Mittersill project should be put off until all other projects are finished so as to not have to tear up for pipe intersection upgrades and repave again.

--Bill for Sensus Meters Support was paid in June of 2017. We will no longer need this support service once all new meters are installed so we will not renew the support once this term is done in June of 2018.

--Pete to total labor hours needed to install remaining meters and the cost of remaining meters to give a more thorough understanding of cost to finish this upgrade project

Meaghan is to look into our Profit and Loss lines and better define each category in Quickbooks so as to be sure in the future that our budgets are clearly outlined and that our costs can be better tracked.

Budget must be finalized for Holly by January 31. Water Department will make that happen.

End of work session included agreement to invite the public for the next Work Session on January 31, 2018 to occur without Public Input.

Respectfully Submitted,

Meaghan Caron

Office Secretary

Franconia Water Department