

Franconia Water Department Work Session

Tuesday December 3, 2019

Town Hall Meeting Room 5:30pm

In Attendance: Commissioners Darrel Dietlein, Joan Hartford and Dan Walker; Meaghan Caron, Water Department Secretary

Public in Attendance: Kevin Johnson, Gale River Motel

Darrel motions to open the Work Session at 5:36pm Joan seconds and all are in favor.

Transaction sheet from 11/26 is signed for additional signatures needed.

The Water testing line in the 2020 budget to be increased to \$7,500.00 due to new regulations for PFOS testing on a quarterly basis.

Meg has approval to purchase a larger L shaped desk for her office in the new space soon to be constructed along with the addition of the lift and new door to the building.

Meg to add final read fee to rate schedule and get paragraph together for it to be added to the Rules and Regulations under #3(g). This is an administrative fee and will be ready for next meeting for approval and voting.

Fire Hydrant fees: It is proposed that \$300 per hydrant per year is a reasonable rate to charge the Town of Franconia for maintenance of the town's fire hydrants. Holly has had discussions with other town administrators regarding this type of fee and has brought this up to Meaghan. If approved, this rate will be described and added to the Rules and Regulations and voted upon at our next meeting.

We have not had an update about the Franconia Ski Club building in a long while. Meg will follow up with McCourt Engineering to see what she can gather. This building will be a great addition to our revenue once it is built and in use.

The budget line for Horizon project is set at \$9000.00 which includes the additional scope of work to be done expanding the project to the school and nursing home.

Transferring money to NHPDIP we will decide by the end of the year what additional finds we have to get transferred.

Scada reporting system—We have our quote from Electrical Installations and Darrel agrees that we should budget for next year for the new system installation. This system would be in addition to the existing Scada reporting system but would give us a far better read of the amount of water going through the pump house. We put in the proposed budget \$7000.00 to cover the quote and Joan will call to see if we can get the \$6757.00 first thing in the morning to see if we can solidify that

price. If so, we can better determine the amount to be used from this year's budget. Joan will call Meg to let her know to vote and do for this year or to add as a separate line for next year.

Meg will get delinquent accounts report from Carol for updated numbers to have for our next meeting.

Shutting off water: The department has not been stern enough with its Rules for shutting water off with customers who have delinquent bills. Meg will draft a water shut off letter that will go out with the first trimester billing for implementation January 1, 2020. The letter will remind customers of our policy and additional inserts will be included for those accounts holding delinquent bills.

Kevin speaks regarding shutting off of water. He states the importance of following through with the procedure if we are going to send notices for shutting off.

We understand that some customers have financial difficulties and are willing to work with them if needed and if reasonable.

The board reviews and discusses specific Budget Lines needing attention:

New endpoint fees line to be added to show endpoint fees charged by Badger \$3350.00

Water rents line --\$299,500

Meters line – bring it up from \$3500 to \$5000

Kevin asks why we don't charge the cost of the meter to the new customer. Darrel answers that our base rate is supposed to cover and recoup the cost of the meter and the Water Department is in fact the Owner of the meter.

New customer connection fee should consist of the cost of the project to install a new connection. This will be revisited for revising in the Rules and Regulations for 2020.

Meg change Interest income line to \$100.00

Rent interest line to \$2000

Electrical Installations to go under separate line for \$7000.00 for the Scada Reporting System Upgrade.

Tank Cleanings line to be \$3000 and this amount will be moved at the end of 2020 to NHPDIP

Mittersill Maintenance – we are hoping to get moving on work up in Mittersill in 2020. This budget line becomes \$25,000.

Franconia Maintenance line becomes \$15,000.00

Legal services line stays at \$3000.00

Postage line goes up from \$600 to \$700.

Propane line set at \$1,500.

Eversource/Electricity line—We went over last year so we raise the budget line to \$22,000.

Main Office Supplies line is set to \$800.00 and Pump House Office Supplies to \$350.00

Dan requests from Meg a possible scenario for raising the usage rates to gain more revenue so as to meet the expenses line due to increased costs to maintain the system. Meg will put together numbers to show revenue that could be gained by increasing the usage by \$.01, \$.05, and so on.

A few more changes are made to tweak the budget again after we find that expenses are greater than revenue. We take into consideration that due to Mac's Market closing we will likely not gain any revenue from the storefront for a good portion of the year. Therefore the Water Rents line goes down to \$296,700.

Legal line goes back down to \$2500.00 instead of \$3000.00

Parts and materials lines are set to \$3000(Franconia), \$6000(Mittersill) and \$2000(Reserves)

Total expenses line becomes \$308,550.00. Meg will have the budget formally prepared for the next meeting on December 14th.

The Commissioners vote to go into Non-Public Session at 7:45pm under RSA 91-A:3, II.

Public Session is reconvened at 7:52pm.

With no further business to attend to Darrel motions to close the public meeting at 7:53pm. Joan seconds and all are in favor.

These minutes of the Franconia Water Department have been recorded by its Secretary. Though believed to be accurate and correct they are subject to additions, deletions and corrections by the Board of Commissioners of the Water Department at its next meeting when the Board votes its final approval of the minutes. They are being made available at this time to conform to the requirements of New Hampshire RSA 91-A:2.