

**Franconia Water Department Meeting**  
**Friday February 5, 2021**  
**ZOOM Asset Management Meeting 5pm**

**In Attendance:** Water Commissioners Kevin Johnson, & Dan Walker; Sandy Kellogg, Water Department Office Administrator; Pete Hilton & Tom Mason, Water Operator/Lakes Region Water Co, Luis Adorno, NHDES/Drinking & Groundwater Department, & Karen Foss, Franconia Resident

Meeting began at 5:03P

**Asset Management Discussion:**

Sandy started the meeting by introducing herself and that she had called the meeting to get this group together for help moving forward with the Asset Management Program that she has been trying to work on for the Franconia Water Department. She shared that after attending several webinars, reviewing the NHDES Asset Management Grant application, and also digging into the NHDES template that she is feeling overwhelmed by the project. She reached out to Luis Adorno at NHDES and he was pleased to learn that Franconia was interested in moving toward creating a program and agreed to talk with the Commissioners and representatives from LRW, the FWD Water Contractor.

Then Luis Adorno introduced himself and provided a full presentation on Asset Management, how NHDES works with EPA and other communities throughout the state. He shared that he was somewhat familiar with Franconia's Water Department and that the state is encouraged by our upgrade to AMI meters and also that FWD is looking to move toward creating an Asset Management Program.

After the presentation the following questions and discussion ensued:

- Tom: How much does the grant cover? It is a maximum of \$20,000 grant that must be matched 100%, though the FWD match could include in-kind”.
- Kevin: Is there a template for steps to a “good” plan? Yes, and Sandy has that and will share with the Commissioners
- Kevin: Is there software available or is a spreadsheet used? There used to be through EPA, but they are no longer supporting this software. There is software available for purchase, but may be best to start with GIS Mapping software. Could be something less costly (ie Google Maps), but this may be a good first point of investment. ESRI software is used by many communities in NH.
- Karen: Once information is gathered are there opportunities for benchmarking to assess if we are where we need to be? Not really, though through networking opportunities provided by NHDES this can be accomplished informally and Luis is able to help connect communities together for help and support.
- Kevin: What is the ball park cost to create and then operate an Asset Management Program? Luis shared that in NH this depends on us and what we are looking to accomplish. To start, communities can reply repeatedly for grant funding. Along as progress is being shown you are viewed as a positive applicant. Applicants are ranked higher the more they are looking to accomplish. In Luis' opinion a 30-40K effort is the minimum to be put into this effort.
- Tom shared that some of the system was redone about 10 years ago which is great. The balance of the system is very old.

- Luis reiterated that we create a program rather than just a plan/document that sits on a shelf. Do your best to be prepared. And that the program, once created will provide support for why project need to be done and why they should be funded.
- Pete: How many grants awarded this past round? 17 were applied for and 17 were granted. Usually, 12-15 projects funded each round.
- Dan: felt that if the Commissioners sat down with the DES template that we may have much of this information is available and just needs to be gathered into one place/document. Jon Peabody spent some time a few years ago gathering much of this. Luis thought this may be accurate and that gathering all that we have ourselves then possibly look to a consultant to pull everything together and finalize.

Meeting wrapped up and Luis reiterated that he is an available resource and that it may be helpful for FWD to reach out to other communities for help.

Meeting was adjourned at 6:27P