

Franconia Water Department Meeting
Thursday March 11, 2021
ZOOM Meeting 5pm

In Attendance: Water Commissioners Kevin Johnson, & Dan Walker; Sandy Kellogg, Water Department Office Administrator, Pete Hilton, Water Operator/Lakes Region Water Co

Dan motions to open the meeting at 5:06 pm. Kevin seconds and the meeting begins.

Approval of Past Meeting Minutes:

Motion to accept the minutes of the February 11th 2021 meeting was made by Dan, seconded by Kevin, and approved unanimously.

YTD Financial:

Kevin asked about the \$18,000 in the Mittersill Capital Improvement line item. Sandy indicated that this was an advance payment to LRW for the upcoming Mittersill Project.

2021 LRW Contract:

Motion to approve the 2021 LRW Contract as most recently updated and contingent upon receipt of copies of Water Operator licensure/certification for those who will be working on FWD system for FWD to keep on file with contract along with certificate of insurance was made by Dan, seconded by Kevin, and approved unanimously.

Update and Approval of Water Department Rules & Regulations:

Sandy suggested that the collection procedure be updated so that the timeline on shut offs will be more manageable. After some discussion a motion was made by Kevin to revise the FWD Rules and Regulations to: A certified letter announcing shut off will be sent and shut off of service will take place seven days after the return receipt card, or the undeliverable certified letter, has been returned to the Franconia Water Department. This motion was seconded by Dan and approved unanimously.

Application for New Water Service:

Bruce and Beth Perlo have submitted an application for new water service at the location on Main Street in between Andross(625) & Gawel(593), map 13/lot 3. Commissioners and Pete all agreed that LRW will be the ones to find the Main and to do the work to install new curb stop.

Motion to approve the Perlo application was made by Kevin and seconded by Dan and approved unanimously. Sandy will let Mr. Perlo know that the application has been approved and that the permit still needs to be issued.

Sandy's Update:

• **Delinquent Accounts:**

- Had received full payment from FVS, but unfortunately 2nd check was returned for insufficient funds. Tax Collector has sent notification of this to FVS, Sandy will follow up that water will be shut off if cash or certified check not received in 7 days time.
- Three other certified letters were sent and 2 payments have been made. The third letter has not been returned and Sandy unable to make contact. Owners are elderly and likely in

a “care” situation. Kevin said that he would stop by the house over the weekend and see if he can meet someone or leave a note on the door.

- Holt/64 Sunset Lane – owner passed away in the past year. Sandy has tried to reach the executor by phone with no return call. Kevin will also stop by over the weekend to see if he can speak with someone and leave a note if no one there.
- Other accounts coming up for certified letters and those will be sent as per the timeline.
- 30 day overdue list will go out next week.
- **Cross Connection Program** – This is still underway and all progressing well.
- **Office Admin Hiring** – currently we have 7 candidates, all from the Indeed posting, it is running for the first of two runs in the Caledonian. Hopefully we will get some from this as well. Commissioner will review the current candidates and let Sandy know their top 3 and then we will go from there to see similarities and move to interview. Commissioners are hopeful to get permission from the Town to conduct the interviews in person. Sandy will check on this.
- **Grant** – Sandy has been in contact with Cathy Conway at Horizons Engineering about resubmitting the NBRC grant application which is coming up shortly.
- **Water Commissioner Candidate** – Sandy did touch base with Katie Fiegenbaum, she is interested but was unavailable to join us tonight at this ZOOM meeting. Jeff Bartlett did receive 3 votes and the position needs to be offered to him. Kevin said that he would follow up and reach out to Jeff to see if he is interested. It would be great if Jeff accepted the elected position and then Katie Fiegenbaum could be appointed to take the position to be vacated by Dan. Kevin would also like to meet Katie and will do so next week.

Pete’s Update:

- **PH Testing** – Pete indicated that this was unsatisfactory and that NHDES has them upping the chemical feed pump. It seems that it may be coming from Well #4 and that a complete new sampling may be necessary. PH is 7 but they seem to be picking up on something else in the water quality report. Could we isolate Well 4 and test if it is in fact 4 that is causing the problem? This will cause an overuse on Well 2, but Pete believes cause can be determined through water quality testing. Horizon Engineering may need to be called in to help. Currently no specific timeframe as long as LRW actively working on the situation.

Cyber Security / Trihedral Meeting Update – Kevin reported that the only possible threat would be at the Franconia Pump Station, but is extremely unlikely. It was also discovered that there is a back on the pump system to limit the amount/level of caustic added to the system. So our system is very well protected. They did indicate that a new access portal could be added/implemented, the cost would be at least \$2000 per year. At this time Kevin is confident that FWD is well protected.

Asset Management Plan/Program Update – Kevin spoke with Kim about this and Kim was interested in staying informed on this as this sounded like something that might be beneficial for the Town as a whole and the Town may be interested in sharing this expense. They discussed an Asset Management Program and a GIS / mapping program. Sandy has some information that on the ESRI mapping system that most systems are utilizing. She also has some other information/resources that she will share with Kevin. Kevin will take point on putting together a proposal for review by the Commissioners.

Rate Survey Summary Link – Dan asked about the link that Sandy sent from the State on the results of the town by town rate information that had been gathered. It was somewhat confusing but Sandy and Kevin both concurred with Dan that it indicated that the FWD rates were on the high side in comparison to other towns in NH. The Franconia system is fairly small and is difficult to provide the best service at a low cost.

2021 Emergency Plans – after reviewing the plans Kevin has suggested that the initial steps of contact be altered and that the Water Commissioners for the first 10 items on the list rather than the Selectboard. On the chain of command flow chart the Water Commissioners be listed first as the “System Managers”. Electric should be updated to use Royal Electric rather than Sabourn as they have more commercial experience. Sandy will update this on both the Franconia and Mittersill Emergency Plans and get this out to Commissioners for final review and then into the box for signatures.

Motion made by Kevin to approve the Franconia and Mittersill Emergency Plans as amended. Seconded by Dan and approved unanimously.

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Electrical Usage at Old Fire Station – The usage seems un-extraordinary and LRW and Sabourn have not found anything that would indicate a problem. This seems that we are chasing something (increase electric usage) that doesn’t really exist. The good thing from this is that we did find that we could reduce our rate and have the new contract starting on March 1.

Drought / Water Use Restriction Ordinance – The State is suggesting that Water Systems prep for the coming season by reviewing or implementing formal Water Use Ordinances. Sandy had sent this out a few months ago and commissioners need to review and finalize. Dan is suggesting that our system is fragile and that FWD should be more proactive in managing water use this coming drought season. As we use a ground water system, not much that FWD can do to gain access to more water. Can our system be evaluated? Kevin suggested that we could look at recovery times; can we get this info from Pete?

Action: Sandy can resend this for review ahead of the April meeting. Ask Pete at next meeting about recovery times and quantitative data.

Motion made by Kevin to adjourn the meeting at 6:35pm and seconded by Dan.