

FRANCESTOWN VILLAGE WATER COMPANY

ANNUAL MEETING Agenda

Saturday, April 6, 2024
10:00 AM

Town Offices Meeting Room (downstairs)

RECEIVED

MAR 26 2024

TOWN OF FRANCESTOWN

The meeting will be called to order by Vice President John Thalhauser.

Quorum: Secretary Martusewicz will report on the number of proxies received, which, with members in attendance, will determine whether we have a quorum.

1. Welcome: Greetings and Introductions (President Morgan Mitchell)

2. Motion to approve Minutes from 2023 Annual Meeting (John Thalhauser)

3. Annual Reports

a. Operations Report (Larry Ames)

b. Financial Report (Morgan Mitchell)

c. President's Report (Morgan Mitchell)

4. New Business (John Thalhauser)

a. Election of Directors/Board Members

Morgan Mitchell (current director, recommended for a full 3-year term): Having joined the Francestown community in 2015, Morgan has served on the FVWC Board of Directors since 2017; she has been the treasurer since 2018 as well as the president since 2023. She brings to the board nearly two decades of business management experience, in various fields such as commercial real estate development and process efficiency analytics/management. She lives on Main Street with her husband and five children.

Rebecca Martusewicz (current director, recommended for a full 3-year term): Rebecca is the current Secretary of the FVWC, and has served the company for 5

years. She resides at 170 Main with her husband, Gary, three dogs, and two cats. She retired from Eastern Michigan University in 2019 having been a professor there since 1988. Her area of expertise is EcoJustice Education.

Gary Schnakenberg (current director, recommended for a full 3-year term): Gary currently resides on Main St. with his wife Rebecca. He moved to Frankestown in 1984 and served as FVWC Board member from 1988-1996. He currently serves on the Executive Committee of the Southern NH Regional Planning Commission and is president of the Old Meeting House. He was an educator at both secondary and university levels for 32 years and received a PhD in Geography from Michigan State University.

John Thompson (nominated by the board, recommended for a full 3-year term): John is a new resident of Frankestown and member to the FVWC, having moved from Seacoast ME/NH to 136 Main Street with his wife, Kim, and two kids in July 2023. John has a background in commercial real estate focusing on digital infrastructure development and holds a Masters degree from Cornell University. He has a deep passion for conservation, environmental resources, and stewardship of clean drinking water.

b. The Board of Directors wishes to express sincere thanks to our Primary Operator, Larry Ames, for his strong dedication to the company, which his work with us demonstrates, and to Janet Hazel for her diligent service to the Board of Directors this past year.

5. Community Concerns or Questions (John Thalhauser)



**FRANCESTOWN VILLAGE
WATER COMPANY**

[EPA REG #0831010]

256 Oak Hill Road

PO Box 154

Francestown, NH 03043



March 18, 2024

Dear Member of the Francestown Village Water Company,

Per the by-laws, our Annual Meeting will be held on Saturday, April 6th at 10:00 am. We will meet in the **Town Offices meeting room** downstairs (not the Town Hall). The following documents are attached.

- Agenda for the Meeting
- Minutes of the 2022 Meeting
- President's Report
- Operations Report
- Financial Report
- Proxy with detailed instructions

In order to conduct business at the meeting we must have a quorum which the by-laws set as a majority of the Members. Our quorum requirement is 32 members attending the meeting OR submitting a Proxy prior to the meeting. Each water company connection/household gets one vote either by proxy or at the meeting. We ask that you either

1. Notify us if you will be at the meeting by calling the Secretary, Rebecca Martusewicz, at 603-831-5010; or emailing her at fvwc1893@gmail.com. OR
2. Sign the Proxy and return it to us by email (fvwc1893@gmail.com), in person to a director, or by mail to Francestown Village Water Company, PO Box 154 Francestown, NH 03043.

All members who have not responded by Friday, March 29th will be contacted in person by one of our directors to solicit their proxy or ascertain if they will be in attendance at the meeting. Your response **prior** to this date would therefore be greatly appreciated. We look forward to greeting you at our Annual Meeting.

Sincerely,

Rebecca Martusewicz, Secretary

Officers and Directors:

Morgan Mitchell, President and Treasurer (603) 978-7525

John Thalhauser, Vice President (603) 831-5024

Rebecca Martusewicz, Secretary (603) 831-5010

Pat Troy, Director (603) 491-6267

Brendan Hague, Director (603) 978-996-4517

Janet Hazel, Director (603) 547-3494

Gary Schnakenberg, Director (603) 731-5119

FRANCESTOWN VILLAGE WATER COMPANY
Annual Meeting, April 6, 2024
Town Offices Meeting Room (downstairs)

PROXY

Please note a signature and date are required to authorize officers to serve as your proxy in this process. There are two issues on this proxy to be voted on. The first is the election of nominated directors. The second is a vote to authorize a Proxy Committee (see page 2).

1. Election of Directors: The Board recommends the election of these four nominees listed below, who, if elected, will make up the minimum number of Directors on the board (7). Each nominee has agreed to serve if elected. As of the 2022 Annual Meeting, the membership approved a change to the bylaws allowing for up to 9 Directors. Thus we have two open positions on the Board. If you are interested in becoming a board member, please contact any director or speak up at the Annual Meeting. You may write in the names(s) of up to five members, including three whom you prefer to vote for rather than the Board's nominees, and an additional two, provided they are willing to serve as Directors.

Gary Schnakenberg (current director, recommended for a full 3 year term): Gary resides on Main St. with his wife Rebecca. He moved to Frankestown in 1984 and raised a family with his late wife Debbie Hancock. He served as a FVWC Director from 1988-1996, also holding the position of VP for two years. He currently serves on the Executive Committee of the Southern NH Regional Planning Commission and is President of the Old Meeting House. He was an educator at both secondary and university levels for 32 years and received a PhD in Geography from Michigan State University.

Morgan Mitchell (current director, recommended for a full 3-year term): Having joined the Frankestown community in 2015, Morgan has served on the FVWC Board of Directors since 2017; she has been the treasurer since 2018 as well as the president since 2023. She brings to the board nearly two decades of business management experience, in various fields such as commercial real estate development and process efficiency analytics/management. She lives on Main Street with her husband and five children.

Rebecca Martusewicz (current director, recommended for a full 3-year term): Rebecca is the current Secretary of the FVWC, and has served the company for 5 years. She resides at 170 Main with her husband Gary and three dogs and two cats. She retired from Eastern Michigan University In 2019 having been a professor there since 1988. Her area of expertise is EcoJustice Education.

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NAME, TERM EXPIRES VOTE

Gary Schnakenberg, 2027 []

Morgan Mitchell, 2027 []

Rebecca Martusewicz, 2027 []

John Thompson, 2026 []

Write-in, 2026 _____ []

Write-in, 2027 _____ []

Write-in, 2027 _____ []

Write-in, 2027 _____ []

Per the by-laws, a maximum of 9 Directors are allowed. Additional Director positions are still open. Write-in

_____ []

Write-in _____ []

2. Authorizing the Proxy Committee

The Board has established a Proxy Committee, Directors Mitchell (President), and Thalhauser (Vice President) to vote on your behalf on other matters that may come before the members at this Annual Meeting. By signing below, you authorize the Proxy Committee to cast your votes as they see fit with respect to other matters.

AUTHORIZATION

Member name: Town of Frankestown

Member Signature _____ DATE 4/1/2022
Scot D. Heath, Select Bd Chair

FRANCESTOWN VILLAGE WATER COMPANY

ANNUAL MEETING Minutes

Saturday, April 1, 2023
10:00 AM
Via Zoom

The meeting was called to order by President Jim Barker at 10:03.

Directors Present: Martusewicz, Mitchell, Barker, Troy, Hazel, Hague

Operator Present: Larry Ames

Members Present: John Thalhauser, Gary Schnakenberg, Paul Lawrence, Jane Lawrence, Josh Phillips.

Quorum: Secretary Martusewicz reported that we received 27 proxies which, with 9 members in attendance (one vote per connection), determines that we have a quorum of 36. 32 are needed. Thanks to all who helped collect proxies and talk with our neighbors about the meeting, especially Morgan Mitchell, Janet Hazel, Jim Barker, and Brendan Hague. Thanks to John Thalhauser for delivering those that came in the mail.

1. Welcome: Greetings and Introductions: Jim Barker opened the meeting with Greetings. All Directors, our Operator, and members were introduced.

2. Motion to approve Minutes from 2022 Annual Meeting

Motion carried unanimously

3. Annual Reports

- a. President's Report (Jim Barker) [LINK](#)
- b. Operations Report (Larry Ames) [LINK](#)
- c. Financial Report (Morgan Mitchell) [LINK](#)

4. New Business

- a. Election of Directors/Board Members (with proxies, this step is largely symbolic).

Full count: 27 proxies plus nine members in attendance=36 members in support of the addition of the following directors to the Board.

Janet Hazel: My husband and I moved to Main Street in Frankestown in 2008, about a month before the big ice storm. Frankestown's response to that event convinced us that we had landed in a really special town! Over the years, I have contributed in several ways to organizations in town, including serving on an ad hoc committee of the water company tasked with reviewing the rate structure, and chairing the pastoral search committee at the Community Church. I have served as a Director for one year, having replaced resigning Director, Ed Dishong last year, and look forward to a full term on the board.

John Thalhauser: My wife, Pat and I moved to Main Street, Frankestown from Decatur, Il in the early Spring of 2013. I am a 1972 graduate of The Williamson School of Mechanical Trades, Media, Pa where I earned an Associate's degree in Electric Power Generation. During my 40 year career, Pat and I traveled throughout the United States where I held a variety of supervisory and management positions in the Power Generation field. Since moving to Frankestown, I have been privileged to serve the community as Primary Operator, Director and President of the Frankestown Village Water Company. I have also served on the Frankestown Budget Committee and held a position as Trustee of the Trust Funds. I enjoy fishing, gardening and playing tenor sax in three local town bands.

Gary Schnakenberg currently resides on Main St. with his wife Rebecca. He moved to Frankestown in 1984 and served as FVWC Board member from 1988-1996. He currently serves on the Executive Committee of the Southern NH Regional Planning Commission and is President of the Old Meeting House. He was an educator at both secondary and university levels for 32 years and received a PhD in Geography from Michigan State University.

b. The Board of Directors wishes to express sincere thanks to outgoing President and long-time Director, Jim Barker.

5. There were no community concerns or questions

Meeting adjourned at 10:45.

Fracestown Village Water Company, NH PWS 0831010
President's report for calendar year 2022

The Fracestown Village Water Company (FVWCo) Board of Directors meets monthly on the evening of the third Monday of each month, typically via Zoom conferencing. The secretary provides the agenda using input from directors, officers and the primary operator, and produces minutes of each meeting which are distributed promptly afterwards. The company officers for calendar year 2022, elected by the Board immediately following the 2022 Annual Meeting were:

President, Jim Barker
Vice President, Pat Troy
Secretary, Rebecca Martusewicz
Treasurer, Morgan Mitchell
Primary Operator (not an officer): Larry Ames

After the resignation of John Thalhauser as a director and Primary Operator, we polled the community for a volunteer for the Primary (Certified) Operator position. This position, with the individual certified by the state on a regular recurring basis, is a mandatory condition of NHDES permitted operations for our company. Receiving no volunteers from the membership, the Board reached out to Fracestown resident Larry Ames, recently retired Primary Operator for the Dublin School PWS. Although Mr. Ames does not receive his drinking water from the FVWCo, he agreed to perform duties as our Primary Operator for a trial period. That trial period has since expired and the Board has agreed to continue Mr. Ames' services on a fee-paid basis, based on his excellent performance, attention to detail, grasp of the regulatory environment and communication skills.

Ted Graham resigned from the Board to pursue retirement travel. We wish him well. Ted was maintaining the Board's 2 year rotating calendar of events, which upon his resignation, responsibility was transferred to the president.

The Primary Operator's report for 2022 mentions a need for a waiver from the State for one of the three findings, that being the need for an atmospheric fill pipe to allow the tanks to be refilled with water via truck fill should the entire pumping system fail. Our system has hatches that can be opened in an emergency and water gravity piped in to restore operational levels, and we applied for a waiver on that basis in late 2022. That waiver application was missed by the State but has since been found, reviewed and approved, so no atmospheric fill pipe addition will be required.

Finally, and this is VERY IMPORTANT, every member (user) of the FVWCo's water is consuming water that has been treated to remove arsenic down to less than 5 parts per billion (ppb). This treatment is very expensive – around \$2,000 a year. Arsenic removal is mandated only for drinking water – other uses, such as lawn and garden irrigation and car washing, do not need arsenic-reduced water. This situation is so costly and so

avoidable in some situations that the Board of Directors is considering adding very significant surcharges to the per gallon usage fees we charge in cases where usage is far in excess of the family norm. If members have access to alternative water supplies, for example, an on-property well, we encourage them to use it as much as possible for non-potable applications. In all cases, if a non-potable supply is in any way connected to the FVWCo system, an approved backflow device must be installed and proved operative prior to implementation.

I have been on the FVWCo Board of Directors twice now, from 1987–2002 and 2018–2023 (20 years total , sometimes as a director, VP but mostly as President). That is almost 1/3 of my life and I feel that is enough. I have total confidence in the current officerships and particularly in Primary Operator Larry Ames. As I move on to the next phase of my life, I am hopeful that the membership of the FVWCo – the rate payers - will come to appreciate and value the quality of the water that the Company provides, and also appreciate the largely volunteer effort that is required to provide that water.

Jim Barker 3-6-23

**Fracestown Village Water Company
Primary System Operator's Report
Annual Meeting – April 1, 2023**

When meters were read in August 2021, there were 62 active connections to the distribution system. The readings reflected a yearly water consumption of 2,447,937 gallons, a 2.38% increase as compared to the previous annual billing period. Not included in the total is unmetered, unbilled water use by/for the Fracestown Volunteer Fire Department, the Fracestown Highway Department, annual hydrant flushing, and public use of water at the horse trough.

Operations were relatively routine for the year. We replaced/updated eight water meters leaving us a handful of old style meters to complete our system wide update. Arsenic adsorption media was replaced in early May. We experienced another dry spring and summer and were in drought conditions until well into the fall. Well 2 exhibited declining production throughout the spring and into the summer. It was first thought to be due to the drought, but when the well 2 stopped completely in early September it was found that the pump drive had failed. We replaced the drive and well 2 has been producing at normal levels ever since.

We also updated our Emergency Response Plan. The Plan outlines steps and procedures that would be implemented if any one of many events were to occur that might jeopardize adequate supply of safe drinking water to our Members. A copy of the updated Plan was sent to the Department of Environmental Services (DES) and copies were provided to the Fracestown Selectboard, the Planning Board, Law Enforcement and the Volunteer Fire Department. The Emergency Response Plan is available to review by any Member upon request.

We had our storage tanks inspected and cleaned with divers in late August while in service. The tanks were found to be in good shape with very little sedimentation.

In the late fall we had our triennial Sanitary Survey conducted by NHDES. The surveyor asked us to provide a roof over the screened overflow/vent, plug an unused pipe, and submit a waiver for our method of receiving bulk water shipments.

Throughout the year, our water was tested by an independent laboratory as per the DES Master Sampling Schedule. In August we had a total coliform bacteria hit. In response we conducted a low-level chlorination of our storage tank and distribution system, flushed our main distribution lines and cleaned the tanks. Follow up tests were negative for both e.coli and total coliform bacteria. Historically, it has been our experience that total coliform shows up in mid to late summer when temperatures are high and we will most likely conduct low-level chlorination for a few weeks in late July and early August in the coming year. Our water was tested for Inorganic Chemicals, Nitrate, Nitrite, Synthetic Organic Chemicals, and Volatile Organic Chemicals in Quarter 4 of 2022. All parameters

were in compliance DES limits. Quarterly samples were collected and analyzed for arsenic concentration. The Maximum Concentration Limit (MCL) established by DES is 5.0 ppb. The average concentration of our water is 4.5 ppb. We currently remove arsenic from our #1 well water by passing it through a ferric oxide filter media. Last May we replaced the media because it becomes exhausted after treating approximately 1.3 million gallons. As such, we will be replacing the media once a year at a cost of about \$2,500, or \$2.00/1000 gallons delivered. This is not an insignificant portion of our operating costs. Frankestown Village Water test results can be viewed on the DES website:
<https://www4.des.state.nh.us/DESONeStop/PWSDetail.aspx?ID=0831010>

Finally, NHDES is requiring us to conduct a lead service line inventory (LSL) to be completed by October 2024 of all service lines up to the first isolation valve inside a customer's building. At present this means we have collected appropriate documentation to assist a third party, contracted by the state, to help us complete the inventory. While we have records for the Frankestown Village Water Co. infrastructure we do not have this information for service lines owned by the customer. As yet we have not been contacted by the contractor, but it is possible we may have to access service lines at the customer's end to determine the materials used. If lines need to be replaced, the second phase of this project utilizes federal grant money to accomplish the work.

If you have any questions about the operation of the Frankestown Village Water Company I can be reached at (603)398-0226 or lsames@worldpath.net.

Respectfully submitted,

Larry Ames,
Primary System Operator

01/16/23 **Balance Sheet**

Accrual Basis As of December 31, 2022

Dec 31, 22

ASSETS

Current Assets

Checking/Savings

People's Bank Checking 31,629.39

Total Checking/Savings 31,629.39

Accounts Receivable

Accounts Receivable 8,936.26

Total Accounts Receivable 8,936.26

Other Current Assets

Undeposited Funds 2,124.04

Total Other Current Assets 2,124.04

Total Current Assets 42,689.69

Fixed Assets

Buildings

A/D Buildings -10,440.00

Buildings - Other 25,000.00

Total Buildings 14,560.00

Furniture & Fixtures

A/D Furniture & Fixtures -31,500.00

Furniture & Fixtures - Other 63,843.00

Total Furniture & Fixtures 32,343.00

Land 20,000.00

Water Mains & Meters

A/D Water mains & Meters -70,400.00

Water Mains & Meters - Other 90,000.00

Total Water Mains & Meters 19,600.00

Total Fixed Assets 86,503.00

TOTAL ASSETS 129,192.69

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

People's Bank Loan 28,297.18

SRLF 26,531.07

Total Long Term Liabilities 54,828.25

Total Liabilities 54,828.25

Equity

Opening Balance Equity 29,635.69

Unrestricted Net Assets 33,894.20

Net Income 10,834.55

Total Equity 74,364.44

TOTAL LIABILITIES & EQUITY 129,192.69

