

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
FEBRUARY 11, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, February 11, 2021 and read the following: As Chair of the Laconia Board of Water Commissioners, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen to this meeting through dialing the following phone # 1(646)558-8656 and entering the webinar ID: 89237473612, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/89237473612>.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the City of Laconia's website.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 524-0901 or email at: bcrawford@laconianh.gov.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Present at the Maintenance Building were Commissioners Joseph Driscoll, Dennis Bothamley, and Brian Wolf; Ex-Officio members Councilman Robert Soucy and Public Works Director Wesley Anderson; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell.

A motion was made by Wes Anderson, seconded by Brian Wolf, to accept the minutes of January 28, 2021. On a roll call vote the motion passed unanimously.

A motion was made by Wes Anderson, seconded by Brian Wolf, to approve the accounts payable and the financial statement dated February 10, 2021. On a roll call vote the motion passed unanimously.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that Park Construction will be making the connection from the two tanks to the new main that runs thru the woods today. Once that is done, the job will be on hold until sometime this spring when the portion of water main in the road that is being replaced on Clinton Street and Prospect Street will resume. Ben further stated that Busby Construction will be doing the water main job on Mechanic Street. We have \$300,000 in the Capital Budget for 2021 for this purpose. If it requires more than the \$300,000 the balance can be taken out of the \$1.8 million bond. Ben stated that it has been determined that the funds for the \$1.8 million bond will remain in our account. Once we have completed the Lakeport Project, we can make a payment to Northway Bank with the unused funds, to lower the principle. We received a new amortization schedule from Northway Bank for the bond payments and the principle and interest on the bond will be paid in November each year in the amount of \$102,679.83 and the other interest payment will be paid in May each year.

NHDES GRANT- Ben Stated that we submitted the necessary paperwork to NH DES Grant Program for reimbursement of the camera monitoring project at base and we are waiting on the State.

COVID-19 A- Staffing - Ben stated that he is spending two hours on Tuesday and Thursday in the office during normal hours. He is coming in at night to address work that needs to be done in the office and he is working remotely the balance of his hours.

COVID-19 B- BUDGETARY ISSUES-Ben stated that the last set of Covid-19 notices went out this week. These notices are due on March 10th. We will need to make a determination as to whether or not we are going to revert to turning off water service for unpaid accounts. It was determined that Ben will bring in total outstanding amounts, how many are Covid-19 balances, how many prior to Covid-19 and what has been billed since the moratorium was lifted on July 15, 2020. The Board would like to know if we are still trending down on these outstanding amounts, leveling off, or trending upwards. Ben will bring this information to the next meeting.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that there is nothing new.

OVERLOOK CONDOMINIUMS-257 WEIRS BLVD-Ben stated that he has reached out to the property manager concerning attending their next meeting via Zoom; he has not heard back yet.

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that the Department of Transportation (DOT) has approved the change proposal to design the above-ground water design. When we submit our proposal to the State, we will group the temporary line costs and the new line costs together as one proposal. The schedule for the water main installation is still undetermined as to whether it will be in the spring or fall.

2021 PAUGUS BAY MILFOIL-Ben stated that he will reach out to Amy Smagula, Paul Suska, and Richard Tilton to find out if there is anything new on this issue.

NH DES WATER MANAGER COURSE-Ben stated that there is nothing new on this item. The first class will be the third Tuesday in March.

ACME BUILDING RENTAL-Ben stated that the line item in the contract with CDM Smith for a field office is \$1,800 per month. This amount includes the space, a refrigerator, a microwave, tables, chairs, desks, filing cabinets, utilities, etc. If we rent the building, we would collect \$800 per month for just the rental of the space. If we start collecting rent by April 1st that would generate a property tax bill for the space. Options for this item were discussed. Ben will reach out to the engineers to see if the line item in the contract could be reduced if we

offer them the building rent free and they supply all furnishings and pay the utilities. Ben will also speak to Tara in the Assessing Office to determine if they are occupying the space rent free if it would generate a tax bill.

2021/2022 BUDGET-Ben stated that last meeting we received a motion to approve the Proposed Budget 2021-2022 Alternate Depreciation dated 12/28/2020. Ben asked if there were any further questions on this item.

REVENUE AND EXPENSE TRENDS- Ben handed out a forecast sheet showing numbers thru 2024/2025. Brian Wolf stated that he met with Ben and Cheryl on two occasions since the last meeting. By looking at the last 5 Actual Numbers, we determined that the both the Income and the Expenses are trending at about 1%. Brian further stated that the water consumptions thru January are up 14.3% and the water revenues are up about 9% over last year at the same time. Based on this information, if things continue the way they are currently going, we will not need a water rate increase for probably two years. Brian stated that when he initially looked at the trend, he used 2 actual numbers and 2 budgeted numbers. Since we tend to come in under our budgeted amount each year due to conservative budgeting, this method skewed the trending numbers on the expense side. By looking at the 5 actual years numbers, we determined that we are in a good place. Brian stated that Cheryl has a report on consumption of water sold that is updated monthly and he would like this report included with the monthly financial analysis going forward.

NEW BUSINESS:

CYBER ATTACK ON WATER SYSTEM IN FLORIDA-Ben stated that there was a cyber attack on a water system in Florida recently. Someone hacked into the SCADA system and changed the amount of the concentration of a chemical that would be added to the water during the treatment process. In this instance an operator was right there and was able to shut it down. Ben further stated that we have a similar size water system. Whenever a new device is used to access our SCADA system, an e-mail goes out to alert us. You have to be able to acknowledge and approve access by the new device for someone to be granted access. There are also other safeguards currently in place within the SCADA system. Ben stated that we are going to have a meeting with Nick Cantara from the City's IT department and Rich from Lavolette Controls (our SCADA people) to determine anything that we can do to give our SCADA system further security. Ben will keep the board informed on this issue.

Brian Wolf left at 8:52 a.m.

JANUARY FINANCIAL ANALYSIS-Ben reviewed the January numbers with the members. Ben stated that at the end of January the goal is 58.33%. The residential & commercial water billing is at 8.3% over or \$200,600. Total Income is over 6.48% or \$193,428. Salaries are under \$35,000 and Total Expenses are under 4.09% or \$126,055. After backing out the contingency the Net Expenses are under \$102,723 and we are to the good \$296,151.

No further business, a motion was made by Dennis Bothamley, seconded by Wes Anderson to adjourn the meeting at 9:07 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date

DRAFT