

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
FEBRUARY 25, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, February 25, 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: 81847470674, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/81847470674>.

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 Robert Soucy, to accept the minutes of February 11, 2021. On a roll call vote the motion passed unanimously.

A motion was made by Dennis Bothamley, seconded by Wes Anderson, to approve the accounts payable and the financial statement dated February 24, 2021. On a roll call vote the motion passed unanimously.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that the tie in from the water tanks to the new transmission main went well. We still need to do the connection between the water tanks. The section of water main that goes thru the woods has been completed. Come spring we will need to do the portion of the water main that is in the road and the water main work on Clinton Street and Prospect Street. We will also need to make the connection between the two water tanks.

NHDES GRANT- Ben Stated that we have received notification that the \$6,763 for the monitoring camera system at base as been approved by NH DES for reimbursement. We should see a check soon.

COVID-19 A- Staffing - Ben stated that we have a couple of employees who are traveling and will need to quarantine for ten days once they are back in the state. Both employees will work from home during their quarantine time, so they don't need to use their personal or vacation time. Ben further stated that it is working well with him having set hours in the office a couple of days per week. As time goes on, he may start to increase the time he comes into the office during regular business hours.

COVID-19 B- BUDGETARY ISSUES-Ben stated that the last set of Covid-19 notices went out two weeks ago and are due on March 10th. We sent out a total of 78 notices totaling \$84,000 of which \$22,000 are balances due from before Covid-19, about \$20,000 are balances accrued during the State of Emergency (SOE), and about \$42,000 are balances that have accrued since

the end of the SOE. A discussion ensued as to how we collect the unpaid balances. Ben stated that we could work on making telephone calls once the March 10th date has passed and set up payment arrangements with customers with a definite end date. If these payment arrangements are not kept, then as of the end of April we will resume posting shut off notices and if necessary, terminate the water service. We will review the outstanding amounts at the next meeting.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that we had a contractor look at the options. Jason will reach out via telephone calls to get further information. Once all the information has been gathered, we will decide and proceed.

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. Ben will continue reaching out to inquire about presenting the issue to the board members at the March meeting and discuss options.

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that we have signed the change order to get the above ground water design done. The design should be ready by the end of March. If we do the water work on this project in the spring, it would probably be done towards the end of May. We are still working on the necessary easements.

2021 PAUGUS BAY MILFOIL-Ben stated that he reached out to Amy Smagula and she is on vacation until March 1st. He will reach back out to her when she returns. He will also reach out to Richard Tilton and Paul Suska. He is looking to clarify that they are not doing any herbicide treatment for Milfoil in Paugus Bay this year.

ACME BUILDING RENTAL-Ben stated that he has reached out to the engineer for the Lakeport Project to determine if we can adjust the bid price for the field office. If so, we could provide the Acme Building store front rent-free and they would provide the utilities and the supplies included in this line of the contract. Ben further stated that if the building is not rented as of April 1st, we do not pay property taxes on the building. The building needs to be available as of March 15th, however they may not need it on March 15th.

2021/2022 BUDGET-Ben stated that he had a zoom meeting with Pat Mohan of Melanson Heath and Cheryl. Pat has reviewed the proposed budget and has no major issues with it. Budgeting in the negative was discussed, and Pat did not have an issue as it is a non-cash expense. He cautioned that we need to be careful budgeting in the negative as this will impact

the amount of money that is available for the capital budget. Ben reviewed the forecast to 2025 with Pat. Pat stated that we should watch our water consumptions/water billing closely so we know when we will need a rate increase; our last water rate increase was in November 2018. We discussed changing the depreciation of the water mains from 40 to 50 years and he thought that it was a reasonable timeframe. Ben reviewed the information for the Bond that we have obtained from Northway Bank to cover the costs of the Lakeport Project consisting of installing a redundant water transmission main from the water tanks to the city, water work on Prospect Street and Clinton Street. Ben told the auditor that any unspent funds would be returned to Northway Bank in the form of a check to pull down the total principal amount. This will be determined at the end of the project; somewhere near the end of November 2021. Ben asked if the members had any changes to the proposed budget. Ben stated that he will submit the proposed budget for 2021/2022 to the City Manager and the Finance Officer.

Brian Wolf left the meeting at 8:50 a.m.

REVENUE AND EXPENSE TRENDS- Ben reviewed the comparison sheet of year-to-date revenues, expenses, and net income from January 2020 and January 2021 that was prepared by Brian Wolf. The spreadsheet shows that revenues are up by 8%, expenses are under by 1% and the net income is up by 165% from \$90,672 to \$240,727.

TREATMENT PLANT CYBERSECURITY- Ben stated that we recently changed our password and the e-mail on Team Viewer for the SCADA System at the treatment plant. We will continue to change these periodically. We are working on getting Nick Cantara (IT) together to with Rich from Laviolette Controls to determine what further steps we should take for ultimate security of our water treatment process for the City's water supply. Nick is out until March 1st so we will coordinate something once he is back at work. Ben stated that he met with our Water Quality Supervisor, Brian McCall and discussed the safeguards that are currently in place to protect the water treatment process. Once Nick and Rich have determined what might be necessary to better protect our water system from being breached, we will discuss the results and determine how much it will cost and what the funding for this will come from.

NEW BUSINESS:

TREATMENT PLANT TOUR-Ben stated that the Clarifier Enhancement Project at the treatment plant has been completed. He talked to Brian about doing a tour for the board members who wish to go after our next regular meeting on March 11, 2021. The members will tour the treatment plant following the meeting on March 11, 2021.

No further business, a motion was made by Dennis Bothamley, seconded by Wes Anderson to adjourn the meeting at 9:02 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date

DRAFT