

**LACONIA WATER DEPARTMENT**  
**BOARD OF COMMISSIONERS**  
**June 10, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, June 10, 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: 82203148425, or listen and, if necessary, participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/82203148425>.

*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](mailto: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 us 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 member Public Works Director Wesley Anderson, Superintendent Benjamin Crawford, and Clerk Cheryl Hounsell. Absent was Ex-Officio member Councilman Robert Soucy.

A motion was made by Wes Anderson, seconded Brian Wolf, to accept the minutes of May 27, 2021. On a roll call vote the motion passed unanimously.

A motion was made by Dennis Bothamley, seconded by Brian Wolf, to approve the accounts payable and the financial statement dated June 9, 2021. On a roll call vote the motion passed unanimously.

### **OLD BUSINESS:**

**LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT**-Ben stated that Park Construction is still working on the Sewer installation on Mechanic Street. It will probably be about two weeks before Busby is able to start the water main installation on Mechanic Street from Union Avenue to Clinton Street.

**COVID-19 A- Staffing** - Ben stated that all the office staff are back in the office full time during regular business hours. Ben further stated that the Governor's State of Emergency is due to expire on Friday, June 11, 2021. Ben suggested that we may want to start holding the Water Commission meetings in the treatment plant conference room where they were held prior to the pandemic. The Board members agreed. The June 24<sup>th</sup> meeting for the Water Commission will be held at the water treatment plant.

**HVAC SYSTEM FOR TREATMENT PLANT**-Ben stated that we received a proposal from Dubois and King of \$22,000 to draft up the bid, bid the project, and follow all the way thru including doing the inspection of the project. We need to respond to Dubois and King by tomorrow. The board told Ben to proceed with the project.

**OVERLOOK CONDOMINIUMS-257 WEIRS BLVD**-Ben stated that there is nothing new.

**COURT STREET BRIDGE-DURKEE BROOK**-Ben stated that we gave the easement for the Party Store to Kevin Morrissette to get it signed and move forward. Ben stated that he has spoken to the owner of the gas station, and he is not making much headway. After discussion with the board members, it was decided that Ben and Wes would talk to Scott and fill him in on the particulars with the gas station owner. If necessary, we will reach out to the city attorney to obtain the necessary easement from the station owner.

**2021 PAUGUS BAY MILFOIL**-Ben stated that the survey of the lake has been done. They will be diving on June 21<sup>st</sup> and treating Moulton Cove and Pickerel Cove on June 22<sup>nd</sup>. There will be sampling done before and after the treatment. Currently, we do not have a time schedule for the fall treatment.

**2021/2022 BUDGET**-Ben stated that he is scheduled to present the 2021/2022 budget to the city council on Monday, June 14, 2021, at 6:00 and the meeting will also be available via zoom. Ben will send out the link for the zoom meeting to the board members.

**REVENUE AND EXPENSE TRENDS**- Ben stated that finances are looking good, and we do not require a rate increase at this time.

**TREATMENT PLANT CYBERSECURITY**-The question was raised as to the value of the remote access to control the water system versus the risks of that remote access. A discussion followed. Ben stated that the EPA free assessment of the water system and the remote access will take place on June 17<sup>th</sup>. It was suggested that Brian McCall our water quality supervisor attend our next meeting to discuss this issue.

**MECHANIC STREET WATER MAIN PROJECT**- Ben stated that Busby should be starting the water main installation in a couple of weeks. Park Construction will tie in the Clinton at Mechanic intersection.

**MOUNTAIN LAKE VILLAGE**-Ben stated that there is nothing new on this issue.

**FRANKLIN STREET RELAY**-Ben stated that we wrapped up Franklin Street last week.

#### **NEW BUSINESS:**

**MAY FINANCIAL ANALYSIS**-Ben reviewed the May Financial Analysis with the board members. The residential & commercial water billing is over 5% or \$123,000. Total Income is over 4.85% or \$144,773. Total Expenses are under 8% or \$251,000. After backing out the contingency fund we are to the good by \$359,900.

**TANK MAINTENANCE SCHEDULE**-Ben stated that there was an article in USA Today recently that addressed the cleaning of water tanks. Ben stated that we have a tank maintenance schedule that we maintain on our water tanks. All of our tanks have been inspected and cleaned within the last 5 years.

**CHAIRMAN FOR 2022-** Ben stated that we will need to vote on a chairman to be effective July 1, 2021. This item will be added to the agenda of the next meeting on June 24, 2021.

No further business, a motion was made by Dennis Bothamley, seconded by Wes Anderson to adjourn the meeting at 9:05 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

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Authorized Signature

Date

DRAFT