

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
APRIL 15, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, April 15, 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: 89305900787, or listen and, if necessary, participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/89305900787>.

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 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 and Dennis Bothamley, Ex-Officio members Public Works Director Wesley Anderson and Councilman Robert Soucy; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. Attending via the Zoom platform was Commissioner Brian Wolf who was alone.

A motion was made by Wes Anderson, seconded by Dennis Bothamley, to accept the minutes of March 25, 2021. On a roll call vote the motion passed unanimously.

A motion was made by Wes Anderson, seconded by Dennis Bothamley, to approve the accounts payable and the financial statement dated April 14, 2021. On a roll call vote the motion passed unanimously.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that he met with Park Construction and they are planning on moving forward on the project beginning the week of April 26th. Ben further stated that the cross-country run was leaking. Park will check the gates prior to the road construction and make any necessary repairs.

COVID-19 A- Staffing - Ben stated that beginning April 19th, he will be back in the office all day on Monday and Wednesday, and part-time on Tuesday and Thursday afternoons. Ben has scheduled his first Covid-19 vaccine shot and once he is fully vaccinated, he will be back in the office full time and not working remotely.

COVID-19 B- BUDGETARY ISSUES-Ben stated that we sent out the final Covid-19 notices. We sent out 51 notices, 40 accounts that have not made any attempt to set up payment arrangements. The accounts that have not set up payment arrangements, will be shut off at the end of the month. The total balances are \$52,000 of which \$30,000 include the Covid period and \$22,000 that are foreclosures or already shut off.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that a contractor came in to look at the current system.

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

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that there are weekly meetings for this project. NH Department of Transportation (NH DOT) has approved \$40,000 reimbursement on the portion that we have paid on the project. The Above ground water main design came in yesterday and we still need to review it. There are a lot of unknowns on this project. We are also looking at further back directional drilling. We are waiting on numbers.

2021 PAUGUS BAY MILFOIL-Ben stated that he is still reaching out to the Army Corp of Engineers and checking on any available State funding for a water flow study.

2021/2022 BUDGET-Ben stated that he met with Scott and Glenn at City Hall. The budget will be submitted at the end of the month. Ben further stated that the Guaranteed Maximum Rate (GMR) for the medical insurance for 2021/2022 was 9% and the Actual Rate will be 6.2% or a savings of about \$9,000.

2020 FINANCIAL STATEMENTS-Ben stated that Pat Mohan from Melanson will be here at the meeting on April 29, 2021 to review the 2020 Financial Statements with the Board members. If he is unavailable for an in-person presentation, he will present them via Zoom.

REVENUE AND EXPENSE TRENDS- Ben stated that our billed water consumptions as of the end March is at 89.15% of the total billed consumption for 2019/2020. It was determined that we would push the water rate increase off for now.

TREATMENT PLANT CYBERSECURITY-Ben stated that there is limited access to the SCADA system currently. Nick at IT told Ben that the City is having a vulnerability study on the entire city's computer network within six months and the water works will be part of the study.

NEW BUSINESS:

MARCH 2021 BUDGET ANALYSIS-Ben reviewed the March Financial Analysis with the board members. The residential & commercial water billing is over 7.5% or \$183,000. Total Income is over 7.4% or \$220,890. Salaries are under 69.73% or \$56,328. Total Expenses are under 5.65% or \$176,290. After backing out the contingency fund we are to the good by \$367,180

MECHANIC STREET PROJECT- Ben stated that Mechanic Street was broken out separately on the Lakeport and Cross-Country Water Main Project. Busby will be relaying Mechanic Street water. They have already installed a hydrant on the corner of Laurel and Mechanic Street. A gate has been installed to be able to supply water to the hi-rise building. We found that the

gate at Laurel Street is not working so we are repairing the gate. We worked with Busby on these issues. The costs of this project will be tracked separately.

MOUNTAIN LAKE VILLAGE-The Inter-municipal Agreement with Belmont is being reviewed. Ben met with Dean, Scott and Wes concerning supplying the portion of this project that is located in Belmont. When the time comes, this will need to be discussed with the Belmont Selectman.

No further business, a motion was made by Dennis Bothamley, seconded by Robert Soucy to adjourn the meeting at 8:45 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date

DRAFT