

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
November 5, 2020**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, November 5, 2020 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: 837 1452 8884, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/83714528884>.

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 were Commissioners Joseph Driscoll, Dennis Bothamley and Brian Wolf; Ex-Officio members Public Works Director Wesley Anderson and Councilman Robert Soucy; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. Members Joseph Driscoll, Dennis Bothamley, Wesley Anderson, Robert Soucy, Benjamin Crawford and Cheryl Hounsell were all present at the Maintenance Building at 117 Stark Street. Brian Wolf was present thru the Zoom meeting platform and was alone.

A motion was made by Wes Anderson, seconded by Dennis Bothamley, to accept the minutes of October 22, 2020. 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 November 4, 2020. On a roll call vote the motion passed unanimously.

After reviewing the non-public minutes of October 22, 2020, a motion was made by Wes Anderson, seconded by Dennis Bothamley to accept the non-public minutes of October 22, 2020. On a roll call vote the motion passed.

A motion was made by Wes Anderson seconded by Robert Soucy to seal the non-public minutes of October 22, 2020 for a period of one-year. On a roll call vote the motion passed unanimously.

After reviewing the non-public minutes of September 24, 2020, a motion was made by Wes Anderson seconded by Dennis Bothamley to approve the non-public minutes of 9/24/2020. On a roll call vote the motion passed.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that Park Construction submitted the lowest bid on the Lakeport and Cross-Country Water Main Project that included the Transmission Main, the Clinton Street Main, and the Prospect Street Main work. Busby Construction came in second. The bid was done in sections with Base A being the road, drain and sewer work and Base B being the water work. In addition, an Alternative Bid was submitted that encompassed the Mechanic Street Main work. The bid has not been awarded yet because they are being analyzed. It has not yet been decided at this time if the alternative bid which encompasses Mechanic Street work, will be awarded. The bid for the Bond will be determined at the City Council meeting on 11/09/2020. A question was raised as to the communication with the owner of 126 Clinton Street in connection to this project. Ben stated that the new owner has been very cooperative in reference to the construction and the easement that will go thru his property. The easement area has been surveyed and an easement will be drawn up shortly. Construction is due to start in November.

FINANCIAL ALLOCATION FOR ENGINEERING-Ben stated that there are no new invoices at this time.

NHDES GRANT- Ben stated that Mango has scheduled the work to be done during Thanksgiving week.

LAFAYETTE STREET-Ben stated that we received an invoice from Busby for the rental of the Excavator with the hammer on Lafayette Street in the amount of \$7,500. The only item outstanding at this time is our portion for the paving of Lafayette Street and then we will have all our expenses for the Lafayette Street costs.

COVID-19 A- Staffing - Ben stated that we still have Joanie and Cheryl alternately working remotely. Based on what is going on at this time, we will stay on the current schedule.

COVID-19 B- BUDGETARY ISSUES-Ben stated that we sent out 662 notices in September totaling \$214,000 for outstanding water and sewer accounts. In October we mailed out about 236 notices totaling \$97,000. Our first penalty notices were mailed out in October.

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

OVERLOOK CONDOMINIUMS-257 WEIRS BLVD-Ben stated that he spoke with the property manager of Overlook Condominiums. There will be a new board after the first of the year. The property manager noted that during the summer when it was dry, they could not see water anymore. The property manager will bring the outstanding issue to the Overlook Board for review. Ben will reach out again once they have met.

CROSS-CONNECTION CONTROL PROGRAM-Ben stated that the revisions to the Cross-Connection Control Program have been sent to the NH DES for review.

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that the water pipe was not where we thought it was based on records. On October 28-29 we had a night shut down of the line to allow tees to be inserted to be used for providing temporary water during the bridge work. A 12-inch plastic temporary line has been installed and pressure tested. Ben stated that we will need to do another nighttime shut down in the next couple of weeks. Evroks sent an estimate for the temporary line work of \$72,000. This would most likely be eligible for the 80/20 split with the State for the bridge work. The \$60,000 capital budget item we have for Court Street Bridge may go over a little due to this temporary water installation.

NEW BUSINESS:

HILLIARD RD.-CHANNEL LANE WATER MAIN INSTALLATION-Ben stated that Winnisquam Marine has a building at the end of Channel Lane that they want to use for boat storage; this would require a fire service. The water main installation would go from the 12" water main off Hilliard Road down the access road thru the campground to Channel Lane for 1400 feet. This would be a dead-end water main with a couple of hydrants that are flushed to turn over the water. If anyone decides to hook onto the extended water main from the side, there is a payback in place for Winnisquam Marine for a period of twenty years.

Joe asked what the dates were for the December Board meetings. The meetings will be on December 3rd and 17th. Joe stated that he is having surgery on December 14th and requested that Denny fill in as chairman at the December 17th meeting.

A motion was made by Wes Anderson, seconded by Robert Soucy to enter into non-public session at 8:55 a.m. according to RSA 91-A:3, II, (d) the consideration of the acquisition, sale or lease of real property. Wes-yes, Bob-yes, Denny-yes, Joe-yes and Brian-yes.

Back into public session at 9:08 a.m. A motion was made by Wes Anderson, seconded by Dennis Bothamley to seal the minutes of the non-public meeting for one year. On a roll call vote the motion passed unanimously.

A motion was made by Wes Anderson, seconded by Robert Soucy to adjourn the meeting at 9:09 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date