

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
JANUARY 9, 2020**

Chairman Dennis Bothamley called the regular meeting of the Laconia Water Department Board of Water Commissioners to order at 8:00 a.m. on Thursday, January 9, 2020 in the conference room at the Water Treatment Facility at 117 Stark Street. Present were Commissioners, Dennis Bothamley, Greg Page, and Joseph Driscoll; Ex-Officio members Public Works Director Wesley Anderson and Councilman Andrew Hosmer; Acting -Superintendent Ben Crawford, Clerk Cheryl Hounsell.

A motion was made by Joe Driscoll, seconded by Greg Page, to accept the minutes of December 19, 2019. The vote was unanimous.

A motion was made by Greg Page, seconded by Wes Anderson, to approve the accounts payable and the financial statement dated January 8, 2020. The vote was unanimous

OLD BUSINESS:

ACCREDITED LABORATORY- Ben distributed a listing of items concerning the Laboratory Accreditation for discussion. Ben reviewed the list with the members outlining the basic National Environmental Laboratory Accreditation Conference (NELAC) requirements if we decide to continue with an accredited laboratory after Mary Ellen leaves at the end of March. Ben also outlined the income from the laboratory testing that we do for individuals and the cost associated with maintaining an accredited laboratory. After discussion, it was decided to advertise to hire a Laboratory Manager/Treatment Plant Operator to replace Mary Ellen when she leaves the end of March. Ben will proceed with advertising for the Laboratory Manager/Treatment Plant Operator immediately.

SUPERINTENDENT POSITION - Ben Crawford was asked to step out of the room for this portion of the meeting. At this point Denny stated that he needed a motion to go into non-public session to discuss the next step in hiring a replacement Superintendent for Seth Nuttelman who retired December 20, 2019. A motion was made by Greg Page, seconded by Wes Anderson to go into non-public session at 8:40 am according to RSA91-A:3,II,(a) the dismissal, promotion or compensation of any public employee. Joe-yes, Wes- yes, Greg-yes and Denny-yes.

After coming out of non-public session, a motion was made by Wes Anderson, seconded by Andrew Hosmer to seal the minutes of the non-public session for a period of one year. The vote was unanimous.

At this time Ben came back to the meeting. Councilman Andrew Hosmer left the meeting.

UNION AVENUE DRAINAGE SYSTEM-Ben stated that Busby Construction completed the section up to the manhole located between the brick shop and the small shed. They will resume the project in the spring of 2020.

PLANNED PROJECTS-CLINTON STREET/PROSPECT STREET-Ben stated that we have staked out the water line that runs thru the woods from Prospect St. to the treatment plant. It will be surveyed in the spring of 2020. The plan is to tap into the leg of the 1.3 million-gallon water tank. Ben had a conference call with Assistant Public Works Director Krista Larsen and CDM Smith concerning the engineering/survey of the area. The estimated cost for this survey is about \$12,000. Denny questioned what the urgency is to do the second

feed from the water tank to Prospect St. Ben stated that the current line that feeds the entire city with water is 1966 cast iron. When the work gets done on Clinton/Prospect Street, we will have to shut off the current line when we tie in the new pipe, during this shut down there would be no water flowing to the city and if there is a problem with the tie in, it could present a problem with supplying water. With a second line from the water tanks, we will be able to turn off the existing line and continue feeding the city water with the new line. Ben stated that the earliest the project could start would be the spring of 2021. The Board wants to go forward with the survey and plans to run a new line thru the woods from Clinton/Prospect St. to the tanks. Ben stated that once the survey is done in the spring, we will get an estimate for the project.

BUDGET 2021-Ben stated that once we receive the proposed Financial Statements for the period ended June 30, 2019 and have a chance to review it and verify numbers we will receive finalized Financial Statements. Once we have these we are planning to have Patrick Mohan from MelansonHeath come to a board meeting to present the statements and be available for questions. Denny stated that he would like Patrick to come to a meeting to explain how the depreciation issue works and if there are alternatives as to how we currently handle it. Denny further stated that he would like this meeting prior to the board approving the 2021 budget.

Wes Anderson left the meeting at 9:15 a.m.

FINANCIAL ALLOCATION FOR ENGINEERING-Ben stated that this is basically engineering for future projects. The cost for the engineering would be realized prior to the actual project being done.

NEW BUSINESS:

NOVEMBER FINANCIAL ANALYSIS-Ben stated that we should be at 41.67% of the budget at the end of November. The Domestic & Commercial Water Sales are 3.21% over or \$78,709. Total Income is over 2.64% or \$79,697 thru November. Salaries are under 3.6% or \$35,000. Overtime is under 10.25% or \$5,000 and Total Salaries are under 4.58% or \$48,000. Total Expenses are under 3.43% or \$103,523. When we back out the contingency fund the net amount the expenses are under is \$88,938. Income is over \$79,697 and we are to the good \$168,635.

No further business, a motion was made by Greg Page, seconded by Joe Driscoll to adjourn the meeting at 9:32 a.m. The vote was unanimous.

Cheryl Hounsell, Clerk

Authorized Signature

Date