

**LACONIA WATER DEPARTMENT  
BOARD OF COMMISSIONERS  
JANUARY 11, 2018**

Chairman Gregory Page called the regular meeting of the Laconia Water Department Board of Commissioners to order at 8:00 a.m. on Thursday, January 11, 2018 in the conference room at the Water Treatment Facility at 117 Stark Street. Present were Commissioners Gregory Page, Dennis Bothamley and Joseph Driscoll ; Ex-Officio members Councilman Armand Bolduc and Public Works Director Wes Anderson; Superintendent Seth Nuttelman and Clerk Cheryl Hounsell.

A motion was made by Armand Bolduc, seconded by Dennis Bothamley, to accept the minutes of December 14, 2017. The vote was unanimous.

A motion was made by Armand Bolduc, seconded by Joe Driscoll, to approve the accounts payables and the financial statement dated January 10, 2018. The vote was unanimous.

**OLD BUSINESS:**

**PAUGUS BAY MILFOIL-** Seth stated that he e-mailed Amy Smagula from the State concerning the additional testing this year. The Board members would also like to see the proposed acreage, map and brief description, for treatment for the coming season. Seth stated that Rich Tilton of Resort on the Bay is now the contact person for the Conservation Commission.

**LANGLEY COVE-**Seth stated that he sent Mark Pinard the draft document for Langley Cove that has been reviewed by our staff and Attorney Dyer. We will need an addendum to the current agreement with Paugus Woods. We will also need to state how the Evergreen Pump Station will be expensed, the ratio, going forward. Seth further stated that Langley Cove went before the Planning Board and there were some issues with the bridge and the road. They may be looking at March approvals. Seth suggested that before we get into another development of this size, we write a policy to cover getting a deposit for legal fees so that these legal fees are not getting absorbed by the rate payers. Seth stated that once we get the feedback from Langley Cove on the document we will be bringing it to the Board for their input.

**METER READING UPDATE-**Seth stated that we are in the process of updating failed meter readings units. We have \$30,000 in the Capital Budget for this fiscal year. From July 1, 2017 to December 31, 2017 we have changed 353 units for a total of \$38,000. This amount has been split with the Sewer Fund so each department has spent \$19,000 thru December 2017. We have a balance of \$10,000 from the Capital item to spend and that will be used up very quickly going forward. Approximately 600 units failed, so we have finished about one-half. Seth stated that he spoke with Wes Anderson and Scott Myers about staying on the program and additional funding for the program. Seth stated that we will not be doing Merrimac Street in this fiscal year budget and we budgeted \$137,000 for this street. We have \$45,000 for Bowman Street from South Main Street to Adams St. The Sewer will be replacing their pipe all the way to Academy St. We will take \$45,000 from the Merrimac St. allocation to be able to do the additional footage of pipe on Bowman St. from Adams St. to Academy St. We also have Franklin St. relay in for \$70,000 that we will not be doing this year. Seth suggested taking the additional funds that we are going to need to keep going with the meter reading update program from the main projects. One-half of the additional costs would be borne by the sewer fund. Our new MXUs are "M" series and the older ones are "R" series. Our VXU unit that is used to radio read the mxus/meters is 12-15 years old and will not read the new style mxus. We are currently using the VXU for the old mxus and then we read the new style of mxus with the handheld device. A new device that would read both styles of mxus is about \$20,000. Wes stated that he needs to look at the numbers. We are looking at an additional amount of \$40,000 - \$50,000 with one-half being paid by the sewer fund. Greg stated that the sooner we do this the better. Wes will look at the numbers and get back to us as to the feasibility to continue with the additional funds for the program.

**2018/2019 BUDGET-**Seth stated that we sat down with Floyd and Jason for the treatment plant portion of the budget. We still need to look at the equipment numbers. Seth stated that we may have a draft at the next meeting. We are

currently working on the budget. We are looking at having the budget to the City the beginning of March. Joseph Driscoll questioned if we are budgeting for a rate increase. Seth told him not at this time but it is something to consider.

**AUDITED FINANCIAL STATEMENTS**-Seth stated we are expecting to have the audited financial statements at the next board meeting. We are currently reviewing a management letter. There were two issues raised. The first being Computer Access with respect to our personnel. Seth stated that we are contacting Temple Consultants our computer software company for clarification on security measures. The second issue is Procurement. We currently bid items \$1,000 to \$5,000. At the city anything from \$5,000 is a full bid package including advertising in the newspaper. We need to add advertising in the newspaper to our current process for items above \$5,000.

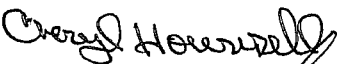
**NEW BUSINESS:**

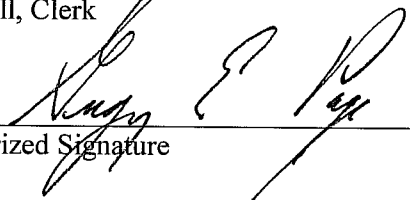
**LETTER FOR 200 SOUTH MAIN STREET-SEWER LATERAL**-Seth distributed a copy of a letter from Neil and Karen Trindade concerning their property at 200 South Main Street and a problem with their sewer pipe becoming blocked at least five different times. The letter outlines how these events have been handled and how after the last time it was unblocked a thorough video inspection of the sewer pipe was performed. The inspection shows a point in the pipe beneath the roadway where the pipe had been cut and replaced with a 4-5' piece of PVC and rubber couplings. Where this repair was done is where the pipe is separating. Further research determined that this repair was probably done in the 1970's. It appears that the work was subcontracted out as a part of a grant in the 1970's. Mr. Trindade is requesting that the repair be done by the City Water Department at no cost to him. He is willing to absorb the expenses that he has incurred thus far as a result to the failing work to the sewer pipe in consideration of a properly executed, permanent, and timely repair to his sewer. He is waiting for a resolution to this issue. The question was raised as to how we handle this issue. It was suggested that we get a legal opinion on this issue and then move forward with a resolution.

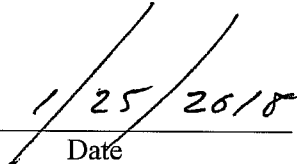
**DEPARTMENT UPDATE**-Seth stated that we have had water main breaks on High Street, Meadow Street, Village at Winnepesaukee and Garfield Street. We have seen an expense in overtime due to the breaks. We also were called to the Holy Grail on Veterans Square for burst pipes.

Joe Driscoll stated that he will be away for the February 8<sup>th</sup> meeting. Joe Driscoll distributed a copy of the minutes from the Non-Public sessions on 11/30/17 and 12/14/17. A motion was made by Dennis Bothamley seconded by Wes Anderson to approve the non-public session minutes for 11/30/17 and 12/14/17. The vote was unanimous. The minutes will be sealed for a period of one-year.

No further business, a motion was made by Armand Bolduc, seconded by Wes Anderson, to adjourn the meeting at 9:23 a.m. The vote was unanimous.

  
Cheryl Hounsell, Clerk

  
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Authorized Signature

  
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Date