

LACONIA WATER DEPARTMENT  
BOARD OF COMMISSIONERS  
JANUARY 23, 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 23, 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 member Public Works Director Wesley Anderson; Acting-Superintendent Ben Crawford, Clerk Cheryl Hounsell. Absent was Mayor Andrew Hosmer.

A motion was made by Wes Anderson, seconded by Greg Page, to accept the minutes of January 9, 2020. The vote was unanimous.

A motion was made by Wes Anderson, seconded by Joseph Driscoll to approve the minutes from the Non-public session on December 19, 2019. The vote was unanimous. The minutes were put into an envelope and sealed until December 19, 2020.

A motion was made by Wes Anderson, seconded by Joseph Driscoll to approve the minutes from the Non-public session on January 9, 2020. The vote was unanimous. The minutes were put into an envelope and sealed until January 9, 2021.

A motion was made by Greg Page, seconded by Wes Anderson to approve the Accounts Payable and the Financial Statement dated January 22, 2020. The vote was unanimous.

**OLD BUSINESS:**

**ACCREDITED LABORATORY-** Ben stated that we have had 2 good candidates apply for the position. One of the candidates has recently graduated from college and has microbiology education and has worked at A&L Laboratory (the sister Lab for Granite State). He is qualified and willing to relocate. Ralph has his Grade II Treatment and Distribution licenses in the State of Maine and they will carry over to NH. He has also worked in a treatment plant. The second candidate has the microbiology education but has not worked with a water system. Greg Page suggested we look thru the applicants that we received for the Superintendent position and see if any of them have the microbiology background. Greg will review the applicants. It was decided that Ben will set up an interview with Ralph. He will try to schedule him for January 31, 2020. Ben will scan Ralph's application and resume and send it to the board members.

**SUPERINTENDENT POSITION -** Ben Crawford was asked to step out of the room for this portion of the meeting. At this point Joe stated that he and Greg will be meeting Monday morning to gather questions for the Superintendent interviews. It was decided that the members will meet one-half hour prior to the interviews.

**UNION AVENUE DRAINAGE SYSTEM-**Ben stated that this project will be continued in the spring.

**PLANNED PROJECTS-CLINTON STREET/PROSPECT STREET-**Ben stated that he is waiting for CDM to get back to him with an estimate. Ben is planning to walk the site with Busby so he can give us an estimate. Ben stated that he has an estimate on materials from Prescott. Once we have all the numbers, we will know what we are looking at for a bond.

**BUDGET 2021**-Ben stated that we have e-mailed Pat Mohan of MelansonHeath concerning the draft financial statements for 2019 and his attendance at a Board meeting. If we don't hear something by noon today, we will call and leave a message. Ben asked the members if they had any questions on the budget for 20/21. The members will review their budgets and bring back any questions.

**FINANCIAL ALLOCATION FOR ENGINEERING**-Ben stated that there is nothing new.

**LONG BAY TANK**-Ben stated that the Long Bay Tank will have the necessary areas painted in the spring. Ben asked if we want to consider doing a third-party inspection of the tank prior to the painting. Ben further stated that we have \$102,000 left in the line item. Ben asked if we want to get an estimate of the cost for a third-party inspection of the paint job at the Long Bay Tank. He further stated that our water quality supervisor reached out to GPI (Greenman & Pederson, Inc.) concerning the inspection of the tank. Ben will get an estimate for a third-party inspection. We will also look at using the drone to look over the tank again.

**NEW BUSINESS:**

**DECEMBER FINANCIAL ANALYSIS**-Ben stated that we should be at 50% of the budget at the end of December. The Domestic & Commercial Water Sales are 4% over or \$99,551. Total Income is over 3.5% or \$107,000 thru December. Salaries are under 1% or \$10,000. Total Salaries are under .89% or \$9,353. Total Expenses are under 2.2% or \$66,768. When we back out the contingency fund the net amount the expenses are under is \$49,268. Income is over \$107,000 and we are to the good \$156,437.

**LOADER PURCHASE**-Ben stated that we are looking at purchasing a new loader. We are looking at both Caterpillar and John Deere and updating numbers. Drew & Seth will take a trip and visit the dealerships to get a better idea of the two machines. We will also carry a five-year warranty.

No further business, a motion was made by Greg Page, seconded by Wes Anderson to adjourn the meeting at 8:53 a.m. The vote was unanimous.

*Cheryl Hounsell*

Cheryl Hounsell, Clerk

*Rene Foxworth*  
Authorized Signature \_\_\_\_\_ Date *2/6/2020*