

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
May 15, 2023**

Acting Chairman Greg Page called the regular meeting of the Laconia Water Department Board of Water Commissioners to order at 6:00 p.m. on Monday, May 15, 2023, in the conference room at the Water Treatment Facility at 117 Stark Street. Present were Commissioners Greg Page and Phil Smith; Ex-Officio member Public Works Director Wesley Anderson, Superintendent Ben Crawford, and Clerk Cheryl Hounsell. Absent were Commissioner Brian Wolf and Ex-Officio Councilman Robert Soucy.

A motion was made by Wes Anderson, seconded by Phil Smith, to accept the minutes of May 1, 2023. The vote was unanimous.

A motion was made by Wes Anderson, seconded by Phil Smith, to approve the accounts payable and the financial statement dated May 15, 2023. The vote was unanimous.

NEW BUSINESS:

APRIL FINANCIALS-Ben reviewed the water consumption billed through April 2023. The water consumptions are 5% higher than they were at the same time last year. Ben reviewed the April Financial Analysis with the members. The residential and commercial water billing is over \$156,587. The total income is over \$1,655. The net expenses are under \$144,620 and we are to the good by \$146,275. Ben reviewed the capital budget items.

CURRENT BUSINESS:

CLEARWELL PUMP #2-Ben stated that the VFD has been installed and is working. Ben stated that he is going before the City Council on May 22nd to request that the remaining \$68,928 from the Lakeport area loan be reallocated to be used towards the purchase of clearwell pump #2. We will still need about an additional \$30,000 to complete the payment for the pump and motor. We will look at taking it from unspent capital items in the current year's budget.

PERSONNEL RULES & REGULATIONS, COMPENSATION PLAN-Ben stated that these two items go together. He would like to review these items when more of the board members are present for the discussion.

GRANTS-Ben stated that the Source Water Protection Grant will be used to pay for the signs we purchased to display around Paugus Bay. We have 8 locations that will be displayed.

WATER MAIN PROJECTS-Ben stated that Summer Street has been tied into Highland Street intersection. The men still have 9 services to relay, 1 service box repair, and 2 hydrants to install on Summer Street. We should be out of Summer Street around Memorial Day. The street will be paved after Memorial Day.

Weirs Boulevard is due to be tied in on the south end on Wednesday. The water main will be back online next week. Then the temporary water lines will be taken down.

Anthony Drive to Elm Street tie in will be done after July 1st.

BUDGET 2023/2024-Ben reminded the members that he will be presenting the 2023/2024 budget to the city council on Monday, May 22, 2023 at 6:00.

BRIARCREST STATION-Ben stated that he reached out to the Department of Transportation District 3 in Gilford, and he received a verbal and an e-mail approval to build an above ground pump station on the site of the underground pump station on Province Street near the by-pass. Ben stated that the next step is to look at funding for the station. Eric is working on this, and the State Revolving Loan Fund application is due June 1st. Ben stated that we will need to hire an engineer to design the building. It will probably be a couple of years down the road before we can build this building.

MEDICAL INSURANCE PLANS-Ben stated that he is looking at possibly offering three medical insurance plans for the employees to choose from. We would offer our current HMO plan with an 11% employee contribution, a Sight of Service (SOS) plan with a deductible and the third option would be an HSA plan with a high deductible. Ben further stated that we will have someone from HealthTrust come in to review all three options with the employees prior to the sign-up deadline. We will also look at how much we can contribute to the HSA plan for the employees who choose that option.

The board members directed Ben to go ahead with setting up three options for the employees to choose from.

Ben stated that it has recently come to our attention that when someone gets a divorce the ex-spouse can, if previously approved, stay on the employee's plan for the 36 months that they are eligible to receive Cobra. We have spoken with HealthTrust, and it would be necessary for us to have a policy written to accept this option. HealthTrust has also advised that they do not recommend this option. The question came up as to what the city offers under this option. Ben will reach out to Lindsey in Personnel and find out if they have anything like this. The board members recommended to Ben that we follow whatever the city offers for ex-spouses.

SCADA SYSTEM RADIO FREQUENCY-Ben stated that after further checking with the suppliers of the radios for SCADA, we found that our current radios can be reprogrammed for a new frequency at a cost of about \$1,500 for the reprogramming and the filing of the paperwork with the FCC for the new radio frequency. It would be an additional amount of about \$1,000 for Laviolette to do the necessary changes to the SCADA system. We will be looking at about \$2,500 to change the radio frequency on our SCADA equipment. The funds for this can come from the SCADA upgrade line item in our capital budget. The members instructed Ben to get this done and move forward.

FUTURE/ONGOING BUSINESS:

ELECTRONIC BILLING-Ben stated that we have a price of \$12,559 to purchase a Folder/Inserter/Sealer machine for mailing out the revised bills that will be in an 8 1/2 x 11 PDF format. The revised bill is the first step to the electronic billing process. After the first year, there would be a \$2300 per year maintenance agreement on the machine. A motion was made by Wes Anderson, seconded by Greg Page to purchase the Folder/Inserter/Sealer machine.

TWO-MILLION-GALLON WATER TANK-Ben stated that DN Tanks will be here Wednesday to look at the area on the tank that needs repair. Then they plan to be back here the week of Memorial Day to perform the warranty work on the tank. This is exterior work.

COURT STREET BRIDGE-Ben stated that he received a call from Kevin Morrissette concerning the shrubs at the Party store on Court Street. Kevin is looking at six or seven shrubs to be replaced. Ben will talk to the contractor.

STAFFING-Ben stated that the laborer/truck driver that was due to start working on 5/15/2023, notified us that he will not be starting. We are advertising for a laborer/truck driver.

No further business, a motion was made by Wes Anderson, seconded by Phil Smith, to adjourn the meeting at 7:10 p.m. The vote was unanimous.

Cheryl Hounsell, Clerk

Authorized Signature

Date

DRAFT