

**LACONIA WATER DEPARTMENT  
BOARD OF COMMISSIONERS  
JULY 23, 2020**

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: 872 6680 0985, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/87266800985>

*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: [b Crawford@laconianh.gov](mailto:b Crawford@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 Dennis Bothamley and Joseph Driscoll; Ex-Officio member Public Works Director Wesley Anderson, Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. There was nobody present with Dennis Bothamley during the meeting. Members Joseph Driscoll, Wesley Anderson, Benjamin Crawford and Cheryl Hounsell were all present at the Maintenance Building at 117 Stark Street. Absent was Ex-Officio member Mayor Andrew Hosmer.

A motion was made by Wes Anderson, seconded by Dennis Bothamley, to accept the minutes of July 9, 2020. On a roll call vote the motion passed unanimously.

A motion was made by Dennis Bothamley, seconded by Wes Anderson, to approve the accounts payable and the financial statement dated July 22, 2020. On a roll call vote the motion passed unanimously.

### **OLD BUSINESS:**

**UNION AVENUE DRAINAGE SYSTEM**-Ben stated that this project is progressing and the paving is scheduled to be done either tomorrow or Monday. We are working on gates and services boxes today prior to the paving of the street. The paving is on schedule at this time.

**PLANNED PROJECTS-CLINTON STREET/PROSPECT STREET**-Ben stated that he reached out to the gentleman from EDA and has not heard a word. He has reached out to the engineer that gave us the individual's contact information. Ben stated that he has been in contact with Krista to get the estimated cost from CDM Smith to do the Transmission/Prospect Street/Clinton Street project.

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

**LONG BAY TANK**-Ben stated that he has been in contact with Bruce from Amstar concerning the scheduling of a time for them to come back and do the repairs on the Long Bay Tank paint job. He also spoke with him again about sending us their protocols so we have time to review them prior to them coming up to do the repairs.

**NHDES GRANT**- Ben stated that there is nothing new.

**LAFAYETTE STREET**-Ben stated that the second half of Lafayette Street has been reclaimed and we have put in about one-half of the pipe for that section. We have been dealing with rocks and ledge but we are approaching the flat section at the top of the street. We are hoping to have the installation, pressure testing, chlorinating and the temporary lines down by the end of the first week of August.

**COVID-19 A- Staffing** - Ben stated that we are continuing to have Wendy and Stacey in the office full time, and Cheryl and Joanie are alternating time in the office and time working at home. Nick is working in the office and in the field full time. Ben is working remotely and coming in after hours to address items that need to be done at the office. We have started testing some backflows by contacting customers both residential and commercial to determine if they have a secondary entrance or if we can arrive prior to businesses being opened. If the guys have to go into someone's basement thru a primary entrance in an emergency, they are

wearing both a mask and gloves. The treatment plant is back on their normal schedule with employees distancing themselves from each other. We are still closed to the public.

**COVID-19 B- BUDGETARY ISSUES**-Ben stated that the moratorium was up for utility bills on July 15<sup>th</sup>. We have determined the period of time that will be covered under payment arrangements will be the end of February to the end of July. By using this time frame we are encompassing 2 full quarters for our customers as well as taking in the time before the Covid-19 pandemic and after the Governor's State of Emergency ended. We will format notices to go out to the customers outlining what resources are available to them for assistance as well as the time frame for bringing their account current. These notices will probably be going out in mid-August to all customers that have not paid their water and sewer bills. As of the billing that will be sent out at the end of August we will resume penalties on billings that were before and after Covid-19. Ben stated that the new loader is in New Hampshire and should be delivered soon.

**COMMISSIONER REAPPOINTMENT**- Wes stated that he reached out to Nancy in the City Manager's office and she sent an application to the individual that is interested in becoming a water commissioner. Nancy notified Ben that the gentleman is coming into the City Council meeting on Monday, July 27, 2020 to be interviewed. If all goes well he could be appointed to the water commission and be attending the August 20<sup>th</sup> board meeting.

**PRIVATE WATER COMPANIES**-Ben stated that he still has not heard anything as to what we would do if one of the companies were to reach out to us. Ben further stated that the PUC held a meeting on payment plans and such after Covid-19 and both of the local private water companies attended to get information much like we have been doing. There was no indication that either company was in trouble.

### **NEW BUSINESS:**

**HVAC SYSTEM FOR TREATMENT PLANT**-Ben stated that we have signed a contract with DuBois and King in the amount of \$3,500 to design an HVAC system for the treatment plant. We have had estimates for the cost of a system ranging from the high end of what we currently have budgeted for this project and far above. With this design we will be able to determine if we will have to budget additional funds to complete this project. At this time, we are planning to go thru one more season with the current system.

**PRELIMINARY JUNE FINANCIAL ANALYSIS**-Ben reviewed the preliminary numbers with the members. Domestic and Commercial Sales are under by 2% or \$50,500, penalties are under by 17% or \$3,200 due to no penalties being assessed since March 10, 2020 due to the Covid-19 pandemic. The backflow device testing is down 13% or \$6,000 due to not being able to enter buildings to conduct the tests in the spring because of Covid-19. Total Income is under 2% or \$53,000. Regular salaries are under 3% or \$32,000, Total Salaries are under 4% or

\$45,000. Total Expenses are under by 7% or \$221,729 less contingency the net expenses are under by \$187,000. The total income is under by \$53,000 so we are to the good by \$134,000. Ben reviewed the capital budget and noted what items will be carried over to the next fiscal year.

No further business, a motion was made by Joe Driscoll, seconded by Wes Anderson to adjourn the meeting at 8:42 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

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Authorized Signature

Date

DRAFT