

**LACONIA WATER DEPARTMENT  
BOARD OF COMMISSIONERS  
JANUARY 14, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, January 14, 2021 and read the following: 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: 81854547862, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/81854547862>.

*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: [bcrawford@laconianh.gov](mailto:bcrawford@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 at the Maintenance Building were Commissioners Joseph Driscoll and Brian Wolf; Ex-Officio members Councilman Robert Soucy and Public Works Director Wesley Anderson; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. Absent was Commissioner Dennis Bothamley. There was nobody present on Zoom.

A motion was made by Wes Anderson, seconded by Brian Wolf, to accept the minutes of December 17, 2020. On a roll call vote Abstaining was Wes Anderson, voting yes were Commissioners Joseph Driscoll and Brian Wolf and Ex-officio member Robert Soucy. The motion passed.

A motion was made by Wes Anderson, seconded by Brian Wolf, to approve the accounts payable and the financial statement dated January 13, 2021. On a roll call vote the motion passed unanimously.

### **OLD BUSINESS:**

**LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-**Ben stated that the cross-country transmission main pipe will be laid uphill, starting at Clinton/Prospect Streets, and going thru the woods to the reservoir. They have started clearing the trees for this purpose. We are currently reviewing the material submittals. In the spring we will be coordinating to do Clinton, Prospect and Mechanic Streets. We will have a lot of temporary lines to install for that portion of the project. Ben stated that we recently received a deposit for the \$1.8M bond into our checking account. Ben is still working with Finance Director Glenn Smith and Renelle from Devine Millimet to determine if these funds can be put into an account at the North Way Bank and drawn down as we need them, so we are only paying on what we are using for funds.

**NHDES GRANT-** Ben stated that we are making the final payment to Mango with this meeting accounts payables. The next step is to submit documentation to the State for reimbursement under the NHDES Grant.

**COVID-19 A- Staffing -** Ben stated that we have not had any positive Covid-19 tests from the employees. We are still alternating a few staff members working remotely.

**COVID-19 B- BUDGETARY ISSUES-**Ben stated that we sent out letters on the Covid 19 past due accounts. Also as of this mailing on the Covid-19 notices, a letter will go out to any landlord who has the bill being paid care of the tenant notifying them of the outstanding balances.

**HVAC SYSTEM FOR TREATMENT PLANT-**Ben stated that the decision has not been finalized yet. We have reached out to Dutile Oil and Penco for their input on the proposal. We are still looking at 2 propane and 1 oil option.

**OVERLOOK CONDOMINIUMS-257 WEIRS BLVD**-Ben stated that he connected with the manager. There are three new members on the board. The property manager is planning on bringing our proposal and the estimate to the members next week at their meeting. Ben will call into their February meeting to review the items with the board members and see what kind of a solution can be reached.

**COURT STREET BRIDGE-DURKEE BROOK**-Ben stated that we are currently looking at installing an above ground water main. The tees that we used for the temporary hook-up may be able to be used for the permanent water main. We are there today marking out the existing water main so we can avoid it when planning the new main installation. We will need easements from both the Party Store and the Gas station. We are working on negotiations. If there is further soil remediation performed on the gas station property, we will plan on replacing the cast iron water main in that area. There is a lot of planning to be done on this project. Ben further stated that he did a site walk as well as a Zoom meeting with the interested parties on Wednesday.

We have paid a total of \$35,000 on this project which we believe we will receive an 80% reimbursement from the State under the bridge funds. We have received two invoices one for 80,000, this includes the previous \$35,000 that we paid and one for \$120,000 these were for the temporary water. We have reviewed these invoices and revised them. Once the revisions have been approved, they will need to go to the State for their review. We will not send any more money until it is approved by NH Department of Transportation (NH DOT).

We are planning on the water main being installed in late March to early April. HEB is the main engineer on this project; their subcontracted engineer is designing the above ground water main installation. Ben stated that he will have a visual aid next meeting for the board members.

**2021 PAUGUS BAY MILFOIL**-Ben stated that he has nothing new on this item. The members stated that they want to make sure to protect the water supply no matter what the plan for milfoil eradication may be. The point was raised as to the city's part in funding some of the treatment of milfoil in Paugus Bay. The members were concerned that while there may be studies done on ground water, there is very little information on the impact on surface water supplies. Ben will reach out to Scott Myers to discuss this issue.

**NH DES WATER MANAGER COURSE**-Ben stated that they now have enough applicants to hold the course. Ben is waiting to find out if we have been awarded a scholarship for the course. These courses will be held one day per month for 9 months. Ben and Brian will be attending at Franklin.

**ACME BUILDING RENTAL**-Ben stated that we have had the roof for the front section of the Acme Building re-shingled due to a leak. Ben is currently working on getting a start date for the lease of the Acme Building/front portion by the engineers as an office while work is being

done in Lakeport. Ben stated that once we know a date, it will probably be rented thru November of 2021.

**2021/2022 BUDGET**-Ben stated that we have two proposed budgets. The budget titled Board draft #1 proposed budget 2021-2022 is based on depreciation of the distribution water mains over 40 years; the second one titled Board draft #1 proposed budget 2021-2022 alternate depreciation is based on depreciation of the distribution water mains over 50 years. Ben stated that we distributed a revision to the 2021/2022 budget and named the document Board Draft #2 proposed budget 2021-2022 and Board draft #2 proposed budget 2021-2022 alternate depreciation. The revision is based on the Capital Budget, the amount did not change just the projects that we are planning to do. The other change is to the expense spreadsheet on Treatment plant purification equipment where we changed from rebedding filter beds to filter maintenance. A discussion concerning looking at income and expenses for a period of 36 months versus just a 12-month period took place. Also, if it is better to have incremental increases versus a larger increase less often. This will be placed on the agenda for the board meeting. The topic of the number of years to depreciate a water main was brought up and discussed. After discussion the board felt that depreciating water mains over 50 years was reasonable. This being determined brought the budget we are looking at as Board Draft #2 Proposed Budget 2021/2022 alternate depreciation. We will revisit the proposed budget for 2021-2022 at the next board meeting on January 28, 2021.

**NEW BUSINESS:**

**DECEMBER BUDGET ANALYSIS**-Ben reviewed the December numbers with the board members. We should be at 50%. Currently the residential and commercial water billing is over 10.68% or \$258,221. Total income is over 9.23% or \$275,515. Total Expenses are under 3.19% or \$99,534 and when contingency is backed out the net expenses are under \$79,534. Income is over \$275,515, so we are to the good by \$355,049. After review, Ben asked the members to look over their numbers and bring back any questions.

No further business, a motion was made by Wes Anderson, seconded by Brian Wolf to adjourn the meeting at 9:34 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

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Authorized Signature

Date