

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
JANUARY 28, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, January 28, 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: 87560284424, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/87560284424>.

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.

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. Present on Zoom was Commissioner Dennis Bothamley.

A motion was made by Wes Anderson, seconded by Brian Wolf, to accept the minutes of January 14, 2021. On a roll call vote Abstaining was Dennis Bothamley, voting yes were Joseph Driscoll, Brian Wolf, Robert Soucy, and Wes Anderson. The motion passed.

A motion was made by Wes Anderson, seconded by Robert Soucy, to approve the accounts payable and the financial statement dated January 27, 2021. On a roll call vote the motion passed unanimously.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that Park Construction has been installing the cross-country transmission main. They started on Clinton/Prospect Street and have worked their way up to the backside of the maintenance building located at 117 Stark Street. The job has been going well.

Ben stated that we are currently working with Glenn Smith, Finance Officer to determine what works best going forward as to the custody of the bond funds and the amount of interest that we are having to pay on the funds versus how much of the funds that we are spending. The bank is tentatively going to have us hold onto the funds and distribute as necessary to pay for expenses for the Lakeport and Cross-Country Water Main project. We would send them an updated list of draw downs of the funds monthly so they would know how to calculate the amount of the payment on the bond issue. Once the project is complete, we would refund any amount that we have not used for the project back to Northway Bank. Once this is done, the schedule of payments for the bond issue would be revised. During the discussion, it was determined that Ben would reach out to our auditor to run this by him and receive verification on this process.

NHDES GRANT- Ben stated that we submitted the necessary paperwork to NH DES Grant Program for reimbursement of the camera monitoring project at base.

COVID-19 A- Staffing - Ben stated that he will be doing some scheduled time in the office while the staff is there. This will make him more available to the staff if they need to discuss something with him that requires face time.

COVID-19 B- BUDGETARY ISSUES-Ben stated that the balances are still coming down. We will be sending out our next run of Covid-19 notices before our next board meeting, so he will bring in an arrearage amount for the next meeting.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that the decision has not been finalized yet as to the HVAC System for the Treatment Plant. We have narrowed it down to 2 choices, one propane and one oil. Both the timeframe for the project and the cost will be met. We just need to finalize the decision and proceed.

OVERLOOK CONDOMINIUMS-257 WEIRS BLVD-Ben stated that the new board members for Overlook Condominiums have met. He will reach out to them and find out if they would like him to present the outstanding issues at their February meeting and see what kind of a solution can be reached.

COURT STREET BRIDGE-DURKEE BROOK-Ben distributed maps to the members and reviewed the information with them. The engineers have submitted change orders and they have been evaluated. The engineers will be designing the proposed main for the Court Street Bridge. Ben and Nick will be meeting with both the bridge contractor and the sub-contractor tomorrow. The proposed work schedule will be discussed. The new proposal for this installation shrinks the necessary easement area.

2021 PAUGUS BAY MILFOIL-Ben stated that he investigated the funding sources for this project. He found out that the State gave a grant for \$23,000, the City is contributing \$40,000 and there is \$12,000 by private funding. Ben is reaching out to Paul Suska from NH DES. He will also reach out to Amy Smagula and Richard Tilton. He is reaching out to Paul Suska concerning drinking water issues.

NH DES WATER MANAGER COURSE-Ben stated that both he and Brian have been accepted into the NH DES Water Manager Course. Ben further stated that he was one of two recipients of a scholarship in the amount of \$650 that covers the cost of the course. The course will be the third Tuesday of each month running from March to November 2021. The first couple of months the course will be offered in a remote platform.

ACME BUILDING RENTAL-Ben stated that we are looking at renting the Acme Building to the resident engineer from March 15th thru November 15th. We have not put anything in writing at this time. They will pay us the rent and pay utilities and then they will turn around and itemize the cost to the job by billing the City/Water Department under the contract for the X-Country Transmission Main/Clinton/Prospect Project. Ben stated that we will be receiving a tax bill this year as the space will be rented by April 1st. Wes questioned if it would be cheaper if we did not rent the space but let them use it so we would not have to pay the markup and we

would not receive a tax bill. Ben will look at the contract to determine what amount is listed for the resident engineer's temporary office space and bring it back to the next meeting.

2021/2022 BUDGET-Ben stated that we determined last meeting that we will be using the budget entitled Proposed Budget 2021-2022 alternate depreciation as the budget that we will be discussing. After discussion, a motion was made by Wes Anderson seconded by Robert Soucy to approve the Proposed Budget 2021-2022 alternate depreciation dated 12/28/2020. On a roll call vote the motion passed unanimously.

NEW BUSINESS:

REVENUE AND EXPENSE TRENDS-The members discussed looking at revenues trends versus expense trends. We want to look at 3-to-5-year forecast for both revenues and expenses. We will also want to look at what we may want to consider for rate increases looking at both amounts and timeframes of when we would want them. Historically we have done smaller rate increases over shorter periods of time. We could look at this and make some determinations. Ben stated that the statewide water rates report is due out in spring 2021 for 2020. We are currently in the bottom 10% of rates in the state. We will bring the forecast information to the next meeting.

No further business, a motion was made by Wes Anderson, seconded by Brian Wolf to adjourn the meeting at 9:13 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date