

**LACONIA WATER DEPARTMENT  
BOARD OF COMMISSIONERS  
MARCH 11, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, March 11, 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: 81633535333, or listen and, if necessary participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/81633535333>.

*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, Dennis Bothamley, and Brian Wolf; Ex-Officio member Public Works Director Wesley Anderson; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. Absent was Ex-Officio member Councilman Robert Soucy. There was nobody attending via the zoom platform.

A motion was made by Wes Anderson, seconded by Brian Wolf, to accept the minutes of February 25, 2021. On a roll call vote the motion passed unanimously.

A motion was made by Wes Anderson, seconded by Brian Wolf, to approve the accounts payable and the financial statement dated March 10, 2021. On a roll call vote the motion passed unanimously.

#### **OLD BUSINESS:**

**LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT**-Ben stated that we are in a holding pattern at this time. There is a meeting scheduled with Park Construction on April 1, 2021. We are waiting to start the next phase of the project.

**NHDES GRANT**- Ben Stated that we have received notification that the \$6,763 for the monitoring camera system at base has been issued by NH DES. We should see the funds in our checking account within a day or two.

**COVID-19 A- Staffing** - Ben stated that we had two employees traveling, one is back after quarantine and the other will be back on Monday, March 22, 2021.

**COVID-19 B- BUDGETARY ISSUES**-Ben stated that he met with Joanie and Wendy concerning the reinstatement of the shut off process on overdue water and sewer bills. We will be sending out a final letter next week to those who have not paid their accounts during the state of emergency for Covid-19. We will send out past due notices around April 12<sup>th</sup> with a due date of April 20<sup>th</sup>, those accounts not paid by the April 20<sup>th</sup> date will receive a hand-delivered shut off notice around April 21<sup>st</sup> with a due date of April 27<sup>th</sup>. Unpaid accounts with no payment arrangements will have their water shut off after the final due date. Ben stated that we will have a breakdown of amounts at the next meeting.

**HVAC SYSTEM FOR TREATMENT PLANT**-Ben stated that Dutille Oil came to the treatment plant to look at the current system that we have. Ben stated that we may have some savings on the project if the underground oil tank is solid; we may not need to change out the tank. We are going to look into having the underground tank inspected to make the determination on this issue. We still have not decided on whether we want to go with oil or propane. We are scheduled to bid the project in April-May and start construction June-July.

**OVERLOOK CONDOMINIUMS-257 WEIRS BLVD**-Ben stated that he reached the property manager for Overlook Condominiums. They are waiting for the snow to melt and then they are going to do more investigation on the water issue.

**COURT STREET BRIDGE-DURKEE BROOK**-Ben stated that the measurement of some bid quantities have been adjusted, to allow for a cleaner submittal process with NH DOT, with fewer change orders necessary. We have received confirmation that the State will include the previous ground water process in the cost of the project for reimbursement. Ben further stated that there is a progress meeting scheduled for tomorrow. We are hoping for a spring installation of the pipe.

**2021 PAUGUS BAY MILFOIL**-Ben stated that he connected with Amy Smagula concerning the area to be treated for milfoil in 2021. Amy told him the only areas being considered are the Pickerel Cove and Moulton Cove areas. Ben connected with Paul Suska and will be setting up a call with Paul and others next week to discuss how Procellacor affects surface water drinking supplies.

**ACME BUILDING RENTAL**-Ben stated that he reached out to the engineers as to when they would need the Acme Building for the Lakeport project. They have decided on an April 5<sup>th</sup> start date. The contract will not be changed from the \$1800 line item. They will pay Laconia Water Works \$800 per month for the rental of the building and the balance of the amount will be used to pay the utilities and supply their required furnishings. Ben will prepare a rental lease for them to sign.

**2021/2022 BUDGET**-Ben stated that he reached out to Glenn and Scott to schedule a meeting to review our 2021/2022 budget. The budget documents have been sent to both Scott and Glenn to aid in the process of budget preparation documents prior to presenting the budget to the city council. Ben is waiting to hear back from Scott and Glenn.

**2020 FINANCIAL STATEMENTS-**Ben stated that we received the draft financial statements for 2020 and that he and Cheryl reviewed them and sent questions back to Pat Mohan. Pat sent back a response and indicated that he would be revising the document and sending it back out to us. We may have the final 2020 Financials at our next regular meeting. Ben will reach out to Pat to see if he is available either in person or by zoom to present the 2020 Financial Statements to the board members. Ben further stated that we will also have the 2020 year-end report at the next meeting.

**REVENUE AND EXPENSE TRENDS-** Ben stated that we will have the February budget analysis and the consumption billed thru February at the next meeting.

**TREATMENT PLANT CYBERSECURITY-**Ben stated that Nick Cantara from the City's IT department, Rich from Laviolette Controls, Brian, and Ben will have a zoom meeting on Monday to discuss vulnerabilities in our current SCADA system. Once we know our vulnerabilities, we will discuss how to eliminate and/or manage them. Ben further stated that SCADA had a separate anti-virus software; it was expiring so we changed over to the City's anti-virus software. This will give Nick more involvement. Ben will have more information at our next meeting. The members discussed the cybersecurity issue. After some discussion it was the consensus of the members that cybersecurity is becoming its own specialty separate from IT. The board members would like to see a written policy on protocols for passwords, etc. Going forward we need to identify our vulnerabilities, find out how to protect ourselves from cybersecurity issues, and then work on getting those items in place.

No further business, a motion was made by Dennis Bothamley, seconded by Wes Anderson to adjourn the meeting at 8:45 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

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Authorized Signature

Date