

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
MARCH 25, 2021**

Chairman Joseph Driscoll opened the meeting at 8:00 a.m. on Thursday, March 25, 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: 83790968501, or listen and, if necessary, participate in, this meeting by clicking on the following website address: <https://us02web.zoom.us/j/83790968501>.

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 us 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 members Public Works Director Wesley Anderson and Councilman Robert Soucy; Superintendent Benjamin Crawford and Clerk Cheryl Hounsell. 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 with one change. On page 3 of the minutes under Acme Building Rental, the members would like to have it changed so that it states that it is the responsibility of the contractor to pay for the utilities and their furnishings in addition to the \$800 rent that will be paid to Laconia Water Works. 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 24, 2021. On a roll call vote the motion passed unanimously.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that there is a meeting scheduled with Park Construction on April 1, 2021. We will determine the schedule going forward.

COVID-19 A- Staffing - Ben stated that we had another employee travel due to a funeral in the immediate family. The employee is working remotely from home. Ben stated that he will be spending more hours in the office during regular business hours. This is due to the construction season getting ready to start up as well as being in the office to make decisions on Covid-19 payment arrangements.

COVID-19 B- BUDGETARY ISSUES-Ben stated that we sent out the final Covid-19 notices on Tuesday and they are due by April 15, 2021. We have two available payment arrangements that a customer can be considered for with the final payment of the outstanding balances being paid by June 30, 2021. We sent out 51 letters totaling \$67,000. \$21,000 was during the State of Emergency (SOE) billing, \$13,000 was prior to the SOE period, and \$33,000 was post SOE period. Accounts not paid by April 15th and without any type of payment arrangement will have a shut off notice posted at their property and the water will be turned off the following week.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that there is nothing new.

OVERLOOK CONDOMINIUMS-257 WEIRS BLVD-Ben stated that there is nothing new.

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that we paid \$62,000 to Evroks Corporation this meeting. This amount covers the temporary line work and directional drilling for the Court Street/Durkee Brook Project to date. Ben further stated that he has been notified that the previous ground water disposal costs will not be covered by the DES.

2021 PAUGUS BAY MILFOIL-Ben stated that he had a telephone conversation with 4 Department of Environmental Services (DES) employees concerning the affects of Procellacor on drinking water. Rick Skarinka stated that our best plan of action is to keep Procellacor out of the intake as there are no studies if it gets into the drinking water. A pilot study could be done. It was suggested that we should have a water flow study done. Wes Anderson stated that a water flow study could cost about \$250,000 or more. Possible funding options were discussed. SePro, the manufacturer of Procellacor suggested an activated carbon filter system. Ben stated that Keene has used an activated carbon filter system and they have a system like ours. Ben will continue researching this issue.

ACME BUILDING RENTAL-Ben stated that the Acme Building will be leased as of April 5th. The lease has been prepared and mailed out for signatures.

2021/2022 BUDGET-Ben stated that he is meeting with Scott and Glenn on Monday morning at 10:00 to review the 2021/2022 budget.

2020 FINANCIAL STATEMENTS-Ben stated that we reviewed the revised statements and had a change that needed to be made prior to the final 2020 Financial Statements being sent out. We are waiting to receive the final reports. Once we have the final reports, Pat Mohan of Melanson will present them to the board members either in person or via zoom.

REVENUE AND EXPENSE TRENDS- Ben reviewed the report of the actual revenues and expenses thru February of 19/20 and 20/21 with the board members. Based on the current numbers, we do not need a rate increase at this time.

TREATMENT PLANT CYBERSECURITY-Ben stated that Nick Cantara from the City's IT department, Rich from Laviolette Controls, Brian, and Ben had a telephone call to discuss the vulnerabilities of the SCADA system. One area that was addressed was doing a windows

update, that has since been taken care of. Nick Cantara is working with Rich from Laviolette. The SCADA system now has the Webroot anti-virus software, the same as the rest of the City. There is dual authentication in place to log into the SCADA system remotely. The only people with this form of access are Brian, Ben, Jason, and Adam. Any changes to the settings require you logging back into the system. A vulnerability study is being done on all computers citywide within the next six months, this will include the water department's SCADA system. Once this has been done, we will look at the big vulnerabilities to the system and figure out how to mitigate them.

NEW BUSINESS:

FEBRUARY BUDGET ANALYSIS-Ben reviewed the February Financial Analysis with the board members. The residential & commercial water billing is over 7.8% or \$188,347. Total Income is over 5.63% or \$168,056. Total Expenses are under 4.8% or \$150,000. After backing out the contingency fund we are to the good by \$291,468.

2019-2020 YEAR-END REPORT-Ben reviewed the 2019-2020 Year-end Report with the members.

No further business, a motion was made by Wes Anderson, seconded by Brian Wolf to adjourn the meeting at 9:15 a.m. On a roll call vote the motion passed unanimously.

Cheryl Hounsell, Clerk

Authorized Signature

Date