

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
JUNE 24, 2021**

Chairman Joseph Driscoll called the regular meeting of the Laconia Water Department Board of Water Commissioners to order at 8:00 a.m. on Thursday, June 24, 2021, in the conference room at the Water Treatment Facility at 117 Stark Street. Present were Commissioners Joseph Driscoll and Brian Wolf, Ex-Officio members Public Works Director Wesley Anderson and Councilman Robert Soucy; Superintendent Ben Crawford, and Clerk Cheryl Hounsell. Also present at the meeting was Councilman Bruce Cheney. Commissioner Dennis Bothamley joined the meeting at 8:30 a.m.

A motion was made by Wes Anderson, seconded Brian Wolf, to accept the minutes of June 10, 2021. The vote was unanimous.

A motion was made by Wes Anderson, seconded by Brian Wolf, to approve the accounts payable and the financial statement dated June 22, 2021. The vote was unanimous.

NEW BUSINESS:

WINDEMERE HEIGHTS AND TURNER WAY-Robert Soucy stated that he and Councilman Bruce Cheney have been receiving a lot of inquiries as to city water and when it will be available for Turner Way. People on Turner Way are stating that they are running out of water in the wells. There is a developer who is looking to build additional units on Turner Way. Bruce Cheney stated that he thought that the issue should be handled at the City Council level. One of the questions being raised is how we get this extension onto the existing water system funded. Due to the lack of water, there will be no more occupancy permits issued for Turner Way until this issue has been resolved. Bruce stated that we should have a plan with phases outlined going forward. Bruce further stated that we need to look at getting water to the North end of Laconia. This should be part of the Master Plan. Wes stated that on a project of this size, we would need to hire a consultant and get Planning involved. It was suggested that this starts with the Planning Department and the City hiring a consultant. Krista Larsen had an estimate done in 2018 to bring water from Hilliard Road to Route 106 and the estimate came out to \$2.5 million. This is one of the highest areas of the city, so a tank would need to be installed as well as a booster pump station. The minimum size water tank that is allowed on the water system is one-half million-gallon tank. To come up with numbers, we would need to know how, where and when the growth will happen in the city. Joe questioned if we should bring in someone from Planning to one of our board meetings to discuss this. Wes stated that Planning should start this process. Ben will look at the elevation map and then he will reach out to the planning department. Bob asked if there are any funds available to help with this.

Ben stated that there may be some State Revolving Fund (SRF) money available he would have to check into this. Bruce left the meeting at 8:37 a.m.

OLD BUSINESS:

LAKEPORT AND CROSS-COUNTRY WATER MAIN PROJECT-Ben stated that going forward he will be doing a water main project update at the meetings and covering all water main projects under that heading. Currently on the Lakeport and Cross-Country water main project, we are working on water at the intersection of Clinton and Mechanic Streets. We have water off in the 16" water main from the top of Clinton Street down. Only one 16" pipe is feeding the city currently. It is taking longer to fill the Long Bay tank. Ben stated that Busby is scheduled to start the Mechanic Street water relay from Union Avenue to Clinton Street in two weeks. Ben stated that Franklin Street is done. On the 400' of pipe on Roundbay Road, we tied it in yesterday. We are pressure testing and chlorinating today. We will be heading to McGrath Street relay next.

COVID-19 A- Staffing - Ben stated that there are no staffing changes; office staff are back full-time in the office from 7:30 to 4:00. Roll call votes at meetings are not required unless someone is listening using the Zoom platform. We need to have a quorum of members present at all board meetings. Meetings are back to normal. At the office anyone who is vaccinated is free to move around without a mask. The office is not limiting the number of people that can be in the lobby.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that he gave the notice to proceed on the HVAC System for the treatment plant to Dubois and King after last meeting. Last Friday they came to the treatment plant to view it once more prior to writing up a bid to send out. The heat should be ready for this season.

OVERLOOK CONDOMINIUMS-257 WEIRS BLVD-Ben stated that there is a new property manager for Overlook Condominiums at 257 Weirs Blvd. Ben called and spoke with the new manager and brought them up to speed on the water issues. They will discuss this at their meeting in July.

COURT STREET BRIDGE-DURKEE BROOK-Ben stated that he spoke with Paul Fitzgerald at Wescott Law Office concerning the issue with obtaining an easement from the owner of the gas station on Court St. We basically have 3 options. The three options are taking by eminent domain, going with the prescriptive rights, or negotiating a price. We will attempt to negotiate with the owner and if he does not accept our offer, we will take it to court for the prescriptive rights option. Ben stated that the owner of the Party store still needs to sign the actual easement.

2021 PAUGUS BAY MILFOIL-Ben stated that the milfoil treatment took place on June 22nd in Pickerel and Moulton Coves on Paugus Bay. The State is sampling at the treatment plant and at the site of treatment. Once this process has concluded, they may decide to schedule testing for the fall of 2021.

2021/2022 BUDGET-Ben stated that he presented the budget for 2021-2022 to the city council on June 14th. It went well. The council asked Ben to relay their thanks to the water commission for a job well done during the last year.

REVENUE AND EXPENSE TRENDS- Ben stated that we will review this with the June numbers.

TREATMENT PLANT CYBERSECURITY-Ben stated that there was a virtual questionnaire of about 100 yes and no answers. The 30-page analysis came back on Tuesday and Ben and Brian will look it over and report back to the board. Nick for IT was also involved with the process. Ben stated that there are some housekeeping issues such as operation procedures that will need to be addressed. Joe suggested that we should also have the general billing and accounting programs looked at for security issues. Glenn in Finance is working with IT as to when the whole city system will be evaluated in the new fiscal year.

MOUNTAIN LAKE VILLAGE-Ben stated that we are waiting on a response from the Town of Belmont.

CHAIRMAN FOR 2022- Joe Driscoll nominated Brian Wolf as the chairman of the water commission as of July 1, 2021. The nomination was seconded by Robert Soucy. The vote was unanimous. Brian Wolf will be the chairman of the water commission as of July 1, 2021.

NEW BUSINESS:

MAP OF WHERE WATER IS LOCATED IN THE CITY-Joe stated that he would like a copy of the map of where we currently have city water and the areas where there is no city water. Some of the other members requested one as well. Ben will get copies of the map of the areas where water is and is not in the city. Joe stated that we should start a strategic plan on water.

PARTNERSHIP FOR SAFE WATER PROGRAM-Ben stated this is a program through the AWWA that monitors the system a little more than we currently do and gives us input as to how we can improve upon what we are doing in the treatment and the distribution area of the water department. The cost is \$600 with \$300 each for treatment and distribution.

REALLOCATION OF CAPITAL FUNDS- Ben stated that we have two projects that we had budgeted for that we are not going to do at this time. The New Salem St. /Cross St. intersection in the amount of \$45,000 and the 30" Intake in the amount of \$46,000 for a total of \$91,000 that he would like to reallocate to Round Bay Road North Side. A motion was made by Wes Anderson, seconded by Brian Wolf to reallocate the funds from the New Salem St/Cross St. intersection and the funds from the 30" Intake to Round Bay Road North Side with any funds that are not used thru the end of June being carried over for 2022. The vote was unanimous.

STATE REVOLVING FUNDS LOAN-Ben stated that he has done a preapplication for a State Revolving Fund (SRF) Loan for Old North Main Street from Marshall Court to North Main Street. Ben stated that the rates are lower, but there are more regulations that need to be followed. There is a chance for principal forgiveness.

DOWNTOWN AREA-There has been some discussion of Main Street from the bridge to the lights at Church Street and getting utilities up to date wherever necessary.

GRANT APPLICATION-Ben stated that he has done a grant application that would pay up to 50% of the purchase price of the land in the protected area.

NEW WAGE SCHEDULE-The Chairman signed the new wage schedule that will become effective as of July 1, 2021.

No further business, a motion was made by Brian Wolf, seconded by Wes Anderson to adjourn the meeting at 9:12 a.m. The vote was unanimous.

Cheryl Hounsell, Clerk

Authorized Signature

Date