

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
AUGUST 12, 2021**

Chairman Brian Wolf called the regular meeting of the Laconia Water Department Board of Water Commissioners to order at 8:00 a.m. on Thursday, August 12, 2021, in the conference room at the Water Treatment Facility at 117 Stark Street. Present were Commissioners Brian Wolf, Dennis Bothamley and Joseph Driscoll, Ex-Officio members Public Works Director Wesley Anderson and Councilman Robert Soucy; Superintendent Ben Crawford, and Clerk Cheryl Hounsell.

A motion was made by Wes Anderson, seconded by Dennis Bothamley, to accept the minutes of July 29, 2021. The vote was unanimous.

A motion was made by Wes Anderson, seconded by Joseph Driscoll, to approve the accounts payable and the financial statement dated August 11, 2021. The vote was unanimous.

OLD BUSINESS:

WATER MAIN PROJECTS-LAKEPORT-MECHANIC-MCGRATH- Ben stated that Park is working at the top of Clinton Street and should have the water main tied in by Monday. Once the pipe is tied in, we will energize Clinton Street and take it off temporary lines. The tank tie-in will be done prior to starting Prospect Street relay. On Mechanic Street, Busby is doing the tie-in at Union Avenue today and then they will go back and do the services. McGrath Street's pipe work is done, and we are waiting on the paving to be done.

COURT STREET BRIDGE-Ben stated that we have the signed easement from the Party Store. We have not heard from the owner of the gas station, the thirty-day window is up on 8/21. Ben stated that we heard back from the Department of Transportation concerning what is eligible for the 80/20 split. At first look after reviewing the project, they are saying that the aerial water main qualifies for the 80/20 reimbursement. The temporary water and the attempt to install the water main are not eligible for the 80/20 reimbursement. The cost of these two portions is about \$200,000. We will go forward with the project and discuss further reimbursement later.

COVID-19 - Ben stated that there are no updates at this time.

HVAC SYSTEM FOR TREATMENT PLANT-Ben stated that the HVAC System for the treatment plant is out to bid. There is a pre-bid meeting on Wednesday, August 18th. The bids are due by August 31, 2021. We are looking at a late September install.

2021 PAUGUS BAY MILFOIL-Ben stated that he heard from Amy and all samples checked out and we have a report. They have decided not to do a fall 2021 herbicide treatment of the milfoil.

REVENUE AND EXPENSE TRENDS- Ben stated that we ran into a problem with the way that our inventory program is functioning currently. It is not updating the average cost when we enter new materials, this is causing some items to reflect an amount that is under the actual value of the items. We are currently working with our programmers on this software glitch.

TREATMENT PLANT CYBERSECURITY-Ben stated that one of the items we are looking at for the treatment plant cybersecurity is making the SCADA a view only application. We are researching whether we would be able to turn the functioning option back on from the treatment plant if we needed to operate the system remotely. We are working with Rich from Laviolette on this issue. Ben stated that we are planning on writing up the steps that we would need to do to run the treatment plant manually and he is looking on having a draft by mid-September. We would pick a day in mid-October to run the treatment plant manually. Ben stated that he is working with Nick Cantara from the City's IT department and with Systems Engineering to determine what measures are needed to make the water department more cyber secure. We are also still working on some of the physical changes that we talked about earlier such as camera signs.

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

CITY WATER MAP-Ben stated that there is nothing new on this issue.

GRANT APPLICATION-Ben stated he is currently working on the funding submittal that is due September 9th. This is the Source Protection Grant, and it would cover 50% of the eligible purchase.

NEW BUSINESS:

CAPITAL PURCHASES OUT FOR BID-Ben stated that we currently have two items out for bid. They are the new distribution truck and a new sign for the property at 988 Union Avenue.

SICK LEAVE DONATION-Ben stated that we have checked with the Personnel Manager at city hall, they have a sick leave donation section in their compensation plan. Ben stated that he would like to add this to our compensation plan as it would allow employees with sick days

over 30, to donate time to an employee. The members agreed on adding a sick leave donation to our compensation plan. Ben will present this for the next meeting. The question was raised if we had any kind of long-term or short-term disability plan available to the employees. Ben stated we do not have this available currently, but we are looking into it with HealthTrust.

SUPERINTENDENT'S REVIEW-Ben presented Chairman Brian Wolf with the forms necessary to do his annual review.

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

Cheryl Hounsell, Clerk

Authorized Signature

Date

DRAFT