

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
MARCH 10, 2016**

Chairman Joseph Driscoll called the regular meeting of the Laconia Water Department Board of Commissioners to order at 8:00 a.m. on Thursday March 10, 2016 in the conference room at the Water Treatment Facility. Present were Commissioners Joseph Driscoll and Greg Page; Ex-Officio members Councilman Armand Bolduc and Public Works Director Paul Moynihan, Superintendent Seth Nuttelman and Clerk Cheryl Hounsell. Commissioner Dennis Bothamley arrived at 8:05 a.m.

A motion was made by Greg Page seconded by Armand Bolduc to accept the minutes of February 25, 2016. The vote was unanimous.

A motion was made by Armand Bolduc, seconded by Greg Page to approve the accounts payables and the financial statement dated March 9, 2016. The vote was unanimous.

OLD BUSINESS:

HOLMAN STREET-Seth stated that the materials for the Holman Street relay are due Tuesday and Wednesday of next week. He also stated that we are watching the weather because if it is too cold, temporary lines will freeze. Seth stated that there is a large obstacle on Holman Street – it is a 36-48" steel culvert. We have investigated the issue and we will be able to go over the top of the culvert by putting elbows on either side of the culvert and insulating the pipe.

LAKESIDE AVENUE- Seth stated that he has completed the memo of understanding between Busby Construction and Laconia Water Works concerning the contract unit prices being extended and the four unit prices specific to the job with flowable fill being one of the negotiated numbers. The contract for the waterline is with Busby Construction and is expected back to the Water Works this week and then it will go to Public Works. Seth stated that we have a bill of materials that will be going out to bid in May or June.

BUDGET 2016/2017-Seth stated that he is waiting to hear when we will be going before the City Council with our budget.

FLINT MICHIGAN-LEAD-Seth stated that different communities are having water issues. There was an article in the Union Leader regarding a water issue concerning chemicals used to make Teflon being in the water in Merrimack. The levels have been tested and are well below the maximum contaminant levels.

LANGLEY COVE-Seth stated that the Langley Cove project is moving along. Seth stated that there is a staff meeting on March 17th and a Technical Review Committee (TRC) meeting on March 23, 2016 to review the Langley Cove project. Seth will meet with Attorney Giere to review the Langley Cove project and draft documents, prepared by Attorney McLaughlin, to bring him up to speed on the project and get his input.

AUDITORS/FINANCIAL STATEMENTS-Seth stated that the auditors sent a draft side letter dated January 4, 2016 to Finance Director Donna Woodaman on February 10, 2016. Seth received a copy of the side letter on February 12th and responded to Scott McIntire of Melanson Heath Auditing firm. The side letter addressed the duties of the Controller and whether some of these duties should be shared. Scott will come up during the pre-audit and look more closely at the work flow and then he will make a recommendation.

Councilman Armand Bolduc left the meeting at 8:48 a.m.

NEW BUSINESS:

DECEMBER FINANCIAL ANALYSIS-Seth stated that we should be at 50.0% as of the December statements. The residential & commercial water billing is over 5.27.0% or \$98,000. Total income is over 4.0% or \$98,000. Total expenses are under 5% or \$132,000. When we back out 50% of the contingency the net expenses are under \$117,000. When we add the \$98,000 that the income is over, we are to the good by \$215,000.

AUTOMATIC METER READING-Seth stated that we are seeing 5% of meters that are not reading, we are seeing problems with the reading device known as an MXU. We purchase these devices from Sensus thru EJ Prescott. Seth stated that he has brought in Sensus and EJ Prescott to try and find a solution to the problem. Currently when a meter does not read, we estimate the bill and then send personnel out to try to read the meter with the handheld device and if that does not work then we notify the owner that we need access to the device to troubleshoot and replace it if necessary. Currently we have 1000 devices out of 6000 in the system that are out of warranty. These devices cost about \$120 each. Sensus is talking about a new system with new software and equipment. Seth wants to know what they are going to do for us to help with this issue. If we change vendors we will need to change meters. Paul Moynihan questioned if we should think about setting up an Annual Replacement Program for the MXU devices going forward. Seth will keep the board informed on this issue.

No further business, a motion was made by Greg Page, seconded by Paul Moynihan, to adjourn the meeting at 9:08 a.m. The vote was unanimous.

Cheryl Hounsell

Cheryl Hounsell, Clerk

[Handwritten Signature]

Authorized Signature

3/24/16

Date