

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
JULY 14, 2016**

Chairman Dennis Bothamley called the regular meeting of the Laconia Water Department Board of Commissioners to order at 8:00 a.m. on Thursday July 14, 2016 in the conference room at the Water Treatment Facility. Present were Commissioners Greg Page, Joseph Driscoll and Dennis Bothamley; Ex-Officio members Councilman Armand Bolduc and Public Works Director Paul Moynihan, Superintendent Seth Nuttelman and Clerk Cheryl Hounsell.

A motion was made by Greg Page, seconded by Armand Bolduc, to accept the minutes of June 23, 2016. The vote was unanimous.

A motion was made by Greg Page seconded by Armand Bolduc, to approve the accounts payables and the financial statement dated July 13, 2016. The vote was unanimous.

OLD BUSINESS:

LAKESIDE AVENUE- Seth stated that the material bids went out yesterday. All materials except the pipe will be delivered prior to Labor Day. We will have the 2000' of pipe on standby.

WATER ANALYSIS-LEAD/PFOA- Seth stated that we finished the lead testing at the high school and it came in well below the action required level. The information has been forwarded to Superintendent of Schools Dr. Brendan Minnihan and Christine Blouin Business Administrator of the School District.

TREMONT STREET RELAY- Seth stated that we will be relaying about 300 feet of 2" iron pipe on Tremont St. This goes from Pleasant St. back towards the fire station. We are planning to start digging the street on Monday, July 25th.

BRIARCREST WATER TANK-Seth stated that he has been talking to Statewide Aqua store concerning options for the Briarcrest water tank. Underwater Solutions found seven leaks when they inspected the water tank. We are waiting for the full report from Underwater Solutions. Seth met with a couple of representatives from Aqua Store and they did an assessment of the tank. They also don't believe that it is a structural problem. One of our options could be to put a variable frequency drive (VFD) on one of the pumps at the Briarcrest pump station. We would take the tank off line and control the gallons per minute (GPM) by using the VFD. If we needed more water, the second pump would be programmed to turn on as in the case of a fire. There is a lot of planning to do prior to any repair on this tank.

INSURANCE SERVICE OFFICE (ISO)-Seth stated that he met with Ken Erickson and Kirk Beattie of the Laconia Fire Department for a conference call with ISO to review the report. Seth stated that we are 6/10 of 1% to go from a Grade 3 to a Grade 2 system. There is some discrepancy in the report so we are going to go back out to check some of the hydrants for flow information. When Seth questioned the section of the report concerning the flowing of hydrants he found out that they are looking for us to flow a greater number of hydrants per year. We are working with Fire Chief Erickson to get the score up.

HILLCREST DRIVE-Dennis Bothamley asked if we had heard anything more on Hillcrest Drive and settling issue. Seth stated that things have been quiet. We have picked up a new customer on this line.

NEW BUSINESS:

TREATMENT PLANT PERSONNEL & SCHEDULING-Seth stated that Ian has given his notice and 7/21/16 is his last day to work at the treatment plant. We are working with a new schedule where we start pumping at 6:00 a.m. We would also pump the Briarcrest tank and the Weirs tank every day versus every other day. The proposed schedule averages out to 80 hours of overtime in three months. We are waiting to finalize a new schedule prior to advertising for a new operator.

PUMPING- Seth stated that we pumped three million gallons of water on July 4th. Seth further stated that we are up 13% for June over last year's June pumping records.

AUDITOR-Seth stated that we met with Sarah from Melanson Heath concerning the division of duties in the office. We presented her with a list of the office functions and who does them. She will review the information and bring back any suggestions that they may have to make the operation a better one. Seth stated that we show some weakness in our purchasing process. Items over \$5,000 need to go thru a full bid process. This is difficult to follow as certain services provided by our attorney, engineer, SCADA and electrical service providers need to be consistent due to knowing how our system works. There is a process whereby certain businesses known as "Sole Source" providers can be pre-determined. Seth will look into this and bring suggestions back to the Board.

PAUL MOYNIHAN-Seth stated that there is a retirement reception for Paul Moynihan on Thursday, July 28, 2016 at 3:30 p.m. at the Belknap Mill.

No further business, a motion was made by Greg Page, seconded by Armand Bolduc, to adjourn the meeting at 9:12 a.m. The vote was unanimous.

Cheryl Hounsell
Cheryl Hounsell, Clerk

Armand Bolduc

Authorized Signature *7/28/2016*
Date