

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
AUGUST 11, 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 August 11, 2016 in the conference room at the Water Treatment Facility. Present were Commissioners Greg Page, Joseph Driscoll and Dennis Bothamley; Ex-Officio member Councilman Armand Bolduc, Superintendent Seth Nuttelman and Clerk Cheryl Hounsell.

A motion was made by Greg Page, seconded by Armand Bolduc, to accept the minutes of July 28, 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 August 10, 2016. The vote was unanimous.

OLD BUSINESS:

LAKESIDE AVENUE- Seth stated that the material bids are back and the bid was awarded to EJ Prescott. The materials will be delivered at the end of the month. Seth stated that we recently had a water main break on Lakeside Avenue in front of the Paradise Club. This is located on the 500' section of water main that goes from Tower St. to Foster Ave. While we were doing the repair, it was noted that the pipe in this area is pitted. Seth spoke with Scott Myers concerning replacing the additional 500' of water main when the Lakeside Ave. project is done. Going forward we would need to add quantities to the Busby Contract and add materials to the EJP bid.

A motion was made by Greg Page, seconded by Joseph Driscoll, to extend the Lakeside Ave. project 500' to cover the water main that runs between Tower St and Foster Ave. The vote was unanimous. Dennis Bothamley stated that he would like us to take note of the condition of the water main on Lakeside Ave. beyond Foster Ave while the project is being done and bring it back to the Board for discussion.

WATER ANALYSIS-LEAD/PFOA- Seth stated that there is nothing new on this item.

BRIARCREST WATER TANK-Seth stated that the funds are being transferred to the Capital Reserve Account and the VFD units are being ordered. Seth further stated that he has received the tank inspection report from Underwater Solutions. The tank is a steel tank with bolted steel panels that overlap. The suggestions made were to pressure wash the tank and reseal the ends where they overlap. Seth has sent a copy of the tank inspection report to Charlie from Aqua Store so he can review it and give us an updated cost and description of the work to be done. We are ordering the relief valves to go on the hydrants and preparing the site for work.

TREATMENT PLANT PERSONNEL & SCHEDULING-Seth stated that we posted the Treatment Plant Operator 1 job and we have received about 30 applicants. Seth stated that Adam will be moving into the house at 998 Union Avenue as of the first of September.

NEW BUSINESS:

WINDERMERE RIDGE- Seth stated that Windermere Ridge is a subdivision that was established about 25 years ago that is located just past South Down on Parade Road. It is currently on drilled wells and they are having problems with the wells. There are about 31 units and is only one-half built out. They are inquiring if we would be willing to serve the parcel. They are currently restricting water usage to help with the well problem. They would like to buy water in bulk from us at the Long Bay Tank. They would put it into a booster pump then pump it thru the Paugus Bay State Forest. Dennis questioned if there is a rule that gives us the proper authority to sell water in bulk and to approve or deny this request. Seth stated he

will review the authority issue. The question was raised as to what rate we would charge for bulk water? Seth stated that they would pay, at a minimum, the CMA fee, a base unit plus consumption. Greg Page questioned what kind of a precedent we may be setting and what similar requests have been made in the past. Seth will continue looking into this issue.

CAPITAL IMPROVEMENT PLAN (CIP)-Seth stated that the annual CIP is underway. Seth will review the CIP with the Board members prior to submission to City Hall.

PERSONNEL RULES & REGULATIONS AMENDMENT-Seth stated that when the auditors were here they questioned where it is stated that we pay out accrued personal time when an employee terminates employment. Upon reviewing the section on earning personal time we discovered that it is not stated that we would pay it out upon termination. However it is required by the Department of Labor.

A motion was made by Greg Page, seconded by Joseph Driscoll, to amend the Personnel Rules and Regulations to state that we pay out accrued Personal time upon termination from the Laconia Water Department. The vote was unanimous.

FINANCIAL ANALYSIS 2016-Seth reviewed the financial analysis for fiscal year 2016 with the board members. Total Income came in at 106.89% or an overage of \$167,585. If we back out the State Grant Funds total income would be 104.72% or \$114,751 over the budgeted amount. Total salaries came in at 97.6% due to the turnover of employees. Total expenses were under 7.6% or \$192,000, if we back out the contingency fund expenses were under \$162,000. Income was over \$167,000, we were to the good by \$329,800. Seth asked the members to look over the financial analysis and bring back any questions to the next meeting.

CARRYOVERS FOR 2017-Seth reviewed the list of Carryover items for 2017 with the Board members. The total amount for carryover items is \$84,107.

Greg Page stated that he would like to congratulate Joseph Driscoll on a job well done as the Chairman during the previous year.

No further business, a motion was made by Greg Page, seconded by Joseph Driscoll, to adjourn the meeting at 9:18 a.m. The vote was unanimous.

Cheryl Hounsell

Cheryl Hounsell, Clerk

Thomas P. Gattuso
Authorized Signature

8/25/2016
Date