

**LACONIA WATER DEPARTMENT
BOARD OF COMMISSIONERS
AUGUST 25, 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 25, 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 Wes Anderson, Superintendent Seth Nuttelman and Clerk Cheryl Hounsell.

A motion was made by Greg Page, seconded by Joseph Driscoll, to accept the minutes of August 11, 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 24, 2016. The vote was unanimous.

A motion was made by Joseph Driscoll seconded by Armand Bolduc to renew the \$250,000 Certificate of Deposit we have with Franklin Savings Bank for a term of 9 months at an interest rate of .50%. The vote was unanimous.

Chairman Bothamley welcomed Public Works Director Wes Anderson.

OLD BUSINESS:

LAKESIDE AVENUE- Seth stated that Jeff Santa Cruz of McFarlane Johnson is scheduled to have final plans for the Lakeside project by September 2nd. There is a public meeting for the project on Thursday September 1, 2016 at 7:00 p.m. Seth stated that we will be passing out notices on Monday, August 29th. We will pass out the "welcome to the neighborhood" letter as well as the Public Works' notice. We will be doing some ground work next week; we have two digs to do. We will begin installation of the temporary lines on Tuesday after Labor Day. Seth stated that he is hoping to be ready to dig on Monday, September 19, 2016. Seth stated that we have to increase quantities for the project because we added the section of pipe from Tower St. to Foster Ave. We are also looking at adding an additional amount of about 70' of pipe from the end of Lakeside across Rt. 3 to the mouth of the drive-in. This area will have to be dug to put the power underground so this is a good time to get the water work done.

A motion was made by Greg Page, seconded by Joseph Driscoll to extend the 12" water main project for Lakeside Avenue to include the section from the end of Lakeside Avenue to the mouth of the Weirs drive-in. The vote was unanimous.

Joe Driscoll questioned whether it would be advantageous at some point to talk to the Planning Board concerning our plan for the water and the master plan.

BRIARCREST WATER TANK-Seth stated that the VFD units for Briarcrest are not here yet. The tentative schedule for having the units in, tested, and running is the end of September. Seth has spoken with Dennis from the Aqua Store and sent him the video of the inspection of the water tank. We have a price from Statewide of about \$40,000 to do the repairs on the Briarcrest water tank. We are looking at the end of September or the first of October to have the repair done. Seth stated that there are numerous small purchases that need to be made including \$4,000 +/- for relief valves.

Following a discussion a motion was made by Greg Page, seconded by Joseph Driscoll to move ahead with the Briarcrest Tank Repair with a cost not to exceed \$50,000. The vote was unanimous.

TREATMENT PLANT PERSONNEL & SCHEDULING-Seth stated that we have received 40-45 applications and we have selected 6-7 candidates to bring in for interviews next week. Seth further stated that we will keep the posting open until we

find the right candidate to fill the position. Seth stated that the 6:00 pumping schedule has been working well with minimal overtime.

WINDERMERE RIDGE- Seth stated that at the last meeting the question was raised as to how we have authority to deny the serving of water to Windermere Ridge. Seth further stated that our authority to approve or deny would be thru the City Ordinance under Chapter 99. Seth stated that he spoke with Rodger Matthewman at length concerning any previous requests for selling water in bulk. Seth also spoke with Rick Sharinka from Department of Environmental Services (D.E.S.) and Rick indicated that it was up to us if we want to sell water in bulk. Seth stated that historically the only bulk water sales are to government entities. Greg Page questioned what would be better for the Water Department and the existing rate payers. Dennis Bothamley stated that he reviewed a copy of Chapter 99 and the Municipal Expansion of Water within the Franchise Area and these documents is where our authority to approve or deny selling water comes from. Seth reviewed the information in the Municipal Expansion of Water within the Franchise Area and also how projects have been approved/supplied in the past with the board members. A discussion followed.

A motion was made by Greg Page, seconded by Joe Driscoll, to not serve the Windermere Ridge location with water as proposed and further state that the only way we would consider serving water at this location would be if all normal procedures for the water main extension are followed. The vote was unanimous.

NEW BUSINESS:

JULY FINANCIAL ANALYSIS-Seth reviewed the July financial analysis with the board members. The residential & commercial sales are under by 1.14% or \$24,000. Total Income is under by 1.5% or \$41,000. Total salaries are under by 1.48% or \$14,165. Total expenses were under 1.59% or \$44,000, if we back out 8.33% of the contingency fund expenses we are under \$41,527. Income was under \$41,000 so we are to the good by \$451.

SANITARY SEWER SURVEY- Seth stated that D.E.S. conducts a review of the Water Department every three years. Rick Sharinka met with Seth and reviewed management, the capital budget, staffing, and what the E.P.A. and State are thinking about. Rick also met with the Treatment plant staff and reviewed the treatment plant, the water tanks, and the booster stations. We should see a report within a couple of months.

WEIRS BEACH VILLAGE CONTRACTS-Seth stated that Weirs Beach Village is getting ready to do Phase 4 (the final phase of the project. We are waiting for the funds for the Cash Passbook and then they will be ready to start the project. Seth requested that Dennis be allowed to sign the contracts prior to the next meeting. A motion was made by Joseph Driscoll seconded by Armand Bolduc to allow Chairman Bothamley to sign the Weirs Beach Village contracts prior to the next meeting. The vote was unanimous.

Seth gave the Board his list of Goals & objectives for the department, his previous year's evaluation and the new evaluation form for his annual review. The members will meet at the treatment plant at 7:00 a.m. on the morning of the next meeting.

Armand stated that he wanted to make sure the water department does not have any water work that needs to be done in the Park St, Fore St, and Gold St. area. Seth stated that we have relayed the couple of services that needed to be done.

No further business, a motion was made by Greg Page, seconded by Armand Bolduc, to adjourn the meeting at 9:38 a.m. The vote was unanimous.

Cheryl Hounsell

Cheryl Hounsell, Clerk

Dennis Bothamley 9/8/2016