

February 9, 2011

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Lucien Langlois at 12:00 noon. Commissioners present were Terry Block & Stephen Tardiff. Also present for this meeting was Jay Poulin and David Laurin of H. E. Bergeron Engineers, Inc., Superintendent Viens and Debbie Baillargeon.

There were no Public-Board Comments.

The agenda was amended to start with item 6.a HEB-55 Willow Street Facility Upgrade Review: as representatives from HEB were present for the meeting. Jay Poulin reviewed the agenda he prepared for the meeting today. He stated that he was originally approached in September of 2010 to kick off discussion about upgrading the 55 Willow Street office building. After the first of this year Jay Poulin met with Roland Viens and Craig Carrigan to discuss changes to the three buildings at 55 Willow Street. Jay asked Roland if he could bring on David Laurin to help with the plans he will act as a subcontractor so it will not add to the cost of the original quote from HEB. On January 14th Jay and David did a walk through of the three buildings and on January 18th they followed up with a memo to summarize what was witnessed on the walk through, the Commissioners received a copy of the memo. Any building that HEB begins work on will have to be brought up to code, and the long term needs of Berlin Water Works should be considered before any work begins. From energy prospective the Office building exterior needs to be tightened up, new windows, insulation and new doors. David presented a few general concept drawings based on his walk through of the office building and prior conversations with Superintendent Viens. Jay Poulin recommended a committee be set up to review options for the upgrade to the office. Commissioner Block stated that the staff working in the building should meet with the engineers for their input in the upgrade. Superintendent Viens will speak to staff to set up a convenient time to meet with Jay Poulin and David Laurin. Once the meeting with the staff has concluded a report on costs and two concepts could be presented to the Board of Water Commissioners at their April 2010 Board meeting for their review and approval. The Superintendent Viens also stated that Berlin Water Works may be able to get some of the steel structure being dismantled at the Laidlaw property. Jay Poulin is going to contact a structural engineer to go on site at the Laidlaw property to determine if the steel would be usable for the Berlin Water Works garage update.

It was moved by Commissioner Tardiff, seconded by Commissioner Block, with all in favor, to accept the Minutes of January 12, 2011.

Under the Berlin Water Works Monthly Status Report dated February 3, 2011, Superintendent Viens reviewed the following with the Board:

1. "skype" is operating and will be used for Board meetings to allow out of town commissioners to participate in meeting and be available when there is an emergency and the Board does not have a quorum. The RSA 91-A:2 also allows for a phone vote if a quorum for a meeting is not met.

2. Berlin Water Works received a call yesterday from the Northern New Hampshire Correctional Facility, they have prisoners available to hand shovel hydrants they will start on Thursday.
3. Easements are being obtained for location of hydrants on property owned by the City of Berlin and other residents for the 2011 construction season.
4. Superintendent updated the financial model with “force account” and future debt payments; he found that the budget will start to go positive in the year 2015 which is better than the previous model.
5. Berlin Water Works had two slipping accidents this winter one of the employees is still out. Staff has ordered two pairs of overshoes as a test to wear in icy conditions.
6. The person who hit the garage at 55 Willow Street does not have insurance, the Berlin Water Works deductible is \$1,000 so we will be paying for the repair rather than claiming it on our insurance.
7. There is approximately \$4,600,000 left in present grants and loans for water main replacement projects. Superintendent Viens stated that he is in the process of applying for an EPA Grant and two NHSRL’s in the amount of \$4,439,000 which will bring the total back to approximately 9,000,000 for further water main replacements and upgrades to the distribution system.
8. Two of the Berlin Water Works temporary employees are completing the CDL course through the employment office.
9. Superintendent Viens stated that several of the continuous improvement charts have been updated and were provided to the Commissioners for this meeting.
10. 43 new radio read remotes were installed this month, the 200 ordered are still not in, once we receive them we will install this spring. Superintendent Viens also showed the Commissioners the new water meters that we ordered there is no more brass they are all plastic. The staff ordered 5/8” meters but were sent 3/4” meters that we have to return.

It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor, to accept and place on file, the Berlin Water Works monthly Status Report dated February 3, 2011.

It was moved by Commissioner Tardiff, seconded by Commissioner Block, with all in favor, to accept and place on file, the Cashier’s Report for the month of January 2011.

Old Business:

- a. HEB – 55 Willow Street Facility Upgrade Review- previously discussed. Superintendent Viens asked the Board their feeling on the material at the Laidlaw property, the general idea was that the Board wanted to make sure that there is enough of the material to complete the garage repair that Berlin Water Works is planning. Superintendent Viens stated that he will go to the mill for further measuring.
- b. Funding Project Status:

1. USDA – Godfrey Dam – Status – AR Couture – Construction Progress Status: The project has been shut down for winter. There is approximately \$44,000 unspent and \$16,000 uncommitted left in the project funding. A punch list will be completed next spring and the electrical design and bid package are being prepared.
 2. New NHSRL Loan Application – Review NHSRL #8 Water Main (\$3m) Application – Submitted to NHDES – January 13, 2011: The staff submitted the application the day after the January meeting.
- c. EPA Grant/Brown Farm Well – Status: Nothing to report this month Superintendent Viens will have options for review at the next Board Meeting.
- d. EPA Grant #10 \$436,000.00 – Application –Review and Approve-Superintendent Viens stated that the application had been prepared and that the Board received a copy of the narrative for their review. The scope includes phase II of the Brown Farm Well project and the same street funding as in EPA Grant #9 plus another street or two. It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor, to submit the application for EPA Grant #10 in the amount of \$436,000.00. The Board also signed the authorization for Chairperson Langlois to sign the resolution and application.
- e. AFSCME’s negotiate – Letter Dated July 13, 2010 – On Going Process Status: Nothing to report.
- f. Invoice Cloud and Northern Data System Proposal – Status: It is up and running as of this morning we had 29 customers paid on line, 10 customers have scheduled payments and 16 customers have gone paperless. Berlin Water Works received a written comment from Marion Huntley commending Superintendent Viens and his staff for implementing online bill payment and paperless option.
- g. Laidlaw Water Contract Proposal – Work session Information and Review Data – Status: Nothing to report at this time.
- h. Other Old Business: - Nothing to report.

Under New Business:

- a. Update Continuous Improvement Charts: Superintendent Viens stated that this item was discussed under the Monthly Status Report.

Under other new business Superintendent Viens stated that Berlin Water Works has an interest payment in February on the '93,'94 and '95 Water Bonds. It was moved by Commissioner Tardiff, seconded by Commissioner Block, with all in favor, to authorize payment to the City in the amount of \$73,825.00.

Superintendent Viens requested permission to attend the American Water Works Association Conference in Worcester MA in March, and the Board agreed it was beneficial to the Berlin Water Works.

The Staff has ordered 12 concrete barriers to use on Riverside Drive when the water main is replaced. The barriers cost \$300.00 each and we will have a total of 24. The project area will be just off road or barely in the roadway and the barriers will make it much safer.

The last item under new business was a request from Superintendent Viens to move his vacation time to next winter so that he can take a total of five weeks vacation in January, February or March. It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor to allow the Superintendent to shift vacation time to next year with the provision that a commissioners meeting is still scheduled monthly with a proper agenda.

Superintendent Viens distributed the information for job reviews for two of the employees for discussion at next months Board Meeting.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday, March 16, 2011 at our 55 Willow Street Conference Room.

There was no Public – Board Comments.

The Board did not enter into a non-public session.

There being no further business to come before this meeting at this time, it was moved by Commissioner Tardiff, seconded by Commissioner Block, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:15pm.

A True Record:

Attest: _____
Terry Block, Acting Clerk of the Board