

April 20, 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 Paul Poulin, Steven Tardiff and Terry Block. Absent from this meeting was ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Viens, Lynne C. Lessard and David Brooks representing Loranger Power Generation Corp.

There were no Public – Board comments.

It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept the Minutes of March 16, 2011.

Under the Berlin Water Works Monthly Status Report dated April 14, 2011, Superintendent Viens reviewed the following with the Board:

- a. A letter dated April 15, 2011, from Richard Skarinka, NHDES officially notified BWB of the approval of the two Revolving Loans, one for \$3m for water mains and \$1m for energy improvements. Superintendent Viens will have a meeting with Richard Skarinka, via “skype”, next week.
- b. Superintendent Viens shared information about the classes he attended at the Spring Joint Conference & Exhibition, March 30 – 31, 2011 in Worcester Ma. thru the American Water Works Association.
- c. Superintendent reviewed the Capital Improvement Project Plan – 2011. It shows the five major projects and status.
- d. Richard Skarinka, NHDES, requested a test sample of BWB’s water to confirm levels on radioactive iodine fallout from Japan’s nuclear situation. Our samples did not detect any activity.
- e. More surplus materials were purchased from Chapman Steel.
- f. A letter dated April 11<sup>th</sup>, 2011 to Andy Sharpe, P.E. – Provan & Lorber from Jonathan Harries, USDA was received stating that they have approved the stamped in-house drawings for the BWB 09-1 Water Main Project.
- g. Back in December, 2010, the property at 6 Cambridge Street froze due to fact that the service line runs thru 12 Cambridge Street and at that time, 12 Cambridge Street was unoccupied. After the line was thawed by an outside source, the customer began to run her water. As she is not on our program, all water passing thru the meter must be paid for. December 20, 2010 Superintendent Viens wrote Rita Parent, owner of 6 Cambridge listing options to help prevent future freeze-ups. Superintendent Viens and Chairperson Langlois visited Ms. Parent. It was discussed that her plumber didn’t think an electric probe would work due to ledge. An alternate method of installing the electric probe will be used this summer. It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to adjust and lower her current bill by \$186.<sup>21</sup> for the extra water she ran.
- h. Jersey barriers have been purchased and we have been pricing a brush cutter and other safety equipment.

- i. The meter installation has been finished at the State Prison. The new Sensus Omni water meter replaced the original meter that was not working properly.
- j. Eight easements for Hydrants on City of Berlin property have been have registered at the Coos County Registry of Deeds. These easements will allow BWB to install hydrants on or near the City's demolished buildings.
- k. We invited several of the directional boring companies and spent most of the week showing the work to be bid on for this years water main projects. Another company is expected tomorrow.
- l. The Running Water Program stopped April 14<sup>th</sup>, 2011. Only 85 people were on the program this winter.

It was moved by Commissioner Poulin, seconded by Commissioner Tardiff, with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report dated April 14, 2011.

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

Under Old Business: Beginning with the amending of the Agenda to place item "a" Jericho Mtn. Wind Farm – David Brooks Request "" to move further down the agenda until Mr. Brooks arrives.

- a. Jericho Mtn. Wind Farm – David Brooks Request: to be discussed when David Brooks arrives.
- b. HEB – 55 Willow Street Facility Upgrade Layout – Approve Agreement: We have signed a Purchase Order with Acadia Contractors, LLC – 780 Auburn Road – Turner, ME – to provide labor, materials and equipment required to perform an asbestos renovation impact survey in the amount of \$2,300.<sup>00</sup>. HEB has completed Phase #01. Contract amount \$10,000 and expended \$9,919.00. We are in Phase #02 permitting and developing design and specifications for a bid package. Superintendent Viens told the Board that a kick-off meeting was held with all of the City Officials that influence this project. After a lengthy discussion, it was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to authorize payment in the amount of \$88,870.<sup>00</sup> to HEB for Phases #02 - #04 with a letter of intent for termination/cancellation as part of the agreement in the event that we would not be able to move forward. Also, it was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor, to authorize the Superintendent and Chairperson to authorize and sign off on incidentals not to exceed \$5,000.<sup>00</sup> to keep the process going. The Board will hold a special meeting when the bid package is complete before it goes out for bid.
- c. Funding Project Status:
  1. USDA - Loan & Grant Application – Godfrey Pipeline – Provan & Lorber request for consideration of additional reimbursement of funds: PLI's December 1020 thru February 2011 Status Report – Godfrey

Dam dated March 22, 2011 has overrun its Engineering budget by \$4,414.<sup>80</sup>. PLI is requesting additional reimbursement if funds are available at the end of the project and that the Commissioners consider their request. The Board requested Superintendent Viens to write a letter to PLI requesting an explanation of the overrun plus whatever else they may foresee for a change order and what their final billing may be. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to consider PLI's request after their reply. Also Superintendent Viens stated that we hired Lee Carroll. Superintendent Viens said that the City has invited us to participate in letters to Senator Jeanne Shaheen, Senator Kelly Ayotte & Representative Charles Bass regarding the current census. The current census puts Berlin at 10,051 which means that a Congressional waiver is necessary for the City to be able to continue to apply for Rural Development for assistance. It is our understanding that the State Prisoners were included in the census taken. BWW also has a pending EPA "Stag" Grant for which is requesting a waiver of matching funds based on a population less than 10,000. As far as the new Rural Development funding application process, a Resolution was passed on Monday April 18<sup>th</sup>, 2011 by the City. We will be preparing the application for the Ammonoosuc Pipeline Improvements.

2. Review "Temp: Staffing for 2011: We had 15 people lined up, however several have found other jobs. We are down to 11. Most of the rehires should be starting this coming Monday.
- d. EPA Grant/Brown Farm Well – Status: We are working on the Brown Farm Well Project with Provan & Lorber, Lee Carroll and GEO Insight. The report is drafted and should be ready for the Board next month with a recommended path forward.
- e. AFSCME's negotiate – Letter Dated July 13, 2010 – On Going Process: Superintendent Viens informed the Board that the School Contract has been settled. Noting further to report.
- f. Laidlaw Water Contract Proposal – Review Data – Status: Superintendent Viens received a call from Laidlaw's Engineer Raymond F. Racine of Waldron Engineering & Construction, Inc. and an e-mail from Mr. Racine which shows estimated usage by month. Superintendent Viens will draft a letter and also state that they will have to install a SCADA system. They are probably going to have to put a tank in to help with the daily spikes and or drought situations.
- g. BWW 55 Willow Street Upgrade – Review/Approve HEB Contract: See Item "b". Also Superintendent Viens will draft up a news release for the public about the upgrade. It was suggested that we mention our debt load and the fact that receiving grants and loans require us to update our facilities to meet building codes. Superintendent will e-mail the Board for their review and input.
- h. Other Old Business: Nothing to Report.

David Brooks arrived at the meeting and the Board discussed item a. on the agenda. Mr. Brooks addressed the Board to ask if they would write a letter of good standing between Loranger Power Generation and the Berlin Water Works so that he may proceed with the Planning Board and move ahead with his permit. Currently they have no funds available to pay BWW for the gate that was installed by BWW several years ago. It was agreed by the Board for the Superintendent to write that letter with the condition that construction can not begin until we are paid and that also the easement should be addressed prior to construction. Mr. Brooks stated he would agree to the Board's terms.

New Business:

- a. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to approve the NHSRL #05 loan payment due May 1<sup>st</sup>, 2011 in the amount of \$121,327.29.
- b. Appoint Chairperson and Clerk of the Board: It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to have Lucien Langlois remain as Chairperson. It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor, to have Paul Poulin continue as Clerk of the Board. Superintendent Viens said that Chair Langlois has been with us for seven (7) years and he is the 24<sup>th</sup> Chairperson in the History of BWW. He also said that Wallace Graves was the Superintendent from 1925-1941. We were under the impression that the Superintendent position was held by Ernest Tankard. Please note that the City Clerk has not yet officially had Chairperson Langlois take his new oath, but he was approved by Mayor and City Council.
- c. Schedule Budget Hearing FY 2012 (City Hearing Scheduled for 05/25/11 at 6:30) and Review Budget Draft: Superintendent briefly discussed the Proposed FY12 Budget. The Board agreed to have a special meeting to be held on May 11<sup>th</sup>, 2011.
- d. Review and Approve Water Quality Report for Calendar Year 2010: It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor to accept the 2010 Water Quality Report.
- e. Drinking Water Week? The Board decided to table this event until next year.
- f. Water Billing Issue – Minimum Charge for off accounts: Superintendent brought this item to the Board as the office has had several customer complaints about the Assessment bill of \$27.00 per quarter when the water is turned off. Superintendent Viens informed the Board that this billing practice has been in place since 1981. After review of the Superintendent's several recommendations, it was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to table this item and to delay elimination of this charge until new customers, such as Laidlaw and/or Federal Prison are on line and table this item.
- g. Amendment to 2011 Construction Charge out Rates – Adjustment for pay request in 2010 on Foreman Charge Out Rate: The hourly charge out rates, that was approved by the Board February 17, 2010, was recently discovered by working on the 2011 rates, that a wrong calculation was used for the

Foreman and Resident Inspector which resulted in a higher charge out rate to the funding agencies. Superintendent Viens told the Board that Andy Sharpe of Provan & Lorber, on our behalf, has informed them that we had charged out in error and will reduce the next pay requests and also that we never intended to charge out labor for the Godfrey Dam Project. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to approve the adjusted charge out rate for those two positions.

- h. Three year Audit Proposal – Melanson Heath (includes Depreciations): It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to accept, and place on file the proposal provided by Melanson Heath for FY12, FY13 & FY14, in the amount of \$17,500.00 for each of the next three years.
- i. Review and Approve FY 2010 Audit Report: It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Financial Statements provided by Melanson & Heath, for year ending June 30, 2010.
- j. Pump Station Efficiency Improvement Lee Carroll - \$14,500 plus \$525.00 for start up fees: It was moved by Commissioner Block, seconded by Commissioner Tardiff, with all in favor, to accept the proposal dated April 4, 2011 by Lee Carroll, PE for Electrical Engineering for four Booster Pump Stations.
- k. Application for new Water Account – Grand View: After discussion of Superintendent Viens spread sheet of the Grand View Drive & Mt. Calvary Cemetery cost in 2005, and Commissioner Taridff's question about the charge of \$5,000.<sup>00</sup> vs. \$3,500.<sup>00</sup> that customers had paid on the Wood Street Project, as Superintendent Viens explained the various situations, it was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to accept the application for water service for Mark & Suzanne Carter and to charge \$5,000.00 for the line connection.
- l. Employee Reviews - this item moved to closed session.
- m. Other and Communications: Superintendent Viens discussed the BWW's 3-lot merger.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday May 18, 2011 at our 55 Willow Street Conference Room.

There were no Public – Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to enter into the non-public session under RSA 91-A:II(a) Personnel-Wages and Grievance and RSA 91-A:21(b-c) – Collective bargaining and consultation with legal counsel. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 1:45 pm. At about 1:49 pm, by unanimous roll call vote, it was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor that the Board returns to their regular public meeting.

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

The meeting did so adjourn at 1:50 pm

A True Record:

ATTEST: \_\_\_\_\_  
Paul Poulin, Clerk of the Board.