

June 15, 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 and Terry Block. Absent from this meeting was Commissioner Tardiff and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens and Lynne C. Lessard.

There was no Public – Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to accept the Minutes of May 18, 2011.

Under the Berlin Water Works Monthly Status Report dated June 9, 2011, Superintendent Viens reviewed the following with the Board:

- a. We have completed the Mark Carter water service line on Grandview. However, we did overrun the estimate due to ledge and realigning of the service line. We have not yet calculated the final cost of this project. The Board approved their application during their meeting held on April 20, 2011.
- b. The article regarding the office upgrade has been sent to the media but has not yet been published. We will do a follow-up.
- c. Superintendent Viens informed the Board that since 1995, we have added 43 new accounts which is 80 living units, however; we have removed 119 accounts for at total of 306 living units.
- d. Water flows for the past month have been low again. Last fall we had one month that was slightly lower.
- e. We met with a “hammer” supplier which has a new product available.
- f. The Hydro Project is moving along.

It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated June 9th, 2011.

Superintendent Viens informed the Board that we are working on being able to provide additional monthly financial reports such as a trial balance as requested by Commissioner Block for the Board. The Auditors provide those statements annually. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashier’s Report for the month of May, 2011.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade Layout – Design & Bid Package Process Statue: Our schedule has slipped a little due to the fact that late in the process we heard from Rick Skarinka that some of this work may qualify for

energy savings, amount unknown at this time. Part of this equation is that Rick was short handed. Bob Mann retired. Dan Dudley took his place. We sent the entire bid package to Dan and he is reviewing it. He will have an answer at least by Friday this week. We will hold a pre-bid walk-thru on June 28th, 2011 and bid opening on July 12th.

- b. Funding Project Status – Staffing, Equipment, and Progress Status: Staffing is pretty stable at this point. We have 16 employees, 11 returned from last year. Equipment – We bought two (2) 1985 Mack dump trucks from Winterset, Inc. thru McDivitt Trucks, Inc. each at \$15,000. with the pre-authorization from Chair Langlois. At this time, the Board authorized the purchase. Progress—We finished Champlain Street and started on Riverside Drive on June 2nd.
- c. Provan & Lorber Change Order for GeoInsight Test Borings Status: Superintendent Viens reviewed the three (3) part proposal from GeoInsight. 1). Approximately 600 ft. 16” diameter under the Androscoggin River between the 12th Street Bridge and Bridge Street pedestrian Bridge to be performed by ECI Directional Drilling. 2). Approximately 3,600 lineal feet of drilling along Railroad/Rt. 110 for a high pressure main to be installed by DBU Construction. 3). Approximately 60 ft. long high pressure waterline crossing under the St. Lawrence & Atlantic Railroad and approximately 1,000 feet northwest of Clarke Distributors on Rt. 110 to be installed by Bore Tech. It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to have Proven & Lorber hire GeoInsight and accept their proposal in the amount of \$39,680.
- d. EPA Grant/Brown Farm Well – Status – Review & Comments – Draft Report Status: It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to accept Provan & Lorber’s Change Order #03 to change the scope of services as GeoInsight was asked to perform work that was not included in their original scope for this project in the amount of \$2,640.00. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept the Twenty-Two (22) page with attachments, Brown Farm Well Improvement Study Draft as prepared by Provan & Lorber. P&L will finalize the report and submit to NHDES for review and comments
- e. AFSCME’s Negotiate – Letter Dated July 13, 2010 – On Going Process & letter Dated April 14, 2011 regarding Cleaning Hydrants: A letter dated April 14, 2011 was received by BWW May 25, 2011 from Mark Lapointe, President of AFSCME regarding the use of inmates from the State prison to cleaning out the snow from fire hydrants. The State Prison contacted the Superintendent last winter regarding the use on inmates. Superintendent Viens said that they had cleaned out some hydrants after snow storms. The letter from Mr. Lapointe states that this violates the parties Collective Bargaining Agreement. No grievance was filed by the Union. As for negotiations, the City voted last week and Council approved this week the 2-year contract for PWD and other departments. Superintendent reviewed the City’s package highlights. City Manager MacQueen will also provide the Superintendent with a spreadsheet to work with using our data. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to have Chair Langlois represent the Board during negotiations.

Superintendent Viens will contact our Shop Steward, Steve Paquette to set up a schedule of meetings.

- f. Laidlaw Water Contract Proposal – Review Data Status: Superintendent Viens received an e-mail dated June 1, 2011 from Dammon Frecker - Managing Director stating that Laidlaw would like to eliminate the high usage multipliers and formalize the rate structure which was proposed when he attended the Board in May. The Superintendent handed out the worksheet from the May Board meeting and a new spreadsheet of possible options. The issue regarding the Laidlaw start-up schedule and related water usage was identified as a concern. The 15% proposed water rate reduction cannot take place until sufficient revenue flow is guaranteed by other source(s) (Laidlaw) is in place. Possible solutions discussed were delayed rate reduction with rebates as required, or rate reduction only after Laidlaw reaches a minimum usage level (to be identified), or set a minimum monthly minimum water fee for low usage months. Somehow a mechanism must be identified that will protect the water rate payers from reducing the water rates and then having Laidlaw use little or no water. We may have to have a signed contract guaranteeing the difference between what BWB collects and what the budget requires (after the water rates are reduced). If this minimum revenue issue can be guaranteed, the multiplier(s) may be reduced or removed.

We are willing to remove the multiplier(s) and will work on something that protects BWB. Commissioner Block suggest looking at a minimum monthly fee like the 350,000gal per day (blocks 1thru8) over some period, maybe 3 months, as the minimum usage level for Laidlaw before water rate reductions can take place. The Superintendent and staff will work out details and get back to board (after vacation – off June 16 thru 26).

- g. FY 2012 Budget – Budget Approval Status: It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to accept and approve the FY12 Budget. The Operations Budget increased from FY11's \$2,345,126 up to FY12's \$3,055,076. The major reason for the increase is the Office/Garage Upgrade. \$120k for Engineering, \$175k for Garage Improvements and \$300k for the Office rebuild. This budget also includes funds as we planned for a high level of "Force Account" work. The Debt Repayment Schedule for FY11 was \$1,394,476 and for FY12, \$1,355,951, a decrease of \$38,525.
- h. BWB Ownership of Meters larger than ¾": Nothing to report.
- i. Jericho Mtn Wind Farm – David Brooks Request: Superintendent Viens responded to the request with copy to City Planner
- j. Other Old Business: Nothing at this time except Superintendent Viens briefly informed the Board that under Item "b" Funding Project Status, that we had up to three years to spend down SRL #07 and BWB was authorized to start construction spending on July 27, 2009 and the last official spending date was Tuesday, June 14th, 2011 (less than 2-years) . We are now, approved to start spending on the new grant.

New Business:

- a. It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to approve Two-Hundred (200) hours for John Arsenault for his continuing work such as maintaining instrumentation and perform backflow testing.
- b. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to approve \$500/per month rate for the Message Board Traffic Sign.
- c. Employee Review – To be discussed in closed session.
- d. Welch's Water & Wastewater Services, Inc. Request – Status: The Board received a letter dated May 23, 2011 from Terence Welch from Whitefield, NH with the subject of Water/Wastewater Treatment Plant Operations, as they are a "labor only company". The Board is not interested at this time.
- e. Other & Communications: (1) - Superintendent Viens informed the Board that several City Departments share in the cost for the 2-way radio system. The recreation Department no longer wants to be part of this any longer as they use cell phones, and neither does the Health Department. The other departments are Pollution Control, Public Works and the Engineering Department. Our radio base frequency will not be allowed by FCC effective January, 2013. Superintendent Viens has received a proposal from the Radio North Group, Inc. in the amount of \$16k to upgrade the radio system to meet FCC Narrowband Mandate. The proposal includes the Repeater and Antenna system, installation, FCC License, etc.
- f. Commissioner Tardiff is looking to resign from the Board so a replacement will be necessary. Note: A formal resignation letter was received by mail after the Board meeting from Mr. Tardiff. The Board agreed that Mike Caron, from Caron Building Center would be a good candidate. Chair Langlois will ask him if he would be interested. The candidate is appointed by the Mayor and subject to confirmation by Council. Superintendent Viens will contact Debbie Patrick, City Clerk for scheduling and what Mr. Caron would have to do. We would also have the Chair write a letter to the Mayor and Council expressing their support.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday July 20, 2011 at our 55 Willow Street Conference Room.

There was 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 1:15 pm. At about 1:23 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.

In closed session, the Board discussed the annual performance review for salaried office employee Lynne C. Lessard. Compensation was discussed and approved.

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 1:25 pm.

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board