

May 18, 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, Terry Block and ex-officio member Mayor Grenier. Commissioner Steve Tardiff was absent. Also present for this meeting was Superintendent Viens and Debbie Baillargeon.

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 April 20, 2011 and the Minutes of the Work Session on May 11, 2011.

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

- a. Superintendent Viens stated that we had received the annual invitation to apply for NHSRL funds for this fiscal year. He stated that we would not be applying this year.
- b. The new Grandview Water Service line is being installed across the road today; Berlin Water Works will then continue the water main to the new service. Berlin Water Works will finish their plumbing work by Friday and the homeowner will work on his portion of the service connection on his land this weekend. The work will be completed in the thirty day period of the contract signing as stated in the contract.
- c. We did a second round of water testing as requested by the NHDES and the results was no radioiodine detected in the sample.
- d. Superintendent Viens stated that he and Craig Carrigan went to Concord last Friday to the State Surplus to preview items to be auctioned on Saturday, the intention was to purchase highway message signs. They purchased three vehicles and a set of tires on Saturday.
- e. Berlin Water Works has purchased some twelve inch stainless steel pipe totaling 5300 lbs at \$2.00 per pound that we will be using for the Brown Farm Well and Ammonoosuc Hydro projects from Chapman at the Laidlaw property.
- f. Berlin Water Works also acquired some (free) shelving from the Berlin IGA.
- g. Superintendent Viens asked for feed back on the Board receiving their packages for the meetings by email. Chairperson Langlois requested a paper copy of the agenda for the meetings, and Superintendent Viens stated that he wanted a paper copy of the package for the meeting.
- h. We are spending down the present EPA grant #7 which has to be completed by December of this year. Staff has replaced a service on East Milan road that eliminated some two inch galvanized line and a RW service on Cambridge Street was also completed. In the NHSRL funding Champlain Street water main will be completed this week, and then service work will follow next week.

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 May 14, 2011.

The Board discussed the Cashiers Report for the month of April; Commissioner Block asked if an aged trial balance could be provided for the Board to review for further detail. Superintendent Viens stated that the temporary staffing has not increased substantially but will in the next month. It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to accept and place on file, the Cashier's Report for the month of April, 2011.

Under Old Business:

- a. Jericho Mtn. Wind Farm – David Brooks Request: nothing to report, Superintendent Viens stated that he had received a call from David Brooks after last month's Board meeting saying that he would send a draft letter, but Superintendent did not receive any letter yet.
- b. HEB – 55 Willow Street Facility Upgrade Layout – Design & Bid Package Progress Bid June 1st. – HEB sent new drawings today, the pre bid meeting is scheduled for June 1, 2011. Superintendent Viens stated that if we qualify for State/Federal funding due to energy upgrades here at the office and garage we will have to follow a specific process for bidding and advertising. The Board discussed a possible list of contractors for the project and stated that the contractors would have to be bonded and have sufficient insurance to qualify for the project. Superintendent Viens stated that the first step is to apply to the State to see if we qualify for funding under the "Green Energy Grant" NHSRL #09 if we do qualify, Davis Bacon, and MBE-WBE would be a factor in the project reimbursement. Acadia Contractors LLC has submitted their report on asbestos at the Office Building and the garage. There were five minor hits, Berlin Water Works will be responsible for the garage and the General Contractor for the Office rebuild will coordinate the asbestos removal but will have a Berlin Water Works purchase order to pay for the removal so that it will not be added to the full contract price. Superintendent Viens thanked the Board for their input on the draft newspaper article about the upgrade to the office and garage and will publish the article in the paper at about the same time as the project bidding.
- c. Funding Project Status-Change order to move remaining BWW 09-2 projects to BWW 11-2 funding. Superintendent Viens stated that Provan and Lorber were approved for design of the BWW 09-2 project and have \$34,600 out of \$59,000 in unspent contract amount to move to the next NHSRL project BWW 11-2. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to approve the change order to move remaining Provan & Lorber contract for design dollar amount of \$34,600 from NHSRL BWW 09-2 to NHSRL BWW 11-2. Superintendent Viens discussed the bid results for Horizontal Boring; he is recommending that the boring contract work be separated into three different project contracts. The savings

to Berlin Water Works will be \$61,320 for three contracts versus a single contract for the horizontal boring contract. A letter will be sent to Richard Skarinka requesting his approval of Berlin Water Works' and Provan & Lorber's recommendations for awarding the horizontal Boring contracts. Superintendent Viens has also met with Lee Carroll, Sonny Couture and Mark Vaillancourt regarding electrical and instrument work at Godfrey Dam to obtain a revised price for outstanding work on the Godfrey Dam Project.

- d. EPA Grant/Brown Farm Well – Status: A draft report was sent to each of the Board members regarding a path forward on the Brown Farm Well project. Superintendent Viens asked the Board for approval to amend the Contract with Geo Insight to run a model on proposed plan options. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to amend the contract with Geo Insight in the amount of \$2,400 to allow them to run a model of proposed plans.
- e. AFSCME's negotiate – Letter Dated July 13, 2010 – On Going Process: Nothing further to report at this time.
- f. Laidlaw Water Contract Proposal – Review Data – Status: Superintendent Viens stated for the record that the Board met with Laidlaw on May 11, 2011 to present a new proposal and Berlin Water Works has had no response from Laidlaw. Mayor Grenier stated that the City will be signing an agreement for "PILOT" (payment in lieu of taxes), no agreement needed for sewer as rates have been changed and he stated water would also be a separate item.
- g. Public Budget Hearing May 25, 2011 at 6:00 pm - The Board briefly discussed the cover sheet for the Budget hearing.
- h. Other Old Business: Nothing to Report.

New Business:

- a. Review Federal Bureau of Prisons and Northern NH Correctional Facility – monthly billing versus quarterly billing- Superintendent explained that the water rates are based on quarterly billing. We are presently billing the Federal Bureau of Prisons monthly. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to adjust the monthly billing for the Federal Prison the third month of each quarter to adjust for quarterly rates. After a brief discussion about the State prison water bills, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to have the Superintendent contact the State Prison about monthly billing.
- b. Review and approve Operating Rules of the Board of Water Commissioners- It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to amend the Operating Rules of The Board of Water Commissioners under Section 9 to read "In order to vote on any issue presented before the Commission, the Commissioner wishing to cast that vote must be physically present at the meeting, or by means of telephone, or electronic communication as per Chapter 91-1 section 92-A: 2."
- c. BWB Ownership of meters larger than ¾"-Superintendent Viens stated that the current rules state that Berlin Water Works will provide and own all meters up to ¾" in size. Meters 1" and larger are purchased by the customer

less the price of a ¾" meter and are owned by the customer. The problem is that as the meters age it is difficult to have the customers replace the meter as it is a capital cost that they have not planned. Mayor Grenier asked where in the budget the money for the large meter purchase would be located; Superintendent Viens stated that it would be in the meter account. Backflows would remain under customer ownership. Commissioner Block suggested that the Superintendent prepare a plan for the purchase and replacement of meters larger than ¾" to be presented at the next Board meeting.

- d. Employee Reviews - this item moved to closed session.
- e. Other and Communications: Superintendent Viens discussed the proposal from Acadia Contractors LLC to survey the old Ammonoosuc Filter Plant Building for asbestos. The proposal would identify possible asbestos and the cost for abatement of asbestos if any is found. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor to authorize the Superintendent to sign a contract with Acadia Contractors LLC for the asbestos survey at the old Ammonoosuc Filter Plant Building in the amount of \$1,900.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday June 15, 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 12:55 pm. At about 1:05 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 1:06 pm

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board.