

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, Michael Caron, and Terry Block. Absent from this meeting was 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 Caron, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of August 17, 2011.

Under the Berlin Water Works Monthly Status Report dated September 15, 2011, Superintendent Viens reviewed the following with the Board:

- a. We submitted a claim through our insurance agent Primex for the Route 110 PRV Vault that was damaged due to flooding back in May, 2011. We received \$1,722.91 for a settlement. We have another claim into Primex from lightning hits on our SCADA system at Forbush Storage Tank.
- b. The City Manager received a Notice of Claim dated 08/18/11 from Fair Point Communications, with the damage amount as “undetermined”. On July 25, 2011, Berlin Water Works was working on Main Street between Seventh and Eighth Streets, when we damaged a buried Fairpoint cable while excavating to replace a water line. Superintendent Viens informed the Board that this was damaged due to Dig Safe not properly marking the area. It was understood that Dig Safe did not know that there was a cable buried. Superintendent Viens informed the Board that Primex has been notified.
- c. Berlin Water Works also damaged a rental compressor which was hit with by the BWW excavator, belonging to Engineers Construction Inc. We have also submitted a claim to Primex.
- d. For the record, we have installed over 10,000 feet of water main to date this year.
- e. We had a meeting with other City Departments regarding upgrading our radio system. Our current frequency will not be available next year and are in the process of receiving proposals.
- f. Superintendent Viens spoke to the Board about the City Annual Report for FY11 ending June 30, 2011. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to accept the Annual Report to be submitted by next week, on the contingency that there will be no changes to be made by the Board.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated September 15, 2011.

Superintendent Viens informed the Board that we are working diligently to get ready for the RUS #03 Loan Closing expected to take place in October. He also informed the Board that we have not used our temporary financing. It was moved by

Commissioner Caron, seconded by Commissioner Block, with all in favor to accept the Cashier's Report for the month of August.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade Layout – Contract Status: A pre construction meeting was held and paperwork was signed. PSNH will also move one of the poles in the yard and connect with three-phase power to a pole in the back yard to supply our new proposed underground service.
- b. Funding Project – Staffing, Equipment, and Progress Status: Superintendent Viens went to the State Surplus facility in Concord and purchased a solar traffic arrow board for \$400 and a skid of #12 wire for tracing HDPE water mains for \$700. We had an audit performed by Dan Dudley with NHDES and with Phyllis Nelson from EPA regarding our ARRA Funded Project SRL #07. We need to create some additional records for the Davis Bacon Act from our paving subs. We need to go back three years to get certified payrolls from the companies that we hired. We also need to keep a paper trail on Buying American made products. The Superintendent is working with the staff to identify other possible places near the river for boring under the river. In late fall, we will go thru the options process so that by next spring we will be able to move on this river crossing project.
- c. EPA Grant/Brown Farm Well – Engineering Design Contract Progress – Status: Engineering contract has been signed for system design.
- d. AFSCME's negotiations – Rejected by City Council Status: This topic was discussed during the Work Session.
- e. Berlin Station LLC Water Contract Proposal – Status – Berlin Station Closed (09/02/11) Status: For the record an e-mail was sent from Charles Grecco dated September 02, 2011 stating that he is giving notice to Babcock & Wilcox to start construction.

There was no other old business to discuss.

Under New Business:

- a. Godfrey Dam Emergency Repairs:
 1. Provan & Lorber/FEMA Contract: Superintendent Viens spoke to the Board about the damages done up at the Godfrey Dam from "Hurricane Irene". He said that the bridge and dam are fine. Superintendent Viens showed the Board pictures of the damages and erosion of the river banks. He also stated that spoke with the Tom Moore of the Forest Service and City Manager MacQueen and there is a possibility of FEMA and or US Forest Service funds for the repairs. Superintendent Viens received a Provan & Lorber proposed Scope of Services to perform associated work with the stabilization of the slope immediately downstream from the Godfrey Dam, replacement of rock filled timber cribbing at the stream crossing, and the replacement of the raw water transmission main at the stream crossing. Superintendent

Viens also stated that the Dam work performed by Couture Construction is complete and we are awaiting a final billing.

2. Review Excavation Thumb options – Godfrey: Superintendent Viens told the Board that he is in the process of receiving quotes from suppliers for the purchase of a “Thumb” for one of the excavators. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to authorize the Superintendent to purchase the piece of equipment for approximately \$11,000.
- b. Review Uniform Options – Status: Superintendent Viens showed the Board a cost comparison for uniforms from services provided by our current vendor Unifirst and also from Cintas, using Carhart products. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to allow the Superintendent to negotiate between the companies and find the best proposal.
- c. New Service Application – 166 Norway Street – Garage – Status: It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to provide water service to the Norway Street Property.
- d. Board approval for Chairperson to sign and Approve Resolution for EPA Grant FY2010 (Brown Farm Well Phase II- revised amount of \$450,000.00 (previously signed February 9th, 2011). The Board signed a document that hereby authorizes the Chairperson of the Board to execute any and all such documents as may be necessary to apply for, receive and administer a USEPA Grant for Special Water Infrastructure Improvements in the Amount of \$450,000, dated September 20, 2011. At this time Chairperson Langlois signed a Resolution to apply for the EPA’s FY10 Grant in the amount of \$450,000.
- e. Approve Payment for State Revolving Loan – SRL #02: It was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor, to authorize payment to the State in the amount of \$115,169.10. Payment due date is November 1, 2011.
- f. Establish Charge Out Rate – Hydro Seeder - .07cents/sq. ft. applied (includes all ingredients, equipment) no labor (charged separately): It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to use the 7 cent/sq. ft. to be added to our Charge Out Rate Schedule.
- g. Establish Charge Out Rate – Pipe Fusing Poly-Horse - \$75.00/day (Purchase Price \$6,100.00) It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to use \$75.00/day to be added to our Charge Out Rate Schedule.
- h. Other and Communications: Back up to “New Business, Item a”, it was moved by Commissioner Poulin, seconded by Commissioner Block, with all in favor to

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authorize the Superintendent to sign the contract as provided by Provan & Lorber in the amount not to exceed \$30,000 for the Godfrey Dam Work.

It was moved by the Board to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday, October 12th, 2011 instead of Wednesday October 19, 2011.

There was no Public Comments - Under Board Comments: Commissioner Block asked the Superintendent if we have a signed agreement from Berlin Station LLC. Superintendent Viens will contact the appropriate party to obtain a letter of agreement.

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 Caron, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:55 pm.

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board