

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 was ex-officio member Mayor Grenier. Absent from the meeting was Commissioner Terry Block. Also present for this meeting was Superintendent Roland L. Viens and Debbie Baillargeon.

There was no Public – Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Minutes for both the regular meeting of November 22, 2011 and the work session December 1, 2011.

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

1. Superintendent Viens stated that the water flows for November were less than 600,000 gallons per day he speculates that this is the lowest flow since Berlin Water Works was established.
2. The EPA grant #10 was approved on December 2, 2011 in the amount of \$450,000.
3. Geo Insight drilled a test well to test capacity at the Brown Farm Well to establish if BWW could run the Well at higher flows. Next week or the week after Geo Insight will video the existing Brown Farm Well to make sure it is in good condition.
4. BWW staff has focused on completing the Rural Development application for the Godfrey transmission line improvements. We may not have a response from the application for about six months. Engineering may begin on the transmission line under NHSRL funding that also includes Godfrey Transmission line improvements in its scope.
5. BWW has received from the Police Department our lap top computer that was stolen. They did say that if the case goes to trial they will need it back for evidence. In the meantime, we are going to bring the computer that has the Water CAD program to Provan & Lorber to have them review the information so they can give us a proposal to upgrade the water model on the present Water CAD software program, it was last updated for the Federal Prison Project which is how we determined that we needed to replace the water line on Riverside Drive.
6. BWW received a citation from the Public Utilities Commission that is related to the two incidents with Fairpoint during the Main Street Water Main Project. They say that we did not follow dig safe rules, but we did. The representative did mention that if we take a training course at no cost they would eliminate the citation.
7. We are working with NHDES on Davis Bacon and Buy American Information. They did an audit and found we had some information missing and we are working on providing the information they are requesting.

8. Superintendent Viens stated for the Board that the City is going back to the original City Seal.
9. BWW had a major break on Sunday that washed out a portion of Sweden Street. The Public Works Department has agreed to close Sweden Street from Balsam Street to Twelfth Street for the winter. It is estimated that 180,000 gallons of water were lost in the break. BWW has cleaned up the property of two customers but we have one customer that had a finished basement and we had to contact Primex to put in a claim for the damage. The break was in a street that has been designed and funded it is scheduled to be completed next construction season.
10. The boring under the railroad tracks has not been successful yet. BWW has provided the Railroad representatives with options but we have had no response from the Railroad at this time.

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 December 15, 2011.

After a brief discussion of the cashiers report, it was moved by Commissioner Caron, seconded by Mayor Grenier, with all in favor, to accept and place on file, the Cashier's Report for the month of November, 2011.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade Layout – Project Status: Superintendent Viens stated that at the last meeting there were two outstanding issues. The first issue was the electrical change order for the contract and it has been issued and resolved. The second issue was the concrete strength; an outside contractor was hired to spray the outside of the foundation with sealant. This will prevent problems with moisture getting into the concrete. The slab for the office has been poured, the footers and the walls for the garage are complete the only remaining concrete item is the floor in the garage. The plan is to pour the floor after the garage is built. We are presently behind schedule on the garage and we cannot remove the old garage until the new one is completed. This week we have discussed a change to relocate the HVAC system for cooling and heating ducts for the truss system under the old roof. It will only change the fascia board appearance. The change will create a savings of energy for heating and cooling. We have been cooperating with the contractors; we relocated the Supervisors office along with the Superintendent's office. The Contractors have been working on those sections of the building. We may be emptying the storage room the first part of the year so that they may work in this area. On this note the Chairperson asked that the next meeting be held at the Ammonoosuc Treatment Plant rather than here at the garage.

- b. Project Status – Staffing, Equipment, Fall work remaining, Godfrey/FEMA work Progress: The FEMA work to repair the damage from Tropical Storm Irene has been completed at Godfrey Dam. BWB had requested a change order in the amount of \$30,000.00 to the Provan & Lorber Engineering contract to provide permits and engineering for the FEMA repair work and Rural Development was sent a copy of the change order. They stated that it did not apply to them as they were not paying for the FEMA repair work. Provan & Lorber also had to revise the permits for the Tropical Storm Irene work because of another area near the transmission line needed immediate improvement; an additional 30 feet of gabions required to be added to the permitting.

Before the employees were laid off, BWB had staff winterize the construction equipment. Most construction trucks and equipment were moved to the Riverside Drive lot for the winter.

There was a discussion about the railroad track boring by the PRV vault. This was previously talked about during the Monthly Status Report. The Board wanted to know what the problems were with the project, Superintendent stated that they had gone under both rails on the first attempt but hit either ledge or a boulder about four feet from the outside rail. The Railroad will not allow us to excavate any closer than twelve feet from the rails. The subsequent bores were not as effective they hit either ledge or boulders sooner than the first bore. The Board discussed several options but the Superintendent stated that the final decision has to be made by the St. Lawrence & Atlantic Railroad.

- c. AFSCME's negotiations – Rejected by City Council – review – Status: Superintendent Viens stated that there was a meeting on Monday at City Hall with City Manager Pat MacQueen, Mayor Grenier, Chairperson Lucien Langlois, BWB Attorney Jim Michalik and himself and an agreement was not reached. Presently, the cost of staying on the old insurance is costing Berlin Water Works \$21,000 for the seven union employees and with the salary employees the cost becomes \$39,000 extra per year over the negotiated insurance plan. At the last Board meeting it was suggested that Superintendent Viens contact Primex insurance to find out if we can be billed directly for our health insurance rather than be billed through the City. The answer was that the billing could go directly to the Berlin Water Works but the change in the health insurance plan would have to go through the legal department at Primex. Mayor Grenier stated that Pat MacQueen did call the City Attorney about the issue but may not hear back until next week as they have other issues that they are working on for the City. Mayor Grenier stated that he did not want to see it go back to court but stated that he cannot go against the judge's decision. Commissioner Caron questioned the Mayor about the ruling, the Mayor stated that in 1997 the rule was that BWB, Public Works

Department, Pollution Control and Parks and Recreation would be all one unit. In 2003 the Court ruled in favor of the Berlin Water Works on all issues except negotiating labor contracts (groups less than ten). Mayor Grenier then stated that “if Berlin Water Works unilaterally imposes the insurance plan that was not accepted by the Mayor and City Council they would end up in another legal battle.” Superintendent Viens stated that BWW was not told before negotiations that all Local #1444 departments had to belong to the same insurance plan. It was only stated after the negotiations were completed. The City Manager did not know that the insurance plan had to be the same for each of the departments; otherwise he would have notified the negotiating members of that fact. The Board asked that the item be tabled until all board members are available to meet on the subject, whether it is a regular Board meeting or a work session.

- d. Uniform Contract- After a brief discussion of the two options for uniforms our present company Uni First and Cintas it was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to have the Superintendent accept the best option for uniforms the first of the year.
- e. Other Old Business: Nothing to report.

Under New Business:

- a. Approve Chemical Bids opened 12/20/11: The Board reviewed the Chemical bid results compared to pricing for last years chemicals. It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor, to accept the chemical bid prices submitted by JCI Jones Chemicals, Inc.
- b. Under other new business Superintendent Viens presented the following:
 - 1. BWW has installed the new four inch service for Heritage Park, it is within eight to ten feet of the building. The representatives at the Heritage Park have been notified that the new service line was installed.
 - 2. BWW has received two quotes from energy suppliers for BWW energy costs. Superintendent Viens stated that our energy costs will be changing with the two major projects that will impact the BWW. The first is the office and garage rebuild that will incorporate some solar panels for energy. The Second project is the hydro project for the Ammonoosuc Treatment plant facility that will also impact our energy costs. The Board decided to wait until the two projects are completed before we make any changes to our energy suppliers. Commissioner Caron also stated that when reviewing energy suppliers it is important to note whether the rates are fixed or variable.

3. The City of Berlin has gone out for propane bids and BWW was included in the bid. The price for propane came in at \$2.26 per gallon from AmeriGas in Lancaster and Lyndonville. The price we are now paying with Munces Superior is \$2.28 per gallon. Superintendent Viens contacted AmeriGas today to ask them what the procedure would be to change propane companies: they would have to audit our system to make sure we are in compliance and then they would install there own tanks for propane. They would not transfer the propane in the Munces tanks into the Amerigas tanks. Superintendent Viens asked the Board for their input and the Board decided to stay with Munces Superior to keep the business local. The Superintendent will call City Manager Pat MacQueen to let him know that we plan to stay with Munces Superior as we are now, if we have availability issues we would change suppliers.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday, January 18, 2011 at the Ammonoosuc Treatment Plant Facility.

There was no Public – Board Comments.

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

The meeting did so adjourn at 1:10 pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board