

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 Michael Caron. Absent from this meeting was Commissioner Terry Block and ex-officio member Mayor Paul Grenier. Also present from this meeting was Superintendent Viens and Lynne C. Lessard

There was no Public – Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to accept the Minutes of February 15, 2012.

Under the Berlin Water Works Monthly Status Report dated March 15, 2012

1. Superintendent Viens informed the Board that BWW qualified for NHDES's priority listing for the current round of State Revolving Loans. We will be working on submitting a full application for \$2m.
2. The staff started working on the FY13 Budget. We rolled up the Eight Month Year to Date for FY12 and that indicates that we are on budget. The major impact is the Office/Garage Rebuild. Superintendent Viens will provide the Board with more information for next month's meeting.
3. Superintendent Viens spoke about the approximately 500 radio reads that have been installed around the City. He showed a highlighted map of the areas that already have been done.
4. The FEMA – Tropical Storm Irene – Godfrey Dam project is closed and \$187k has been received. Included in that amount from FEMA, \$40k was for hazardous mitigation from which is that BWW improved the area so that if there was a similar situation again, the area would be protected.
5. The Running Water Program stopped on March 21, 2012.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated March 15, 2012.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to accept and place on file the Cashier's Report for the month of February, 2012.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade – Project Status: Superintendent Viens reviewed the letter dated February 21, 2012 to Couture Construction to confirm the Boards approval for the continuation of the new BWW Garage Facility. The office floor is scheduled to start tomorrow. The kitchen unit is being installed today. The Office roof should be worked on next month. The garage floor is being poured with concrete tomorrow and the metal building to be delivered Monday and should be completed by the end of April. Superintendent Viens handed the Board a current spreadsheet which shows the progress of change orders, pay requests and also what BWW has expended as of March 14, 2012. This will be updated monthly for the Board. The Superintendent ordered REDI-block wall for between the Office and Garage buildings.
- b. Project Status – Planning & Work – Status: The staff has gone out for bids for construction materials and have reviewed and awarded the bids for construction 2012 to several vendors. Because of a mild spring, we have started fusing pipe for the high pressure line. We talked to DBU, the boring contractor, who will be here tomorrow to meet with the Superintendent and Foremen and on April 9th, work will commence. BWW started digging on Balsam Street for repairs due to the incident that occurred this past winter. Also we are re-hiring our last season's temporary help and will start on April 2nd.
- c. AFSCME's negotiations – Rejected by City Council- Salary Insurance Change 04/2012 Status: There was no update on the negotiations. After the last Board meeting, Superintendent Viens spoke with Attorney James Michalik, City Manager McQueen and Primex Insurance Company about changing all of salaried employees over to the new health insurance plan effective 04/01/2012. Primex will also bill BWW directly instead of having the City bill our department Superintendent Viens handed the Board a summary sheet showing the changes from POS to HMO and cost savings.
- d. Keith Couture – 18 Twelfth Street – Water Break Damage Issue - Status: Only one estimate was received from Mr. Couture. We should have at least two estimates. Superintendent Viens will contact Mr. Couture and then submit same to Primex as this situation needs to be resolved from December.
- e. Upgrade Two-Way Radio System – Narrow Band – Status on Order: The first application has been submitted and this project is still on going.
- f. Hydraulic Model Upgrade – Proposed Provan & Lorber Contract – Status: This project is still on going. Once this is completed, it will help us make a decision on the best location for the river crossing. Also, we plan to re-visit the two existing 10" pipe and get relining proposals. When the river flow drops, we will look to see the pipe crossings vulnerability and Superintendent

Viens will make another underwater dive to see if the pipe should be repaired or replaced.

- g. Godfrey Pipeline Upgrade Engineer – Proposed Provan & Lorber Contract – Status: Chair Langlois signed the contract last week. Superintendent Viens informs the Board that there is on-going application activity between RUS and Provan & Lorber.
- h. Mission Statement: Superintendent Viens has updated BWV's Mission Statement. Basically the content is same as the original statement, objective & planning goals. As this is a public document, it was recommended that we post this on our website. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to accept and place on file the revised 03/2012 statement.
- g. Other and Communications: There was nothing at this time.

Under new Business:

- a. Reappoint Commissioners (Paul Poulin appointment expires 05/01/12): The Mayor & City Council appointed Mr. Poulin to continue serving on the Board of Water Commissioners and will continue to be Clerk of the Board.
- b. Berlin Water Works Early History Document September, 1940: During the office move, with files being moved around, this important 1940's document was given to the Superintendent, which was presumably written by former Superintendent Ernest Tankard. This should also be posted on the BWV website.
- c. Revised Construction Rates – 2 Trucks: The Board formally approved the purchase of two used vehicles. The motion made by Commissioner Caron, seconded by Commissioner Poulin. Superintendent Viens purchased the two used trucks from the NH State Surplus Concord. The purchases were a 1996 E350 Box truck for \$4,500 which the crew will use with the fusion machine, etc. and a 2000 F450 tool box truck for \$7,500 which will be used by our mechanic. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to approve the daily charge out rate of \$40.00.
- d. Drinking Water Week in May: The Board has decided not to celebrate this year's water week as we have too many activities/projects going on.
- e. Maynesboro Stud Memorial Ride – September 15, 2012: The Berlin & Coos County Historical Society are sponsoring this event to be held on the East Milan Road. There is some concern from the Superintendent and the Board as our wells are situated in that area, but will be cordoned off. As this is City land and used by BWV, Superintendent Viens will contact City Manager

McQueen and Primex. Also the Board suggested the Superintendent contact the City Manager and City Planner Pam Laflamme to see if the adjoining Kimball land property is for sale. If the City purchases and allows BWB to maintain same, this would be used for phase 2 for a new well.

- f. Employee Review & New Position: Superintendent Viens informed the Board that union employee Donny Labrecque has accepted the offer of the salaried position effective April 1st. As far as the annual reviews, there was no change in the Superintendent's current agreement with the Board. The Board discussed office employee Debra Page (April) and Foremen Craig Carrigan and Foreman Steve Lefebvre's (May) annual performance review. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor to accept the Superintendents recommendation for these three employees.

- g. Other and Communications: There was no other new business at this time.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday April 18th, 2012 at our 55 Willow Street Conference Room.

Public-Board Comments: There were no comments at this time.

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 1:30 pm.

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board