

May 16, 2012

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 were Commissioner Terry Block and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland L. 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 the Minutes dated April 18th, 2012 and the Work Session Minutes of May 10th, 2012 with one correction noting that the Mayor was not present for the Work Session.

Under the Berlin Water Works Monthly Status Report dated May 11, 2012, Superintendent Viens reviewed the following with the Board:

1. We received "Davis-Bacon" training with Kathleen Bourret, NHDES's Davis-Bacon Specialist regarding past and future tracking, reporting and certifying payrolls and interviews.
2. Superintendent Viens informed the Board that one of our temporary employees had a minor injury needing no medical treatment. He also spoke briefly to the Board regarding temporary employee Norm Seigny's injury and Primex coverage.
3. Electrical Installations, Inc. submitted a quote dated April 3rd, 2012 in the amount of \$4,934.⁰⁰ for work on the SCADA system.
4. Superintendent Viens received a request from Randy Cicchetto, President of the Androscoggin Valley ATV Club dated May 11, 2012 requesting access to the old Water Works Treatment Plant access road off from route 110. A festival is being planed for July 27th and 28th, 2012. The Board has no issues with this as long at the club is willing to fix several significant potholes, for the safety of the riders and provide an insurance certificate/binder including Berlin Water Works. We would also need to have "No Trespassing" signs on our two buildings there.
5. We now have a staff of 13 temporary employees.
6. We have started working ten (10)-hour days 6-4pm this past week.
7. The last pay request was submitted to close out the RUS "Godfrey Dam" project.

It was approved 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 May 11th, 2012.

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

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade – Project Status: Superintendent Viens reviewed with the Board the following: We are hopeful to close out the project Friday, May 25th. We have been working on a punch list for both buildings. BWB has expended \$67k and \$1,045m has been paid to AR Couture Construction. We have processed and have received \$153k from the Energy Funds and just processed another \$70k. Last week items were being taken out of the existing garage, electrical lines disconnected and maybe within a few days the garage will be torn down and debris hauled off by AR Couture, Construction. We have spent \$100k the Engineering/Design Pre Bid Package and another \$42k for the Construction/Management Contract for construction on the Office & Garage. A memo/recommendation from HEB's Jay Poulin, based upon HEB's time records is that projected additional costs would be \$13,800 (65% AR Couture = 8,970.) (BWB cost share 35% = 4,830.) Superintendent Viens will request additional information regarding all eleven (11) Change Orders for review. At this time Superintendent Viens does not have enough information to make a recommendation to the Board. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, for the Superintendent to contact Jay Poulin and arrange a work session between HEB and the Board. Also Superintendent Viens informed the Board that our original Berlin Water Works sign needs to be replaced, as the wood has rotted. An estimate for a 48x46 logo sign board would be \$395.⁰⁰ from 7th Street Graphics. No action was taken.
- b. Project Status – Planning & Works Status: Superintendent Viens reported to the Board that 4,232 feet of pipe has been installed to date in 2012.
- c. Keith Couture – 18 Twelfth St. – Water Break Water Damage Issue and Jeffrey Morgan-Allain – Twelfth Street – Sewer Backup Issue – Status: A second proposal was given to the Superintendent on May 15th, 2012 by Mrs. Couture. Superintendent Viens will contact Attorney Michalik to process the paperwork to finalize this situation for Couture. Regarding Mr. Allain's property, Public Works Director Mike Perreault informed the Superintendent that BWB owes the City \$22k. We have not seen any paperwork from the City. Back in December when the water main break occurred, BWB was cleaning the street and homes we knew of that had been affected. We only found out about 3 weeks later regarding the Couture property, as he had been out of town. Superintendent Viens wanted to make the Board aware of this situation. It was decided to put this item on the Agenda.
- d. Upgrade two-way Radio System – Narrow Band – Status: Superintendent Viens told the Board that we received our license and the equipment should be installed within the next month or so.
- e. Hydraulic Model Upgrade – Provan & Lorber Contract Status: A meeting was held with Andrew Sharpe of Provan & Lorber and Jonathan Harries from RUS

met with the Superintendent last week and they took a tour of the Godfrey Projects.

- f. Godfrey Pipeline Upgrade – Application Status: This item was a combined discussion with the Hydraulic Model Upgrade. However the issue of a Federal “Waiver Letter” for the Rural Development application is that you must have less than 10,000 citizens to be eligible for the application and due to the most recent 2010 census count, we have 10,051 which include the people at the Northern NH Correctional Facility. The Superintendent will write a letter to the NH Senators and US Representative requesting this waiver.
- g. Maynesboro Stud Memorial Ride – September 12, 2012 Status: The Coos County Historical Society will provide the Superintendent a “binder” for the insurance coverage.
- h. Public Hearing for the Budget May 23, 2012 – 6:00PM: Superintendent Viens handed out a summary sheet for the Proposed FY13 Budget to the Board that will be used for the Public Hearing.
- i. Other Old Business - There was no other old business presented at this time.

Under New Business:

- a. “Boil Order” Superintendent Viens indicated that several options are being considered. The State lab is being used for bacteria testing; the private lab continues to be used for other testing. He also informed the Board that we are looking at the possibility to re-certify ourselves for Laboratory work or using the Gorham lab. The test site location has been changed. We are also updating our Standard Operating Procedures for conducting water testing.
- b. FY 2011 Financial Audit Draft – Complete – Review & Approve: It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to approve the Financial Statements for year ending June, 2011 (FY2011) as prepared by Melanson Heath, PC.
- c. Superintendent Viens informed the Board that he received an e-mail from City Manager MacQueen. The City Auditor requested information from our auditor Melanson & Heath about a month ago and received no response which is delaying the City’s audit. The Superintendent responded via e-mail that we spoke with our auditor as soon as we received the City Managers request. The delay was due to the AON Hewitt OPEB Report (Post-employment Benefits Other than Pensions-Actuarial Valuation) to be provided by the City and BWW did not receive this report until April 16, 2012. This data was required by Melanson & Heath in order to complete their work for BWW. The City Manager responded that they also had difficulties to receive the OPEB Report.
- d. Other & Communications:

1. Superintendent Viens was contacted by Seth Jacobson, Senior VP for Palmer Capital Corporation regarding the Windmill Project. Superintendent briefly spoke about the prior two companies, Loranger and then David Brooks and how we paid for various items that were not reimbursed. He also provided a spreadsheet of "Possible Issues" to the Board for the Jericho Windmill Project. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to have the Superintendent send a letter to the City Planner and Palmer Capital Corporation as to issues and concerns and what we require to proceed with this project.
2. Superintendent Viens briefed the Board that back in 2010, as a "Good Faith" courtesy, we have been paying a portion of Larry Hodgman and Catherine Pederson's health insurance based on the NH Retirement Medical Subsidy. Mr. Hodgman was not on the State's Plan but rather the City's Retirement Plan and Mrs. Pederson retired but was just shy of meeting the required years of service. It was moved by Commissioner Caron, seconded by Commissioner Poulin to pay NH Retirement \$388.58/month for each retiree for FY13. The Board will review this particular situation next year.
3. Superintendent Viens has spoken with Attorney Michalik about an "Alternate" (fifth) Board Member.
4. Superintendent Viens informed the Board that we have moved all of our office and hourly employees to the HMO Health Insurance. The Board agreed to place on next month's agenda to include the six hourly employees on the HMO Plan.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday June 13th, 2012 at our 55 Willow Street Conference Room instead of June 20th.

There were no Public-Board Comments.

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 1:25 PM.

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board