

July 18, 2012

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Lucien Langlois via Skype at 12:00 noon. Commissioners present were Michael Caron and David Bertrand. Absent from this meeting were Commissioner Paul Poulin and ex-officio member Paul Grenier. Also present for this meeting was Superintendent Viens and Lynne C. Lessard.

There were no Public-Board Comments.

It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Minutes dated June 13, 2012.

Under the Berlin Water Works Monthly Status Report dated July 12, 2012, Superintendent Viens reviewed the following with the Board:

1. A letter dated June 29<sup>th</sup>, 2012 was received from Primex regarding their “2012 Premium Holiday for the Workers’ Compensation Program”. Superintendent Viens informed the Board that there was a surplus available in the program and it was divided amongst the members. Berlin Water Works received a deduction for the Coverage Period July 01, 2012 – July 01, 2013; the bill for \$13,315.00 was reduced by \$9,195.68.
2. An e-mail was received by the Superintendent from Mike Caron, President of the Berlin Bobcats, in which he thanked several departments for their participation regarding the Berlin Bobcat 14U State Tournament recently held. He also personally thanked the Superintendent and the department for their assistance in the “Stair Project” at the Berlin High School.
3. The Superintendent informed the Board about the report from Yves Zornio, Service Engineer for Phasor Engineering Services for dates of service May 24<sup>th</sup> & 30<sup>th</sup> 2012. The Godfrey Dam Power System had suffered a lightning strike(s) which caused multiple failures with the power distribution and control system. Also in this report, it shows a path forward with the solar panel system and that “Phasor Engineering Services” would gladly work with the solar panel provider to optimize the installation.
4. Superintendent Viens informed the Board that our Fiscal Year ended June 30<sup>th</sup>, 2012 and that we are in the process of closing out the year and gearing up for our Auditor’s arrival the week of August 20<sup>th</sup>, 2012. He also told the Board that the Office Manager during her internal audit discovered a sizeable error (approx. \$95k overcharged) on the May Force Account Payment Request. This overcharge will be adjusted on the July Pay Requests as June has already been sent out. Please note that RUS, EPA & SRL did not notice the mistake and approved and made payment to Berlin Water Works.

5. Superintendent Viens informed the Board that Radio-North e-mailed him a note saying that they received permission for the additional frequency and also that today they are installing the two new base stations here at Berlin Water Works and within the next month or so, will upgrade the repeater.

6. BWW is now using the Gorham lab for bacteria testing.

It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated July 12, 2012.

It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Cashier's Report dated June 30<sup>th</sup>, 2012.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade - Project – Complete – Contract Closure pending Status: BWW has paid AR Couture Construction \$1.171m to date. We owe \$27k and are awaiting the Change Order.
- b. Project Status – Planning & Work Status: Superintendent Viens informed the Board about the various locations and work being done by our crews for “force account” work. To date, 7,676 lineal feet of pipe has been installed. He also stated that Mark Koprowski of Rural Development sent him an e-mail about funding the Godfrey Pipeline Project. When BWW put the application together, information was requested about future projections for yrs 2014-2015. This included forecasted usage calculated by Laidlaw Bio-mass, which in turn, disqualifies BWW as a potential candidate. RUS qualification is calculated by population and income. Also, he informed the Board that the NHSRL #0231010-10 Original Loan Agreement in the amount of \$2m was received. It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to authorize Chairperson Langlois sign the documents. Superintendent Viens also informed the Board that the State approved the design plans and specifications for the Brown Farm Well Improvement Project thru a letter dated July 17<sup>th</sup>, 2012 to Andrew Sharpe of Provan & Lorber from Daniel Dudley, Drinking Water & Groundwater Bureau.
- c. Keith Couture – 18 Twelfth Street – Water Break/Water Damage Issue Status: Superintendent Viens stated that Mr. Couture called and said that the work was all done and he is pleased. Mr. Couture has not received the bill yet and said that it wasn't a “worse case scenario” as expected. As soon as we get an amount, we will e-mail same to the Board and will be able to take this item off the Agenda.

- d. NHDOT RTE 110 Project Status: Nothing new to report.
- e. Other Old Business: There was nothing to report.

Under New Business:

- a. Approve August Payment Principal & Interest of 1993, 1994 & 1995 Water Bonds: It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to pay the City \$661,506.25 for the above referenced Bonds due August 15, 2012.
- b. Approve & Sign revised Emergency Response Plan: It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to accept as amended "The City of Berlin Public Water System Emergency Response Plan, Original Date March 2009, and Revised June 5<sup>th</sup>, 2012".
- c. Review Draft Annual Report for FY 2012: It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor to have the Superintendent send the BWB Annual Report dated July, 2012 over to the City for publication. It was recommended to add the annual report to the City Website as we do not know the timeframe when the City will have their Annual Report published.
- d. Other & Communications: The Board acknowledged the passing of retired City Employee Laura Viger.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday August 15, 2012 at our 55 Willow Street Conference Room.

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

The meeting did so adjourn at 12:40 pm.

A True Record:

ATTEST: \_\_\_\_\_  
Paul Poulin, Clerk of the Board