

August 15, 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 Paul Poulin. Absent from this meeting were Commissioner Dave Bertrand and ex-officio member Paul Grenier. Also present for this meeting was Superintendent Viens, Craig Carrigan and Debbie Baillargeon.

There were 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 dated July 18, 2012.

Under the Berlin Water Works Monthly Status Report dated August 9, 2012, Superintendent Viens reviewed the following with the Board:

1. Radio System installation is moving along, we have the two frequencies, the radios have been installed at the office, but will need some repair as they were hit by lightning. The hardware and new antenna for the Ramsey Hill pump station will be installed next week. We will be renting a man lift for the work and will do any maintenance needed to the antenna. The next step will be to reprogram the radios in all of the Berlin Water Works vehicles. When the base station was installed at the office we were told that the radio system could use multi channels. The first channel would be for Berlin Water Works, the second channel would be for Public Works, the third channel would be a spare but BWW would use it for traffic control, the fourth channel would be the combination channel with all users. The Superintendent authorized the \$1,500.00 cost for the multi channels and stated that the City would pay a portion of the cost for multi channels.
2. The NH Retirement System is auditing the payroll records of Berlin Water Works; they reviewed all information and have requested more information for six of the employees. The additional information was sent to them this week.
3. Berlin Water Works had a visit from United Way's campaign for contributions. As a result of the visit Superintendent Viens distributed discount prescription information provided by United Way to the Board members, he will also distribute to the temporary employees.
4. We presently bill the Federal Bureau of Prisons monthly for water used, Superintendent Viens showed the Board a graph depicting water use and the slow gradual increase in water usage since they first started using water.
5. Superintendent Viens stated that the financial situation at Berlin Water Works is critical. The BWW has just cashed in the last CD to make the bond

Payment for August 2012. The staff is hoping not to have to use the line of credit at the bank. August quarter bills have gone out and customers are paying, more will pay as the bill is due. The rest of the financial responsibility for BWW for the remainder of the year is \$660,000 over the next four months plus \$57,000 in equipment payments one of which will be a final payment.

6. EPA Grant to be completed this year had a \$216,000 pay request this month that leaves a balance of \$11,600 which will pay for some of the final paving this year in October. The EPA Grant funds will be expended before the end date of December 2102.
7. The BWW application for the Rural Development Grant for the Godfrey Pipeline has had many discussions with Rural Development and BWW staff. A partial meeting was held yesterday with Mark Koprowski of Rural Development and a special meeting will be held on September 4, 2012 to rectify outstanding issues and complete the application before the September 30, 2012 deadline.
8. Superintendent Viens informed the Board that BWW is required to do lead and copper testing in September; the last round of testing was completed in 2009. We are also responsible for completing Tthm and HAA5 test this month.

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 August 9, 2012.

The cashiers report for July has been tabled until the September 12, 2012 meeting. Staff is presently preparing for the Auditors who will be here next week, so end of year financials are presently being completed.

#### Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade - Project – Complete – Contract Closure pending Status: The process of a final punch list needs to be completed and an agreement for a final change order (#008) is pending. Change order #007 in the amount of \$8,745.28 was signed by H.E. Bergeron Engineers and BWW. The change order covers the difference in Davis Bacon wages from the time the project was bid to the completion of the project, the rates went up substantially. The change order will be covered by energy fund reimbursement as the Davis Bacon rates applied to the energy portion of the Office/Garage Project.
- b. Project Status – Planning & Work Status: Superintendent Viens informed the Board that we have completed 8400 plus feet of water main this construction season, it would have been much more but we ran into a lot of hard ledge on

Norway and Eighth Streets. All of the BWW crews are working around Brown School to complete the work before school in. Staff is hoping to complete main installation this week and pave next week. BWW has installed some of the water main on the north side of Eighth Street at Norway Street and will be able to continue away from Eighth Street once school is in without disturbing the school. The plan is also to continue up Eighth Street towards the Finland Street intersection, where BWW will tie in just before the intersection for this year and continue into the intersection next construction season. In regards to the river crossing, BWW has met with Barry Kelly to view possible sights for crossing the river from the property on Riverside Drive, he will support BWW. Next week we will move the drillers who have been working on Eighth and Norway Streets to the site to do some test drilling to check on ledge. More bids will be sought for the solar system at both Godfrey Dam and the Office/Garage Project. One of the companies suggested putting the solar panels on the roof of the building a much more economical option. The easement for the railroad crossing on Jericho Road is still in process, Public Service of NH declined our request for a 30 foot easement but we have since changed it to a 5 foot easement due to the fact that we will bore the line and will not need to excavate, waiting for a decision on the easement from Public Service of NH. Walter Nadeau of Berlin Historical Society spoke with Superintendent Viens this week, and stated that they will not be using the BWW land near Maynesboro Farm, but has requested the use of four or five hydrants throughout the City for the 50 mile horse ride to hydrate the horses. Chairperson Langlois questioned if the hydrants would have backflows attached and Superintendent Viens stated that they will.

- c. Keith Couture – 18 Twelfth Street – Water Break/Water Damage Issue Status: Superintendent Viens referred to the information sent in by Mr. Couture regarding the amount of repair that was not covered by BWW insurance or his own homeowner's insurance. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to have Attorney Michalik write up a release for Mr. Couture to sign and to give payment of \$3,500.00 to cover the amount not paid by insurance and to cover some of the items that needed to be discarded in the water break damage claim.
- d. Jeff Morgan-Allain—City Claim: Public Works sent an invoice to Berlin Water Works for sewer work and claims paid for Mr. Allain. The BWW event took place in December 2011 at which time the Public Works Department jetted all the mains and sewers in the area. This claim is dated February. Primex paid \$3500 to Mr. Allain for the damages; he did not claim the balance on his house insurance because he did not feel it was his responsibility to do so. It was moved by Commissioner Caron, seconded by Commission Poulin, with all in favor to authorize the Superintendent to write a response to the Public Works Department regarding the invoice as BWW was excluded from the claim process.

- e. Upgrade two-way Radio System – Narrow Band-Compliance Upgrade: This item was previously discussed during the Monthly Status Report.
- f. Other Old Business: There was nothing to report.

Under New Business:

- a. Approve NHSRL #06 payment in the amount of \$121,069.99 due September 1, 2012: It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to authorize the payment of \$121,069.99 for NHSRL #06.
- b. New Service Request from Presby, Isaacson Bldg on Jericho Rd: Chairperson Langlois amended the agenda to include item d. Presby Environmental, Inc., Contribution \$500.00 with item b. Superintendent Viens informed the Board that Presby Environmental had given a contribution to the City of Berlin in the amount of \$2000 to be distributed in the amount of \$500 to each Public Works, Fire Department, Police Department and BWW. When Superintendent Viens called to thank Mr. Presby for the contribution he indicated that they may want to have a fire line installed at the manufacturing building that he recently purchased on Jericho Road. BWW was asked by Mr. Presby to install the fire line. Superintendent Viens stated that the staff had drawn up an estimate for Mr. Presby and that BWW would pay for a tee and fire hydrant at the location. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to have BWW install the fire line at the manufacturing plant following the quoted price provided to Mr. Presby and in addition BWW would install a tee and fire hydrant at their cost. Commissioner Caron suggested that BWW should speak to Mr. Presby to see if his plans have changed since he spoke with the Superintendent.
- c. AFSCME Local 1444 & City of Berlin Negotiations: Letters have been exchanged between the Local 1444 and the City of Berlin. The first meeting has been held and Craig Carrigan attended from BWW.
- d. Presby Environmental, Inc. Contribution \$500.00: this item was previously discussed under item b.
- e. Other and Communications: Superintendent Viens stated that Dan Dudley of NHDES had hand delivered the Supplemental Loan Agreement for NHSRL #07 for BWW authorized signatures. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to authorize Chairperson Langlois to sign the Supplemental Loan Agreement for NHSRL #07.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday September 12, 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 Poulin, seconded by Commissioner Caron, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:50 pm.

A True Record:

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