

December 19, 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, David Bertrand and Michael Caron. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also present for this meeting was Superintendent Viens, Craig Carrigan and Debbie Baillargeon.

There was 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 November 21, 2012.

Under the Berlin Water Works Monthly Status Report dated December 13, Superintendent Viens reviewed the following with the Board.

1. Superintendent Viens shared with the Board that Craig Carrigan attended a meeting with the City and Cate Street Capital recently because Cate Street Capital has shown interest in a compression natural gas station and one of the sites is in the BWW aquifer.
2. A letter was sent to BWW this week from Reclaim Recovery Group in reference to an insurance claim for a resident on Riverside Drive who had some water damage in his yard as a result of a water break at Riverside Drive and Noury Street in 2011. BWB did repair the driveway at our own cost, since receiving the claim letter we have notified the BWB's insurance company Primex.
3. The Federal Bureau of Prisons water bill continues to increase slowly the November bill was \$3,698.44 and the December Bill is \$4,136.48.
4. At the November Board meeting the Board directed the Superintendent to provide them with a list of remaining Cast Iron pipe identified to be replaced. Superintendent Viens stated that 12,429 feet of water main was installed this construction season 2012. Superintendent Viens went over several excel spreadsheets showing BWB priority work for water main replacement. As of today we have approximately \$5,075,000 in grant and loan money for future construction work, which will increase to \$6,075,000 if we accept the \$1,000,000 loan from Rural Development for the Godfrey transmission line. At present we have approximately 210 feet of Galvanized line to replace and approximately 6.8 miles of Cast Iron water lines to be replaced in addition to the 5 miles of transmission line to be replaced. The Board reviewed a map of the remaining Cast Iron and Galvanized lines as well as the planned work for 2013. The priority work for 2013 includes 1.) the water main on Riverside Drive from Twelfth St to Noury Street that includes the tie in for the new 16" river crossing, 2.) The NHDOT project for Route 110 which will include Willow Street and the Bridge Crossing on Hillside Avenue, 3.) Alpine Street from Balsam to Twelfth St. and 4.) The hi pressure water main from Lessard Farm Road to the PRV Vault on Route 110. Chairperson Langlois asked about the location of the water main on Route 110, Superintendent Viens stated that

the plan is to install the water main on the RR track side of Route 110. Commissioner Bertrand asked if the Brown Farm Generator was on site (yes), Superintendent Viens stated that the only items that have not been delivered yet are the VF Drive, Well pump and motor and the natural gas connection. The Superintendent also showed the Board the seven year plan stating that most of the work on the original plan has been completed or is in design.

5. The Superintendent will have for the Board next month the review of the long term budgets forecast and how they total up against revenues.

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 13, 2012.

After a brief discussion, it was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to accept the Cashier's Report dated November 2012.

Old Business:

- a. HEB – 55 Willow Street Facility Upgrade –Project Complete – Contract Closure pending - Status: Superintendent Viens informed the Board that there was no change in status however; he did review the work that has been completed recently the solar panels are operating and access to the panel information is on the City of Berlin website under Water Department. Superintendent Viens did call Jay Poulin of HE Bergeron to suggest that a meeting be called regarding the heating system issues in the office.
- b. Project Status – Planning & work- Status: Superintendent Viens stated that he covered the projects during his Monthly Status Report. The outside work has been completed on the Brown Farm Well project. We are working on heating for the building. The first pay request on our EPA Grant #10 was submitted this month in the amount of approximately \$156,459.71 for Brown Farm Well items that have been delivered. Superintendent Viens and Craig Carrigan attended a meeting with NHDOT in Concord on December 13, 2012, BWW notified the DOT that the corporations for each of the demolished buildings needs to be shut-off, we have some hydrants that need relocation and a water main to be installed as a result of the Route 110 project. The NHDOT did not think that they would pay for the water main relocation, but Superintendent Viens informed them of the existing condition of the 14" CI main on Hinchey Street that is shallow and would cause problems for the new roadway, because it would have to be relocated and lowered. It was presented that BWW could do most of the water main work and have it completed before the NHDOT contract for the roadway goes out to bid in July 2013.
- c. Pipeline - \$1,000,000 – Loan no Grant: Superintendent Viens received a call from Mark Koprowski of Rural Development regarding the

application we submitted for the pipeline. He stated that we are still eligible for a Loan but no grant; he suggested that we start the process in January. We have already submitted a list of items we will need from the City Manager as it is considered a bonded loan and we need the City of Berlin's approval for the loan application. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to authorize the Superintendent to proceed with the application for a loan in the amount of \$1,000,000 from Rural Development.

- d. Jeff Morgan-Allain – City Claim – Status – no change, this item to be removed from the Agenda for the next meeting.
- e. AFSCME Local 1444 & City of Berlin Negotiations – Status: no change at this time.
- f. Other Old Business –
  - 1. BWB, Andy Sharpe (P & L), and Todd ( Geo-Insight) met with NHDES in regards to the DRAFT- Groundwater Use and Value Determination letter from NHDES/EPA to the Berlin City Council referencing Berlin-Chlor-Alkali Facility (former) Superfund Site. A clearer understanding of the DRAFT letter was developed and several revisions to the letter were made by the group. BWB hired P &L and Geo Insight to help the City of Berlin Water Works protect the water aquifer area for the City of Berlin.
  - 2. Chairperson Langlois asked about the status of the Coulombe Pond Tank Road repair letter, Superintendent Viens stated that he has some pictures and drawings to forward to Attorney Jim Michalik then, the attorney will draft a letter.
  - 3. There was no other old business at this time.

#### Under New Business:

- a. Approve Chemical Bids opened December 18, 2012. It was moved by Commissioner Caron, seconded by Commissioner Bertrand to approve the low bidder for Sodium Hydroxide to JCI Jones Chemicals Inc. in the amount of \$1.10 and the bid for sodium hypochlorite to Harcross Chemicals, Inc. as follows: \$1.58 for amounts between 1,000 and 1,999 gallons, \$1.01 for amounts between 2,000 and 2,999 and \$0.870 for amounts between 3,000 and 3,000+.
- b. Review and Approve Third and Final Reader Upgrade: The Superintendent discussed the purchase of 500 radio read remotes with the Board. He explained to the board that the radio read remotes are installed at properties that are difficult to read due to locations that take more time and have resulted in serious /costly employee accidents. Also BWB manning availability in the winter season is a good opportunity to install the new radio readers. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, to authorize the Superintendent to purchase 500 radio reads with a third meter reader as quoted by E J Prescott on November 1, 2012 in the amount of \$62,500.

f. Approve Other and Communications

1. Superintendent Viens reminded the Board that the Institutional accounts will be billed monthly starting in January 2013, which will require the customers receiving a bill in February for the previous three months of October to January, then a bill for the January water usage in February also.
2. Superintendent is still seeking clarification regarding new medical insurance requirements and how it will affect the temporary employees that are hired for the next Construction season. NHDES and our auditors have been consulted.
3. Skywire: Superintendent Viens stated that he received email messages from Mr. Donald Dawson regarding the use of a tree at the Coulombe Pond Tank site for the WI-FI appliances for his internet system. For exchange of access to BWW electric power at the Coulombe Pond Tank Site a fee of \$5.00 to cover the next five years cost of internet and voice back up for BWW. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to allow Mr. Dawson to put his WI FI appliances on the tree and to access BWW power at the location in the amount of 3 amps continuously, with electrical hookup by a licensed electrician.
4. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to notify any developer who wants to set up projects in the well head protection area that a consultant such as GeoInsight is hired to evaluate the effects of the project on the BWW well head protection area.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday, January 16, 2012 at our Willow Street Conference Room.

There were no Public Comments at this time. Under Board Comments, Commissioner Caron noted that signs should be posted at the BWW office to warn of falling ice from the roof of the building, another safety measure would be to leave the snow piles as the snow falls from the roof to prevent anyone from parking in the area where the snow falls from the roof.

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 1:05 pm.

A True Record: ATTEST: \_\_\_\_\_  
Paul Poulin, Clerk of the Board