

January 16, 2013

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 Grenier. Also present for this meeting was Superintendent Viens and Lynne C. Lessard.

There was 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 December 19, 2012.

Under the Berlin Water Works Monthly Status Report dated January 10, 2013, Superintendent Viens reviewed the following with the Board.

1. The Solar System at the office is working great. Superintendent Viens received a letter dated December 31, 2012 from Diane Batemen, Sustainable Energy Division of the Public Utilities Commission, stating that the solar photovoltaic incentive application has been pre-approved in the amount of \$18,000.00 to be received in September. He also informed the Board that the website for our solar tracking is up and running. To visit the website go to: <https://enlighten.enphaseenergy.com/public/systems/abbn135684>.
2. We are in the planning phase for work next year and maybe into the following year. Part of the planning activities is updating drawings for paving curb to curb and trench patch work.
3. Superintendent Viens reviewed and discussed the following spreadsheets with the Board:
 - a. Berlin Water Works History for Mayors, Board Members and Superintendents was updated.
 - b. Water Break History and total flows into the City.
 - c. Pay Request History 2003-2012 by Calendar Year. This report tracks the level of reimbursements from funding agencies which represents the work completed through “force account”.
 - d. Total Cubic Feet billed per Quarter which includes Municipal Water Usage. He mentioned to the Board that since former employee Bryan Lamirande entered the school system, there has been more maintenance going on to correct water leakage.
 - e. Water Line Construction Progress, which tracks the Lineal Feet installed by year and total to date, which also includes curb to curb and trench patches.
 - f. History of Freeze-ups & Running Water Totals were discussed.
 - g. The flows into the City show that recent flow numbers are starting to increase.
4. Superintendent Viens and the Board discussed the increase in our Primex Unemployment Compensation Program. He stated that the significant increase

is that we had quite a few temporary employees drawing off the program. It was suggested that the Superintendent contact the unemployment office to discuss if an employee refuses a call-back.

5. Superintendent Viens met with two people from the Jericho Power LLC (Jericho Mountain Wind) and reviewed the project status for the windmills. They are interested in establishing the approval to get access via City of Berlin property at the BWW Treatment Facility. Superintendent Viens recommended they contact our Attorney James Michalik.
6. Superintendent Viens reviewed with the Board the Burgess Biomass Trail Corridor along Hutchins Street.
7. The Federal Bureau of Prison's water bill has increased by about \$300.00/month.
8. A letter from Primex was received dated December 26, 2012 declining the claim from ReClaim Recovery Group representing James Bourasso property located at 1906 Riverside Drive denying their claim from about two (2) years ago in the amount of \$12,777.00 for driveway and lawn damage.
9. The Board, during a prior meeting, approved the purchase of 500 radio reads. Superintendent Viens handed the Board a site map of where the existing 500+ units are located. He will be meeting again with the staff to prioritize these installations.

It was moved by Commissioner Caron and seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated January 10, 2013.

It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to accept the Cashier's Report Dated December 30, 2012.

Under Old Business:

- a. HEB – 55 Willow Facility Upgrade – Contract Closure pending – Roof/snow issue Status: Superintendent Viens said to the Board that there was nothing further to report in terms of Couture Construction. Also, a representative was supposed to be here last week to balance the heating/cooling system. We are addressing the roof issues for snow run off. Superintendent Viens contacted Jay Poulin who in turn contacted the architect David Laurin about the situation. BWW put up jersey barriers to keep the customer and employees safe. Mr. Laurin sent the roofing specifications to Alpine for their review and input and the Superintendent received a quote in the amount of \$4,266.10 for snow guards. The Superintendent & staff will review the proposal.
- b. Project Status – Planning & Office Punch List, Brown Farm Well, NHDOT Status: Superintendent Viens discussed the running water customers with the Board. The total number of customers on the list is 333. Of this, 72 customers are on our “early running water” program and 37 of the “early running water” customers, have been planned for capital force account work. Half of the “early running water

“customers are identified as qualified to be funded through planned projects. Our goal is to get the running water customers to zero in two years. Superintendent discussed the progress work on the NHDOT Project. Not much work has been done since before the holidays at the Brown Farm Well. An order has been placed for a heating system, which will be completed by February 1st. The Electrical installation work will start in February.

- c. Pipeline - \$1,000,000 – Loan Approval Scheduled February 7, 2013 – Status: A letter from Mark Koprowski, Community Program Specialist for USDA, to City Manager Patrick Macqueen, dated December 3, 2012, wrote that the Godfrey Dam Raw Water Transmission Line Project Application has been approved for funding.
- d. AFSCME Local 1444 & City of Berlin Negotiations – Status: Superintendent Viens said that he had been in contact with our Attorney James Michalik, and was told that he knows another Attorney who specializes in contract law. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to authorize up to \$5,000.⁰⁰ for our legal counsel.
- e. Other Old Business: Superintendent Viens received an e-mail from Mike Perreault, PWD regarding payment of \$22k for Jeff Morgan-Allain of 457 Norway Street damage repairs due to a water main break back in December 2011. Superintendent Viens will contact Mr. Perreault regarding this on going situation.

Under New Business:

- a. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor to approve the interest payments for '93, '93 & 1995 Water Bonds in the amount of \$39,137.50 due February 15, 2013.
- b. NH Retirement System – Audit – Retirement issue for some BWB coverage Employees – Status: Superintendent Viens received a letter from Cynthia Lavoie, Compliance Auditor from NH Retirement System dated December 17, 2012 regarding the audit that they performed on BWB. They extended their thanks to Debbie Page, Payroll Clerk, for all of her assistance. Superintendent Viens told the Board that they found that one employee was not immediately enrolled in the system back in 1980-1981. The second issue is that our “on-call” coverage does not qualify for retirement wages. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to authorize the Superintendent to review this and to set a path forward and develop options to find an equitable way to resolve this issue for our employees.
- c. Review 7 Year Financial Model – Status: Superintendent Viens handed out to the Board, his spreadsheet trying to predict an annual basis to find out if our budgets will be on target or end in a shortfall.

He is working with actual and assumed figures, as this is just a managing tool to see forecast future BWW financials.

- d. Approve Other and Communications: The Superintendent and Board briefly discussed and agreed to extend the three year Agreement for Employment for an additional year. The current three year agreement ends in April 2013. As this was being discussed, Superintendent Viens conveyed to the Board that his potential target date for retirement is the winter of 2014.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday, February 13th, 2013.

There were no Public-Board Comments.

At this time, it was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to enter into a Non-Public Session: RSA 91-A:3II(a) – Personnel – Wages – Grievance/RSA 91-A:21(b-c)–Collective bargaining and consultation with legal counsel. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 1:06 pm.

At 1:20 PM, the Board re-entered into the Public session.

It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to approve the discussed performance and compensation for salary employees.

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 1:21 pm.

A True Record:

ATTEST: _____
Paul Poulin, Clerk of the Board