

February 6, 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. Also present for this meeting was ex-Officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre and Lynne C. Lessard.

There was no Public – Board Comments.

It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to accept and place on file, the Minutes of January 16, 2013.

Under the Berlin Water Works Monthly Status Report dated February 1, 2013, Superintendent Viens reviewed the following with the Board:

1. We are still monitoring the unemployment compensation. We are looking to see how much longer former temporary employee William Pike is qualified to collect.
2. Through our business system, we incorporated “Invoice Cloud”, a software program which allows our customers to pay on line or at the office using credit cards. For the year 2012, we collected \$192k via credit cards from our water customers.
3. Superintendent Viens discussed with the Board current water leaks in our system. In December a leak was found on Glen Avenue. We have had three (3) main line breaks so far this year. Third Avenue, Mason Street and Denmark.
4. Superintendent Viens received a letter dated January 31, 2012 from NH DES with regards to “General State Permit for Internal Combustion Engines Used as Emergency Generators.” The letter states that our Androscoggin system was scheduled to expire on April 30, 2013 but has been extended until April, 2014 due to recent Federal regulation changes.
5. The NHDES 2012 Water Rate Survey was published and Berlin Water Works ranks 10th highest in the State for an average of \$595/per year per four person household.
6. The office solar panel system is working well. Total generation for January was 776 kwh. The staff is also working on a comparison electric spreadsheet.
7. Superintendent briefly spoke about the Long Term Budget Plan for BWW.
8. The Superintendent reported that we have started a monthly billing format for the Hospital, Nursing Homes, and State Prison. The Federal Prison has been billed monthly since August 2010. Superintendent brought this idea to the City Manager as they use our information and

- data for billing sewer yearly, but said that they have many things going on and would not be implementing monthly sewer billing at this time.
9. Superintendent Viens passed around a map of the Northern Pass Proposed Route for Northern NH.
 10. Superintendent Viens has an article available to the Board from AWWA which discusses Water & Hydraulic Fracturing, for the water industry for water protection.
 11. Superintendent and the staff met with EJP about the radio read technology. We shall be receiving a proposal and will discuss same for the next meeting. This will serve as a path forward to incorporate into our long term budget plans.

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 February 1, 2013.

After discussing the Cashier's Report, it was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashiers Report for the month of January, 2013.

Under Old Business:

Old Business:

- a. HEB – 55 Willow Upgrade–Closure pending-Roof snow and heating issue, Punch List – Status: We ordered the BWW logo for the garage. We also purchased the weather vane to be installed on the roof hydrant. Closure with Couture's Contract should be taking place either today or tomorrow.
- b. Project Status – Planning, Brown Farm Well, NHDOT – Status: Superintendent Viens and Foreman Craig Carrigan met with DOT officials last week and the meeting went well. We are finalizing our estimates now. We reviewed the sewer work with Jay Poulin of HEB who has been hired by the City. Superintendent Viens also briefed the Board with an update of work done at the Brown Farm Well.
- c. Pipeline – \$1,000,000- Loan Approval Scheduled February 7, 2013- Status: Superintendent Viens attended the City Council's meeting held on February 4th, 2013 to review the project with the Council members. City Manager McQueen will be signing the papers tomorrow at City Hall with Rural Development Officials. Superintendent Viens also met with former director George Pozzuto from the Forest Service; he is very knowledgeable with Forest Service permitting and he asked him to join our team to get through the 2 1/2 miles of National Forest for this project. We are going to hire him as a temporary employee at the rate of \$35.00/hr.
- d. AFSCME Local 1444 & City of Berlin Negotiations-Status: Nothing new to report.
- e. Review Possible System Coverage Changes – Status: Superintendent spoke to the Board about the after hours/weekend coverage issues with the

NH Retirement System as these wages are not eligible for Retirement. He will continue working on this because as of August 2008 thru December 2012; approximately \$49k was not eligible for retirement for the eight employees who rotate coverage.

- f. Other Old Business: There was no other old business to discuss.

New Business:

- a. Review and Approve Change Order #5 for Engineering Contract for Brown Farm Well: It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to approve Change Order #5 for Engineering Contract for Brown Farm Well. Funding will be through the EPA Grant.
- b. Review and Approve order of two Chlorine Analyzers Hach Model #C117-\$6,646: It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor to purchase the Chlorine Analyzers Hach Model #CL17 in the amount of \$6,646.00 for the two analyzers.
- c. Approve order of New Stream & Current Monitor for Ammonoosuc - \$8925: It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to approve order of New Stream & Current Monitor for Ammonoosuc in the amount of \$8,925.00 from Chemtrac.
- d. Review and Approve Red Flag Policy: It was moved by Mayor Grenier, seconded by Commissioner Caron, with all in favor, to approve Red Flag Policy, Identity Theft Prevention Program dated February 18, 2009 and revised February 6th, 2013.
- e. Review and Approve Construction Charge Out Rates for 2013: It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to approve Construction Charge Out Rates for 2013.
- f. Discuss rebuild vs. replace magnum hammer for Komatsu Excavator: The Superintendent and Board discussed the rebuild vs. replace magnum hammer for Komatsu Excavator. BWW staff is soliciting quotation proposals.
- g. Approve Other and Communications:
 - 1. The Board received a draft copy of our BWW annual FY12 Audit as prepared by Melanson Heath. They had no objections/revisions with their draft.
 - 2. We are in the process of collecting data as the Superintendent Viens informed the Board that we are having issues with our internet and with the possibility of changing our in-house e-mails to a different domain.
 - 3. Superintendent Viens handed the Board a proposed draft letter to Michael Perreault, PWD, regarding the Morgan Allain Property and the \$22,241.00 they are requesting from Berlin Water Works.

At this time, the Board decided not to send the letter as Mayor Grenier will set up a meeting between BWW, PWD and City Manager to try to resolve this issue.

4. Also at this time, the Board voted to authorize the Superintendent not to exceed \$5,000.00 for the services of George Pozzuto.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday, March 20, 2013 at their 55 Willow Street Office.

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 Bertrand, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:10 pm

True Record:

Attest: _____
Paul Poulin, Clerk of the Board