

March 20, 2013

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Lucien Langlois by "Skype" at 12:00 noon. Commissioners present were Paul Poulin, and David Bertrand. Absent from this meeting was Commissioner Caron and ex-Officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre and Debbie Baillargeon.

There was no Public – Board Comments.

It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of February 6, 2013.

Under the Berlin Water Works Monthly Status Report dated March 15, 2013, Superintendent Viens reviewed the following with the Board:

1. Superintendent and General Foreman purchased a flat screen television for the customer entrance and we are showing an on going slide show of Berlin Water Works employees at work.
2. There is a project meeting scheduled for tomorrow morning with Provan & Lorber to discuss five different final drawings for Final review and stamping by Andrew Sharpe of Provan & Lorber as well as other projects.
3. Staff prepared a spreadsheet of total Invoice Cloud payments by electronic check and credit card. The Board authorized the payment of water bills on line through Invoice Cloud in FY 2011. The current payments on Invoice Cloud are \$52,000 in FY 2011, \$148,000 in FY 2012 and in FY 2013 to date it is \$131,000. The total cost to Berlin Water Works for these payments from the beginning in February 2011 to today is \$6,356.00. BWW will continue to monitor and will determine if we will need to charge a fee for the convenience of paying by electronic check or credit card.
4. Superintendent Viens stated that he received a call from Todd Lemieux a selectman from Errol, NH. The Selectmen were wondering if BWW would consider playing a role in their water system, they said that Berlin was recommended by the State. They want to know whether we would be willing to review their system or take over the whole system. If the Board approves, Superintendent Viens would ask them to deliver the engineering report about their system and plan a walk through of the system. Commissioner Bertrand suggested that we check with Attorney Michalik to see if legislation would allow BWW to work with Errol on their water system. If legislation allows BWW to work with Errol, we will contact NHDES and Provan & Lorber for other situations involving two communities.
5. Solar System Report for February showed 926 kwh of energy was produced.
6. Bonnie Lavalley of Berlin Shopping Center called the Superintendent to discuss a proposed Laundromat at the Pleasant Street property. She asked

if there were special rates for Laundromats. Superintendent Viens explained the water rates history of BWW and that we are now 11th out of 90 water utilities in terms of water rates. Average is \$414.77 per year and Berlin is at \$595.56 per year, there are thirteen other utilities that are above \$500.00 per year. He also told her that we have one set of rates for water for residential and commercial.

It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report dated March 15, 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 February, 2013.

Under Old Business:

Old Business:

- a. HEB – 55 Willow Upgrade–Closure pending-Paid C.O. #7: Couture Construction has not paid H E Bergeron Engineers the \$8,970 that they owe for change of scope and engineering changes. BWW did pay Couture Construction for Change Order #7 in the amount of \$8,745.28. Superintendent Viens reviewed the expensed for the office and garage project as follows: Total Project \$1,305,000 with \$266,000 for energy items of which we will have to pay back 55% of when the loan closes. Solar System costs \$75,000 of which \$18,000 will be reimbursed through the State Energy Credit final cost of the solar system will be approximately \$23,250. The Board suggested that Superintendent Viens contact Attorney Michalik once the check to Couture Construction for \$8,745.28 is cashed to inquire as to whether we can write two checks for the remaining amount to Couture Construction \$36,047 less \$8970 to HE Bergeron and a check to HE Bergeron for \$8970. Superintendent Viens to inquire about waiver of liens for the project.
- b. Project Status – Planning, Brown Farm Well, NHDOT, and Summer Temp hiring: All work before natural gas is connected has been completed. Once the frost is out of the ground, we plan to have the natural gas connection completed then the generator will be installed and the change over from the old system to the new well system will be completed. The Board reviewed the plans for the temporary employees with the Superintendent, at present the plan is for 10 temporary employees and 5 summer employees. Superintendent Viens reviewed the Annual Project Planning List with the Board, the priority projects total 9,170 feet of water main. Commissioner Bertrand questioned the work for Route 110. The state is not planning to do their work this year, Superintendent Viens stated that the state had agreed to have BWW shut the corporations for the buildings demolished in the project area; we are planning to complete the work this spring.

- c. AFSCME Local 1444 & City of Berlin Negotiations-Status: The Superintendent and the Board members received an email from Mayor Grenier stating that Roland should contact City Manager Pat MacQueen concerning negotiations as they are getting close to ratifying an agreement. Mayor Grenier also stated that according to the Supreme Court Ruling BWW would be included in the settlement. Superintendent Viens received a letter from Attorney Michalik regarding his information gathered to date.
- d. Review Possible System Coverage Changes: Superintendent spoke to the Board stating that the period of time audited is from 2008 to 2012. The NH Retirement system audited BWW records and determined that the on call duty is not qualified retirement income. BWW received a check from NH Retirement in the amount of \$2,624 for employees and \$4,173 for BWW to reimburse payments that were made to NH Retirement based on the “on call duty hours”. BWW will meet with the eight employees involved with “on call duty” to review proposed “revised coverage changes” and to execute the change.
- e. Discuss rebuild vs. replace magnum hammer for Komatsu Excavator-Status: BWW has one proposal from Anderson Equipment for \$100,000 with a deduction of \$8,500 for BWW’s old hammer and next week will meet with Nortrax for their proposal. From the proposals we have received as of this time, staff does not think we can afford a new hammer. Other options discussed are leasing and hiring an outside contractor to do the hammering on the projects.
- f. Jeff Morgan – Allain – City Claim – Status – (Proposed City Policy): At the meeting held with Mayor, City Manager, Public Works Director, Chairperson Langlois and Craig Carrigan of BWW the Mayor suggested that the \$22,421 be paid 50/50 by City of Berlin and Berlin Water Works. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor to have the Superintendent draft a letter to the City Manager stating that BWW will pay half of the \$5,000 dollar amount based on items that were cleaned by Duraclean and then pay half of \$3,871 which is half of the amount of the bill less the \$18,550 charged by the contractor for a total payment of \$4,435.00.
- g. Other Old Business: There was no other old business to discuss.

New Business:

- a. City of Berlin Buildings – Fire Protection Charges and all Abandoned Service Lines: Board discussed request from Linda White, Housing Coordinator for the City of Berlin requested that the fire protections charges for tax deeded properties be abated. The Board discussed the spreadsheet she provided and suggested that the Superintendent call her to discuss whether the past due amounts will be paid by the City of Berlin to Berlin Water Works. The second part of this item is the corporations of all the buildings that have been demolished. The curb stop is shut off to the

properties but the line from the curb stop to the main line is still live and has the potential for problems in the future. Superintendent will write up some options for changes to the present policy regarding the demolishing of buildings and the line from curb stop to Main to be discussed at the April meeting.

- b. Reappoint Commissioner Michael Caron: Board suggested that we speak to Commissioner Caron to ask if he is interested in serving for another term.
- c. NHDES – Chemical Monitoring Waiver Application Review: BWW has applied every three years for waivers at our Brown Farm Well area. This year we did not receive a waiver for VOC because there is a buried oil tank in the well head area. This is going to require more testing at \$700 per test for three years for a total of \$2100 rather than the \$700 fee we have been paying every three years.
- d. NHDES – Notice of Change in TOC Monitoring: As a result of having too many failed tests, we are going to have to have more frequent testing that will cost an additional \$1280 over the next two years.
- e. Schedule Public Hearing for Budget Wednesday May 22, 2013 at 6:00 pm-Discuss first draft of Budget: The Superintendent distributed copies of the draft budget and covered some of the basic items. At a future meeting the Board will go over each sheet, in the mean time staff has made an assumption on Revenue for the Bio Mass plant at half of their projected usage for six months of FY 2014, also the Federal Bureau of Prisons has had a slower start to reaching their full estimated usage. On the Expense side of the budget staff did not raise the amount for chemicals or labor due to higher flows possible for the Prison or the Bio Mass project. Superintendent suggested the Board members review the draft budget before the next meeting.
- f. Letter to Richard Skarinka RE: State Filtration Grant: Superintendent Viens stated that we write to Richard Skarinka annually for the State Filtration Grant, this years amount is \$181,000 in two payments to help cover the cost of the Lancaster Street Water Tank and bonds, the amount will continue to decrease over the next six to seven years at that time it will end.
- g. Approve NHSRL #5 Loan Payment (#10 of 20) in the amount of \$119,632.57 due in May: It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor to approve the payment of \$119,632.57 for NHSRL #0231010-05 due in May 2013.
- h. Proposed New Internet Service: Superintendent Viens discussed the fact that we have been having problems with email under our present supplier; it was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor to accept Fairpoint Communications as BWW internet provider with mail boxes through the City of Berlin for a total of \$1,380 per year.
- i. There was no other new business or communications at this time.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on Wednesday, April 17, 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 Poulin, seconded by Commissioner Bertrand, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:20 pm

True Record:

Attest: _____
Paul Poulin, Clerk of the Board