

April 17, 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 David Bertrand, Paul Poulin and Michael Caron. Also at this meeting was ex-officio member Mayor Grenier. Present also at this meeting was Superintendent Viens, Craig Carrigan, Steven Lefebvre and Lynne C. Lessard. As part of the public, Roland Theberge was in attendance.

There was no Public – Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor to accept and place on file, the Minutes of March 20, 2013.

Under the Berlin Water Works Monthly Status Report Dated April 12, 2013, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens held a brief discussion on the “Revised Debt Payment Curve and spreadsheet.”
2. A letter dated April 5<sup>th</sup>, 2013 from Faye Nolan residing at 564 6<sup>th</sup> Avenue. She wrote asking that when the hydrant is flushed in her area that it run in a different direction rather than thru her property. She writes that she has requested this in previous years but with no response. She also states that there has been damage done from the flow. Superintendent Viens said that he will report this to our Primex Insurance Company.
3. As for the Brown Farm Well, a letter was received from NHDES dated February 11, 2013 stating that the VOC waiver was denied. Upon investigation, this denial was due to a non-compliance violation at the adjacent property owned by Paul Kimball for the existing underground petroleum storage tank. Superintendent Viens informed the Board that the staff is working with NHDES to amend these issues in order to re-activate our VOC waiver.
4. Superintendent Viens told the Board that to date, nearly 58,000 feet of HDPE water mains have been installed in the ground.
5. A new Contract from Custom Services has changed from \$35.00 to \$45.00/month for cleaning our 55 Willow Street Offices.
6. Our 55 Willow Street complex propane usage has slightly dropped.
7. We produced more Solar power this month.
8. Former temporary employee William Pike is no longer drawing off from the Unemployment Compensation program. We currently have four temp employees drawing unemployment.
9. A letter received from the EPA Grants Management Office dated March 28<sup>th</sup>, 2013 stating that they acknowledge and accepted all reports required to closeout the Assistance Agreement EM96-124501.
10. We are still in the process of switching over the internet service.
11. A letter was received March 27, 2013 from the Office of the Coos County Attorney stating that the person who broke in, and stole valuable electronics,

from the Berlin Water Works Office in July, 2011, was found guilty and was placed on two-year probation.

12. A letter was sent to the Federal Bureau of Prisons dated April 5<sup>th</sup>, 2013 as a follow up which indicated they plan to fill their 500,000 gallon water storage tank and BWW request that the fill between June 6<sup>th</sup> – June 11<sup>th</sup>, 2013. Also Superintendent Viens informed the Board that their monthly usage is at an all time high at \$13k.
13. A letter to Carl Belanger of Burgess Bio-power dated April 15<sup>th</sup>, 2013 was sent. This was a follow up that they need to update their backflow protection, metering and installation of the SCADA system, as agreed to, prior to their start up.
14. Superintendent Viens told the Board that we have received the Summary Report Water CAD Distribution System Model Update for the City of Berlin Water Works dated April, 2013 as provided by Provan & Lorber.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated April 12, 2013.

It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Cashier's Report dated March, 2013.

#### Under Old Business:

- a. HEB – 55 Willow Upgrade–Closure pending- HEB and CCC Paid in Full - Status: The Board agreed to remove this item off of the Agenda as the Couture and HEB Contract has been paid and closed.
- b. Project Status – Planning, Brown Farm Well, NHDOT, Summer Temp hiring, Hydro – Status: Superintendent Viens spoke with Rick Jones from the NH Interlocal Trust regarding the impact on BWW from President Obama's Health Care Reform. Mr. Jones said that if we have less than fifty (50) employees, we so not need to pay for our temporary help employee's health insurance. We meet this requirement as we are a separate entity of the City of Berlin. Superintendent Viens informed the Board that three (3) of temporary employees will start next week. Superintendent Viens also said that he contracted the three different funding agencies (EPA, RUS & SRL) to change the scope for a few of our construction projects. This would include eliminating seventeen (17) running water services, adding a section Pine Island Avenue to the scope, and the addition of a section of East Mason Street (Burgess Street to Rockingham). The funding agencies accepted and granted the changes. Superintendent Viens also discussed with the Board a change in scope on the Provan & Lorber –Hydro - Green Energy Project. It was moved by Commissioner Caron, seconded by Mayor Grenier, with all in favor, to accept the Change of Scope #1 from Provan & Lorber to increase the contract from \$32,530.<sup>00</sup> to \$126,910.<sup>00</sup> for a net change of \$94,380.<sup>00</sup> for

hydro design and construction management. Superintendent Viens also said that the Department of Transportation (NHDOT) has accepted most of BWW's scope of work for NHDOT's Route 110 Phase II Project and is drafting a contract.

- c. Raw Water Transmission Main- Provan & Lorber - Amendment #1 Status: After discussion, it was moved by Commissioner Bertrand and seconded by Commissioner Poulin, with all in favor to accept Provan & Lorber's Amendment #1 to increase the contract from \$14,000.<sup>00</sup> to \$95,431.75 for a net increase \$81,731.75 . We also hired George Pozzuto to assist BWW in acquiring required permitting from the US Forest Service to install a solar system for Godfrey Dam and to make required improvements to the Godfrey pipeline.
- d. AFSCME Local 1444 & City of Berlin Negotiations-Status: Vincent Werners has been retained and once materials have been reviewed, will contact the Superintendent. There was nothing further to report.
- e. Review Possible System Coverage Changes Status: Nothing to report.
- f. Discuss rebuild vs. replace magnum hammer for Komatsu Excavator-Status: Superintendent Viens discussed the quotes and options with the Board regarding this item and should have a path forward for next month's meeting.
- g. Jeff Morgan- Allain – City Claim-Status-(Proposed City Policy) Status: Superintendent Viens sent a letter dated April 2<sup>nd</sup>, 2013 to City Manager Patrick MacQueen regarding this property. Berlin Water Works issued a check in the amount of \$4,435.<sup>00</sup> to the City of Berlin which represents half of the estimated cost of required repairs. Superintendent Viens has not heard from the City Manager. The Board agreed to remove this item from the agenda.
- h. FY 2014 Draft Budget Review-Tentative schedule for Public Hearing May 22, 2013 at 6:00 pm Status: The Board agreed to hold a work session on April 24<sup>th</sup>, 2013, 12:00 pm at their 55 Willow Street facility to review the FY14 Proposed Draft. Superintendent Viens also showed the Board a graph showing how "Force Account" work balanced past budgets.
- i. City of Berlin Buildings – Fire Protection Charges and all Abandoned Service Lines Status: The Superintendent had nothing to report to the Board.
- j. Other Old Business: There was no other old business to come before the Board.

## 2. New Business:

- a. Review and approve Water Quality Report: Superintendent Viens briefly went thru the Water Quality Report with the Board and that nothing is in violation. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to approve the report and was noted that this will be an insert with the May, 2013 quarterly bills.

- b. Reappoint Commissioners (Michael Caron appointment expires 5/1/13): It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to have Michael Caron continue as Water Commissioner.
- c. Appoint Chairperson and Clerk of the Board of Water Commissioners: Chairperson Langlois and Paul Poulin, Clerk of the Board, both willing to continue in their respective positions. It was moved by Commissioner Bertrand, seconded by Mayor Grenier, with all in favor, to have Commissioner Lucien Langlois remain as Chairperson, and it was moved by Mayor Grenier and seconded by Commissioner Caron, with all in favor to have Commissioner Poulin remain as Clerk of the Board.
- d. Approve Other and Communications:
  - 1. It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor to accept and place on file, the Financial Statements and Management Letter for FY12 as prepared by our auditors, Melanson & Heath, Co. PC.
  - 2. The NH State Retirement (NHSR) recently performed an audit on BWW and its employees. A letter dated April 10<sup>th</sup>, 2013, was received from NHSR stating that employee Lynne C. Lessard was enrolled January 1<sup>st</sup>, 1981 but did not receive credit for three months as no deductions were taken out nor did Water Works send in any contributions for those months to send to NHRS. The original Water Works share was \$38.06 however with accumulated interest the bill is \$499.82. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to pay the Water Works portion. Superintendent has a spreadsheet to see what, if any, impact would have on her three months of service. The original amount for her not deducted was \$63.89, however with accumulated interest the total is now \$838.98.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on May 15<sup>th</sup>, 2013 and a work session to be held April 24<sup>th</sup>, 2013 to discuss the proposed FY14 Draft Budget.

There were no Public-Board Comments.

At this time, Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to enter into a Non-Public Session: RSA 91-A:3II(a) – Personnel – Wages-Grievance and RSA 91-A:2I(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 1pm.

At 1:30, by roll call vote, with all members voting in favor, the Board re-entered into the Public Session.

During the closed session meeting, the Board decided to post a bid to hire an hourly employee for Local #1444.

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 1:31 PM.

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