

May 15, 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. Absent from this meeting was ex-officio member Mayor Grenier. Present also at this meeting was Roland Theberge, Stacy Lemire, Superintendent Viens, Craig Carrigan, Steven Lefebvre and Debbie Baillargeon.

Under Public Comments, Roland Theberge, City Councilman stated that Donald Baillargeon of 720 Glen Avenue had a problem with his drain line. He stated that he was told the drain was removed so BWW could install a new water main at his property, and that BWW was suppose to be back to repair the drain and they never returned. Superintendent Viens will review.

There were no Board Comments at this time.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor to accept and place on file, the Minutes of April 17, 2013 and the Work Session Minutes of April 24, 2013.

Under the Berlin Water Works Monthly Status Report Dated May 10, 2013, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens discussed the Solar Panels on the Office Building are working well the amount produced this month was 2.90 MWh and a total of 6.29 MWh since it was installed.
2. BWW has changed the internet provider to Fairpoint and the email service is through Go Daddy so we now have bwwberlinnh.org as our email addresses. We will continue the two email services for one month to give time to notify all present contacts of new email addresses. The new upgrade will be \$1,200 per year in comparison to the old plan at \$900 per year.
3. Superintendent Viens showed the Board a brochure created by NHDES that shows pictures of work completed with funding from State Revolving Loans and also has graphs of the cities and towns that have benefitted from the funding and support. Berlin Water Works is one of the largest recipients of NHSRL funding in the state.
4. Superintendent pointed out the finished weathervane in the Board Room for the Commissioners to see, it will be installed on the roof when BWW rents a lift to do other maintenance projects. Work on the weathervane faucet and water drop was performed by Chairperson Langlois.
5. Superintendent spoke to Interlocal Trust our Health Insurance carrier regarding Obama Care. He was told that if we are under 50 employees we do not have to comply with Obama Care. If we do go over 50 employees we would have to provide medical insurance to all employees including temporary employees.

6. BWW received a credit from unemployment compensation that was overpaid to one former employee. At the present time no one is drawing against BWW for unemployment.
7. As the Board is aware the Federal Prison is under the sequester and will not be ramping up to full status. The present usage at the prison is at 25% of total that prison estimated for full usage when at full capacity. The Federal Prison plans to fill up the water storage tank this month when BWW runs tests on Brown Farm Well.
8. Burgess Bio Power is working on their water supplies; they are considering installing a new service line north of the existing water service on Hutchins Street.

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

At this time, Chairperson Langlois amended the agenda to cover item b. under new business, Hillside Avenue resident – review letter. Ms. Stacy Lemire appeared before the Board and asked to have one person to address; Chairperson Langlois told her she could address him. She stated that she had raised four children and it took everything to make ends meet as she is now on disability. She said that in 2002 she installed a well at a cost of \$7,000 and no longer used BWW services. She said she did not understand why she should pay for fire protection through the taxes for the Fire Department, Homeowner fire insurance and BWW for fire protection. Chairperson Langlois responded that the primary purpose of the BWW is to supply water for fire protection; secondary purpose is to provide potable water to residents. Ms. Lemire stated that she should not have to pay for fire protection three times. The Board discussed with Ms. Lemire the original purpose of fire departments and the fact that the fire department cannot fight a fire without BWW providing the water. Through the discussion Ms. Lemire stated that her house is one unit not two, and that she never signed a contract with BWW to provide fire protection. Ms. Lemire also stated that her well is not operating it has not worked for one year. She transports water from a spring. She stated that she is making payments on the well installation, her taxes and insurance, her request is to have the BWW either write off the amount due of \$886.68 or she would be willing to make payments on amount due so that she could have her BWW water service restored at 98 Hillside Avenue. The Chairperson thanked her for attending the Board meeting and they will discuss her situation further and respond to her in writing. Ms. Lemire stated before she left that if a decision could not be made she would have to contact a lawyer to review the situation.

Superintendent Viens reviewed some of the highlights of this months cashiers report, the disbursements are at a normal rate, the available cash is at is usual rate for this time of year and the best news is that all the debt payments have been made for FY 2013. Also at this point Superintendent Viens stated that BWW had received an email from Devine Millimet stating that some communities are refinancing their state revolving loans for a lower interest rate. The Board authorized the Superintendent to draft an RFP to

Banks for consolidation and refinancing of the present seven state revolving loans. It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor to accept and place on file, the Cashier's Report dated April, 2013.

Under Old Business:

- a. Project Status – Planning, Brown Farm Well, NHDOT, Summer Temp hiring, Hydro: Superintendent Viens informed the Board that the Brown Farm well project is a couple of weeks behind the initial schedule. The weather delayed Liberty Utilities' gas line subcontractor, RH White, but work started on Monday May 13 and will be completed on Friday May 17<sup>th</sup>. BWW has signed a contract with NHDOT with the agreement that we are still estimating the design of a 3000 foot 14-inch water main replacement that will address most of the remaining conflicts with NHDOT plans for drains; the contract was signed with a limited scope. BWW has ten full time temporary employees and two part time summer employee at this time and will be at full staff of seventeen temporary employees in two to three weeks. BWW received the okay from NHDES to include Pine Island Avenue in the scope of work, Alpine Street is presently half done and we should be receiving the stamped design from Provan and Lorber for the Pine Island Avenue work soon. The second BWW crew is working on Mason Street and has completed one block. DBU the boring company is here today and trying to bore the upper part of Mason Street. Next week we will have the drilling company here to do test bores on Route 110 for the high pressure line and at Marquis Brook for the transmission line. The staff has ordered 1200 feet of 20 inch HDPE pipe for the Transmission line project, we want to bore under Marquis Brook and that will be determined after the test bores next week. The hydro project is still in the planning stages, Craig, Andy Sharpe and the Superintendent went to Bennington VT to review a hydro that is very similar to the one we plan to install. It was a simple and cost effective installation that we would like to have at the Ammonoosuc Treatment Plant. There has been a lot of progress on the building layout for the hydro.
- b. Raw Water Transmission Main – Provan & Lorber-Status: This item was previously discussed under Project Status.
- c. AFSCME Local 1444 & City of Berlin Negotiations – Status: Superintendent Viens stated that he had received a copy of the City's agreement and he is presently analyzing the agreement.
- d. Review possible System Coverage Changes: Superintendent Viens stated that this item would be incorporated in to the AFSCME Local 1444 & BWW agreement.
- e. Replace magnum hammer for Komatsu Excavator – Status: The Superintendent stated that BWW had gone to five different companies for a price quote. Four companies responded and the lowest bidder was Chadwick-BaRoss with a \$20,000 trade in value for the old hammer the

net price for the new hammer was \$62,746.10. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor to accept the purchase of the new 10,000# Magnum hammer for the Komatsu Excavator at a price of \$62,746.10.

- f. FY 2014 Draft Budget Review – Public Hearing May 29, 2013 at 6:00 pm- Superintendent Viens stated that the packages for the Public Hearing are being prepared as well as charts that show the debt and revenue for the BWW. Chairperson Langlois invited all the Commissioners to attend the Public Hearing if they are available.
- g. City of Berlin Buildings – Fire Protection Charges and all Abandoned Service Lines-Superintendent Viens stated that there are several scenarios for buildings that are taken for tax deed. He stated that the staff is updating a spreadsheet. He spoke to Linda White and she would like a meeting with Pat McQueen and BWW to discuss the issue. Superintendent Viens said he did not know how the money is spent when a building is purchased from the city, does the first portion go to taxes, then sewer and then water, and he would like to know the breakdown of each property sale of tax deeded properties. Steve Lefebvre would like the Board to consider the corporations for each of the buildings that are demolished, the water is presently turned off at the curb stop but the line is still live from the curb stop to the main, which is a liability for the future if any of the lines freeze or break.
- h. Other Old Business: Superintendent Viens told the Board that the staff has been considering the purchase of a lift for maintenance work. There is one in Lancaster that the BWW mechanics and staff will visit for reference. Commissioner Bertrand stated that we should contact our insurance to get their feed back on the lift.

#### New Business:

- a. Review and Approve Single Audit-Superintendent Viens offered each of the Board members a hard copy of the Audit, Managers letter and Single Audit, but they all declined because they already have an electronic copy for their records. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor to accept and place on file the Berlin Water Works Single Audit for year ended June 30, 2012 as prepared by Melanson Heath and Company P.C.
- b. Retirement Benefits- The Board reviewed the retirement benefits presently paid by BWW for two previous long term employees. In 2004 the Board of Water Commissioners voted to help out the two employees who were on a different retirement plant than the rest of the BWW employees who had retired. The rate we started paying in 2004 was \$188.00 per month for each employee the present rate is \$388.00 per month per employee, it is estimated to rise to \$403.00 per month per employee. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor to pay the increased amount of up to \$403.00 for each of the two employees per month.

- c. Tax Deeded properties w/delinquent water bills-This subject was previously discussed under old business.
- d. Hillside Avenue Resident – review letter- This item was discussed briefly with Stacy Lemire before she left the meeting. The Board discussed the visit with Stacy Lemire and it was decided that the Superintendent would draft a letter for Ms. Lemire. Some important items to address are the present condition of the service line at 98 Hillside Avenue, when BWW did the project on Hillside Avenue they installed a new curb stop to the property and insulated at connection to existing service which is only two feet deep at the wall. Construction records do not indicate whether existing service line is galvanized or copper if it is copper a heat probe could be installed to prevent freeze up in the winter. The Board questioned who determines how many units are in a building, they were told by staff that it would have to be inspected by the housing inspector. Following the discussion, the Superintendent stated that he would draft a letter for their review.

There was no other new business at this time.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon on June 19, 2013.

There were no Public-Board Comments.

There being no further business to come before this meeting at this time, it was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:05 PM.

A True Record:

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Paul Poulin, Clerk of the Board