

September 25, 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 Michael Caron, Paul Poulin and David Bertrand. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre and Lynne C. Lessard.

There was no Public or Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Minutes dated August 21, 2013.

Under the Berlin Water Works Monthly Status Report dated September 20th, 2013, Superintendent Viens reviewed the following with the Board.

1. A letter dated September 16, 2013 was received from Dave Witham, Risk Management Consultant for Primex regarding his job site audit on August 14th, 2013 to review our crews in action on Riverside Drive. He thought the safety and risks were very well managed. His only suggestion was to purchase and use signage to warn equipment operators of overhead power lines. The Board suggested the possibility of decals inside the heavy equipment or also along the “boom” part. Superintendent Viens asked Steve Lefebvre to contact Mr. Witham to find out what other companies are doing.
2. For this year, 5,952 feet of water main has been installed and 1,307 feet for copper service lines.
3. As for the Main Street /Riverside Drive Project which began in 2011, we finished the all water mains, services and the river crossing. The current cost is \$211/ft for the 17,500 feet of installation. This per foot cost will change as this does not include several factors as restoration and final paving.
4. Our Auditors from Melanson Heath & Company, PC. were onsite August 26th, thru August 28th, 2013 for FY13, ending June 30th, 2013.
5. For the solar system at the 55 Willow Street Complex, we just finished four months with zero energy usage and also have 180 kwh banked.
6. The Federal Department of Corrections water usage increased to \$15,511 for the month of August. Their usage is comparable to the State’s Correction Facility.
7. The Burgess Biopower’s water usage has increased for August and their bill was approximately \$3k.
8. Provan & Lorber, along with GeoInsight, made a presentation at a show in Bennington, Vermont regarding the Rehabilitation & Reincarnation of the Brown Farm Well. Also, Andy Sharpe from P&L and Dave McClain from GeoInsight met with the Superintendent and staff to review the Final Draft Report for the Brown Farm Well Improvements as prepared for BWB and Provan & Lorber provided by GeoInsight.

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 September 20th, 2013.

It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to accept and place on file the Cashier's Report for the month of August, 2013.

Under Old Business:

- a. Project Status –Brown Farm Well, NHDOT Projects, Temp staffing, Hydro, and Water Main Work Status: Items are getting done on the Brown Farm Well punch list. We also received the final draft report as mentioned above. Also, we are shopping for a static mixer. Plumbing & Heating should be done next week. As Superintendent Viens was out office several days due to back surgery, Foreman Craig Carrigan and P&L's Andy Sharpe continued discussing the DOT Route 110 Project area conflicts. They are looking at a different approach to resolve the NHDOT Pricing with the possibility of using "Unit Pricing". As for the other DOT Project on the high pressure line, this will be deferred until next year as the construction season is coming to a close. Temp staffing has been reducing. We are working up a bid package for the Hydro. Water main work is winding down. However; for maintenance, Glen Avenue had a pipe failure last year and discussed the possibilities of repairs. The best way is to use 10-inch HDPE to slip line a 550 foot section which will extend beyond both sides of the Irving Mainway Store.
- b. Raw Water Transmission Main- Provan & Lorber - Status: Ecologics showed up yesterday and should finish up today to evaluate the transite pipe. The preliminary feeling is that the pipe looks to be in good shape. Next week we will start hauling sand and gravel to rebuild the road and have permission from the Forest Service to use their sand pit. As a direct result of our Consultant George Pozzuto, we were able to obtain the necessary permits and permissions to move forward on this project. We also need to schedule the Marquis Brook Repair.
- c. AFSCME Local 1444 & City of Berlin Negotiations-Status: Informal conversations and communications with City Manager James Wheeler, Superintendent Viens, Chair Lucien Langlois and Foreman Craig Carrigan about BWW's position with the collective bargaining agreement. At this point, the City Manager does not want to involve attorneys. Superintendent Viens updated the Board that all of the cost items for the Contract have been enacted, such as the hourly rate, incentive rate, and longevity. The only major item is the health insurance which will be effective on October 1st. 2013.
- d. Refinancing NHDES State Revolving Loans – Savings – NHDES Loan Charge Rate Adjustment Calculation review and approval by Chairperson Status: Dan Dudley, NHDES questioned who should sign the re-finance forms. We did research from previous loans from the state and the history

is that Loans #01 thru #05 were processed prior to Superintendent Viens and Mr. Johnson, former Superintendent, processed everything thru the City Council and the final paperwork was signed by the City Manager. SRL #06 had some work done and was in motion for the City Council. Superintendent Viens finished the final package with the City Manager's signature. Early in Superintendent Viens tenure, Attorney Michalik stated that the only thing that we could not do without the City was to bond money, and if it was a revolving loan, we could sign. Since then, the Board had authorized the Chair to sign all documents for NHSRL's. There is a potential approximate savings of \$577k by re-financing. It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to authorize the Chair to sign the seven (7) re-financing documents when they are received.

- e. Other Old Business: There was nothing to report.

Under New Business:

A few years ago, Dave Witham from Primex was here. They have a program for Risk Management "10 Best Practices". He said that if BWB incorporated identified list of policies, then we would receive an additional insurance premium discount. Several of the policies they recommended were already in place. Office employee Debbie Page has been working on this and has finished what is required to activate the savings. It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to have the Superintendent sign the following policies as amended (a thru c):

- a. Berlin Water Works Statement of Safety Policy and Slips, Trips, and Falls Prevention Policy and Procedures
- b. Berlin Water Works Motor Vehicle Seat Belt Use Policy
- c. Berlin Water Works Harassment Policy
- d. Review line of credit renewal Status: During last month's meeting regarding the line of credit, the Board was informed that our Revenue Anticipation Note for \$1.025m is set to expire on October 26, 2013 and we would not be renewing. The note was specifically set up for the RUS Grant & Loan Project. However, since that time, Superintendent Viens stated that we now have that same situation with the Godfrey Project and is waiting to hear from Bank of NH (formerly Laconia Savings) to continue the note or to establish another RAN. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to authorize the Superintendent pursue this with the bank.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to authorize and approve payments for the following SRL & RUS loans (items e thru g). The Superintendent noted that both SRL's are at the re-financed rate.

- e. State Revolving Loan -07 in the amount of \$102,244.86 due October 1, 2013 (2 of 20; no change)
- f. Rural Development Loan #3 in the amount of \$47,355 to be paid October 27, 2013 (2 of 30)
- g. State Revolving Loan -02 in the amount of \$107,800.20 due November 1, 2013 (13 of 20 original; 16 of 20 revised)
- h. Androscoggin Roof Repair – Phase I - \$50,000: We did the roof evaluation thru the Garland Company and received preliminary estimates, and received 3 quotes. All of the work is about \$100k. The Superintendent proposed to the Board that we do Phase #01 which is one building for about \$50k. This amount is for the filter building roof repair and not full replacement. The second building will be repaired next year. After discussing with the Board, Commissioner Caron suggested an alternative to the quotes received for materials to be used and suggested a few other contractor estimates. Forman Steve Lefebvre will contact those who Commissioner Caron mentioned before the bid is awarded. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin to authorize the Superintendent to spend up to \$50k.
- i. Approve other and Communications – There was nothing to come before the Board.

The Board agreed to hold their next regularly scheduled meeting on October 16th, 2013 at their 55 Willow Street Office at noon.

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 Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:05pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board