

October 16, 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 and ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Viens, Steve Lefebvre and Lynne C. Lessard.

There were no Public or 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 September 25, 2013.

Under the Berlin Water Works Monthly Status Report dated October 11, 2013, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens will be making a presentation at the New England Water Works Association Leadership Symposium in Exeter, NH on November 20th, 2013 to talk about leadership and transitional maintenance along with Andy Sharpe of Provan & Lorber.
2. The monthly billing for our major accounts, AVH, Nursing Homes, Bio-Mass and Prisons was billed for approximately \$50k.
3. Charlie Fritz of Electrical Installations, Inc. is in town today hooking up the Bio-Power SCADA system. Burgess Bio-Power plans to be in full operation in December. As per Agreement dated July 18, 2011 and a conversation with Carl Belanger on October 2nd, 2013, the \$21k per month fixed minimum fee for the "Start-Up Schedule" will be effective September 30th.
4. There was not much change in water consumption for the FBOP. A letter was received from Aaron Posthumus; Supervisory Contract Specialist dated October 1st, 2013. The purpose of this letter was basically to state that due to the Federal Government Shutdown, all payments would be made retroactive for services.
5. For the record, we placed an order with Electrical Installations, Inc. for the installation for the Antenna and Repeater for Forbush Avenue for \$9,545. This upgrade has been completed.
6. We paid the Airport \$3,582.00 for sand from July thru September.
7. A letter from Health Trust regarding the New FSA Guidance for the 2014 Plan Year.
8. Superintendent Viens said that there was a water main line break on the corner of Walsh Street & Pinecrest Avenue which has since been fixed.

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 October 11, 2013.

Prior to the acceptance of the cashier's report, Superintendent Viens informed the Board that our Auditors called to discuss our financial situation, as thru the charts and information we provide to them, they noticed an annual decline in our cash on hand.

Superintendent Viens also responded in writing which should be included as part of their Management Letter for year ending 06/30/13. It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to accept and place on file, the Cashier's Report for month of September 2013.

Under Old Business:

- a. Project Status – Brown Farm Well, NHDOT Projects, Temp Staffing, Hydro, Water Main Work Status: Superintendent Viens said that the Brown Farm Well Improvements Draft Report as prepared by GeoInsight, was reviewed and commented on and they will be issuing their Final Report which is expected in November. We are also working on the punch list and are making good progress. The temp staffing is being reduced. The NHDOT project has been difficult as they have questioned our established rates for labor, equipment, etc. causing revisions to the pay requests. The stainless steel by-pass / supply header has been designed for the Hydro Project and the bid documents are almost complete. Superintendent Viens also briefed the Board about the Glen Avenue project and the progress of several other streets. To date in 2013, 6,519 lineal feet of water main has been installed and for service lines – 1,307 ft.
- b. Raw Water Transmission Main – Provan & Lorber – Status: We started repairing the road for the past three weeks and are making progress. Superintendent Viens sent an e-mail to Katherine Stuart, District Ranger for the White Mountain National Forest on October 7, 2013 that due to the Government shut-down, that he is concerned with the timely completion of the emergency repairs on the Godfrey Pipeline and asked for any assistance that could be provided. She asked the Superintendent to write a formal request and that she would send off to the proper authorities. A letter to Ms. Stuart dated October 15, 2013 was signed by Chairperson Langlois and mailed.
- c. AFSCME Local #1444 Contract – Status: The Contract became effective August 1, 2013 and the cost and saving items were in effect on October 1st. The Superintendent showed the Board a health care cost spreadsheet. This indicates that BWW health care cost in 2013 will be reduced to 2009 levels for comparable service.
- d. Refinancing NHDES State Revolving Loans – Savings – NHDEL Loan Charge Rate Adjustment Calculation review and approval by Chairperson – NHSRL #06 Corrections – (Save \$15k) Status: This Refinance Package effects Seven (07) of our State Revolving Loans. The first five (five) #01 thru #05 were signed by the City Manager and #06 & #07 by BWW's Chairperson. Superintendent Viens spoke with Attorney Michalik and he recommended that we follow the same approval path to keep these loans consistent. As for SLR #06, a discrepancy was found by our office and when reported to NHDES's Dan Dudley, he recalculated which reduced the loan by one year and also the interest rate was affected resulting in about \$15k additional savings. Superintendent Viens handed out a spreadsheet with the new Fiscal Debt yearly totals.
- e. Line of Credit – Status: We are working with the Bank of NH to re-establish our Revenue Anticipation Note for \$1,025,000. This note expires later this month.

The purpose for this note was to be in compliance with RUS for our Water Main Projects; however this project has been completed. This would serve as the same purpose but for our Godfrey Transmission Line. Superintendent Viens informed the Board that there is a yearly fee. Interest is only charged when the line of credit is used. Unlike savings, checking or a CD, the funds remain the property of the Bank until accessed. To date, BWW has not accessed this or any other line of credit that was established.

- f. Other Old Business: The staff procured alternative roof repairs & materials proposals for the Androscoggin Facility roof repairs as requested by the board last month. The repair contract was awarded based on life expectancy of the proposed alternatives. The roof repair work has started on the Androscoggin Facility Filter Building thru AML / Garland Company should be completed next week.

Under New Business:

- a. A problem has developed at the plant as we backwashing to frequently. Blue Earth Labs, associated with EJ Prescott, would be able to test the clarifier beads for \$250.00 and the filter sand/anthracite for \$700. This testing will determine if the media can be cleaned and regenerated or whether it needs replacement. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to have the Superintendent follow-up on this situation.
- b. A letter was received from James Jeffers & Susan Nash, dated October 8th, 2013 was presented to the Board regarding the property at 63 Jericho Road which is in probate. The water was turned off for non-payment in 2006 after the former tenant moved out leaving them with a past due bill and since accumulating interest and our current quarterly charges for a total amount of \$1,624.20. They are willing to pay \$400.00 to settle this debt. After reviewing several options, Commissioner Caron, seconded by Commissioner Poulin, with all in favor to allow for the abatement and sent the parties a letter stating same and that there will continue to be a \$28.20/yearly billing until the building is torn down.

The Board agreed to hold their next regularly scheduled meeting on November 27, 2013 at noon at their 55 Willow Street Office.

There were no Public-Board Comments.

There being no further business to come before the Board 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 1:05 pm.

A True Record:

Paul Poulin, Clerk of the Board