

November 27, 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 Paul Grenier. Also in attendance were Superintendent Viens, Craig Carrigan, Steve Lefebvre and Debbie Baillargeon.

There were no Public or Board comments.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Minutes of October 16, 2013.

Under the Berlin Water Works Monthly Status Report dated November 22, 2013, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens stated that he and Andy Sharpe of Provan and Lorber participated in a New Hampshire Water Works Association presentation last Wednesday. The presentation went well and is available on Power Point if any of the Board would like to view the presentation. It covers the period of 1990's when Mr. Johnson was Superintendent, to the present day activities of Berlin Water Works, and where we are going in the future.
2. Superintendent Viens informed the Board that while he was on vacation, Steve Lefebvre purchased some surplus materials that included culvert material, PVC pipe and curb boxes left over from the Bio Mass Project from Chapman. The items were purchased for \$9,000 and the material inventory is worth at least twice that amount. The Board asked if we would sell some of the excess materials, and the Superintendent said we will only part with the items that we will not be able to use. The Board also noted that if we have material certification for the different items they may be more marketable.
3. City as part of their revitalization project in removing old buildings has demolished a building at the 320 High Street. The BWW abated an amount of \$3,560 that was due at the property for back water, also the building at 1051 Main Street has been listed for demolition \$93.38 was outstanding at that property when the City took it over.
4. BWW received a letter from NHDES in reference to BWW pumping water out of the trench on Glen Avenue. BWW responded to the letter and we have not heard anything from them yet.
5. BWW new medical insurance is Health Trust and they also administer the BWW flexible spending plan, in the past the employee had to use any saved funds by the end of the plan year, then it was changed so that the employee had a few extra months into the next plan year to use the funds, now the new ruling is that the employee can carry over as much as \$500 into the next plan year. The flexible spending account is pre tax money used for co-pays and other medical expenses, not covered by the medical insurance plan.

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 November 22, 2013.

Prior to the acceptance of the cashier's report, Superintendent Viens informed the Board that November December is our second largest month for expenses. Staff is concerned about cash flow due to the fact that the last couple of months of construction work expense have been out of BWW pocket, the work on Glen Avenue, Godfrey Transmission Line and the Androscoggin Treatment Plant roof are the big expenses. The Superintendent went over the cash items we are waiting for including an EPA pay request, water bill payments that are due December 3 and the Energy Rebate for the Solar System. He stated that we will draw on the line of credit if it is necessary. The Board asked when the Godfrey Transmission Line work will be complete so that Berlin Water Works can close on the Loan with Rural Development. Superintendent Viens stated that BWW has finished our work for this year; A.B. Logging will be completing the tree cutting needed on the Transmission line by December 15, 2013 for \$21,500. Next year's work for BWW involves graveling the road, covering the transmission line and planting grass where the trees are removed by A.B. Logging and slip lining the sloped section near the river crossing. This year's work on the Godfrey Transmission line included the leak repair at One Mile Brook, repairing the blow off, and a new vent at the high point. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashier's Report for month of October 2013 with the caveat that the staff can call the Board members if the line of credit is needed.

Under Old Business:

- a. Project Status – Brown Farm Well, NHDOT Projects, Temp Staffing, Hydro, and Water Main Work: Superintendent Viens said that the pay requests with NHDOT cost more for consulting costs and as a result Provan & Lorber have a change order in the amount of \$10,000 to change the contract from \$22,170 to \$32,170. The Board discussed the reason for the change order and determined it was not for extra design and that BWW should not do force account work for NHDOT if it is not covering our costs. Superintendent Viens stated that the NHDOT project is on the scope for one of the State Revolving Loans to cover any extra costs not covered by NHDOT, but the Board stated that using the funds for NHDOT would take away from other BWW projects. It was moved by Commissioner Bertrand, seconded by Commissioner Poulin, with all in favor, to abandon the NHDOT Project from Third Avenue to the Public Works Facility on Wight Street. The Board also stated that an inspector for BWW should be on the NHDOT project to make sure the water lines are protected and hydraulically correct. Superintendent Viens stated that staff had installed 6,872 feet of water main this construction season which covered nine of the priority projects for this year's capital plan and also two of the projects that were priority for next year. The Superintendent and staff will develop a new revised two year 2014-2015 capital plan. The cost per foot without final paving on

Riverside Drive from Peavey Lane to Cates Hill is at \$218.00 per foot that is much lower than today's cost for contractors to do the same work.

- b. Brown Farm Well – NHDES Upgraded Rate approval 1000 gpm: The final report from GeoInsight is here and available for the Board to review. The Punch List for the well project is complete, the P I and D for the Brown Farm Well was completed by staff and sent to Provan & Lorber for their review, the review will be the last of the chargeable items in the Provan & Lorber contract. There is under \$10,000 dollars remaining in the Brown Farm Well funding and BWV may use \$4500 to change the cover pipe at the well for easier access to repair well. Brown Farm Well will be removed from the agenda next month.
- c. Raw Water Transmission Main – Status: BWV rebuilt the base of road for the Loop Road to the State Park about 2 miles in length. The road was almost impassible, now the drainage ditches have been repaired and the road is now passable. We did the repairs on the transmission line as discussed earlier in the meeting and also videoed sections of the transmission line to check the internal condition. Work remaining is to gravel the road and slip line the remaining planned section of transmission line. Superintendent noted that George Pozzuto was invaluable in working with the Forest Service for the entire transmission line project.
- d. AFSCME Local #1444 Contract – Status: Superintendent had nothing new to report, the Board agreed that the contract was signed and this item can be removed from the agenda.
- e. Refinancing NHDES State Revolving Loans – Savings – NHDEL Loan Charge Rate Adjustment Calculation review and approval by Chairperson – NHSRL #06 Corrections – (Save \$15k) Status: The City passed a resolution to sign the refinancing of NHSRL #1 through #5 and the signed copies will be forwarded to us to forward to NHDES. This item will be removed from next month's agenda. The Superintendent referred the Board to the closure statements for the 1993 Bond.
- f. Revenue Anticipation Note at Bank of New Hampshire secured for three years on 10/24/13: The Board previously discussed this item; the staff will notify the Board members if we need to access the line of credit.

Under other old business Superintendent Viens informed the Board that the staff had received the report back from Blue Earth in reference to the media at the Ammonoosuc Treatment Plant. They proposed that they could come and show us how to use their chemical to clean the media; Superintendent Viens told them that we do not have the funds at this time. BWV will do more data collection it is interesting to note that other facilities of the same vintage in Laconia and Lincoln are have the same issue at this time, Laconia decided to replace the media. However, staff has planned to clean the media for a longer period of time with more chemical to see if we can resolve the problem.

Under New Business:

- a. Approve time for John Arsenault – 80 hrs.: It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor to approve an additional 80 hrs. for John Arsenault who performs instrumentation maintenance work for BWW & BPC.
- b. Primex Forecast 2014 – Workman’s Compensation and Unemployment: BWW had to separate visits from Primex recently, one was for the Property assessment and the second was for Workman’s Compensation. Due to the number of temporary employees, accident reports and compensation claims we are no longer in the municipal water classification. Primex created a new classification for municipal water with heavy construction for BWW. Costs for Workman’s Compensation will go from \$14,300 to \$39,000. The Board discussed the fact that we may hire less temporary employees next year, so that should allow for some adjustment in the future rates. Unemployment compensation will go from \$22,000 to \$30,000 up 35% and Property and Liability will go from \$35,667 to \$41,000 up 17%. Superintendent Viens stated that these costs will be reflected in the next budget.
- c. Approve State Revolving Loan -01 in the amount of \$83,355.43 (13 of 17), -03 in the amount of \$48,874.95 (12 of 16) and -04 in the amounts of \$101,114.42 (12 of 17) due December 1, 2013: It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to approve payment of State Revolving Loan -01 in the amount of \$38,355.43, -03 in the amount of 48,874.95 and -04 in the amount of 101,114.42 due December 1, 2013
- d. Approve Heavy Equipment Payments for the Cat 420E in the amount of \$19,627.63 and the Komatsu WA 250 Loader in the amount of \$24,757.17. (both are 2<sup>nd</sup> to last payments) Also Magnum Hammer (1 of 3) \$22,146.73: It was moved by Commissioner Poulin, seconded by Commissioner Bertrand, with all in favor, to approve payment of the Cat 420E in the amount of \$19,627.63, the Komatsu WA 250 Loader in the amount of 24,757.17 and the Magnum Hammer in the amount of \$22,146.73.
- e. Approve Payment for Godfrey Dam Rural Development Loan in the amount of \$10,811.00 (2nd of 30). It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, to approve payment of the Rural Development Loan for Godfrey Dam in the amount of \$10,811.00.
- f. Dam Bureau Registration Fee – \$750.00.: It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to approve the payment for the Dam Bureau Registration Fee in the amount of \$750.00.
- g. Purchase used Hyster 30 - \$2800.00-: If there is any money left from EPA Grant funding for the Brown Farm Well, staff would like to purchase the used Hyster 30 fork truck for safety reasons. Presently there is no way to fill the 275 gallon containers for chlorine and caustic at the Brown Farm Well unless the staff uses five gallon containers. Staff will go out for competitive bid for new Hyster and used for price comparability.
- h. Bio Mass Billing Process: After a brief discussion on the present rate structure and previous discussions concerning agreements with Burgess Bio Power it was decided by the Board to meet in work session to discuss the issue further on December 4, 2013 at noon time.

- i. Christmas Luncheon (December 9, 10 or 11): The Board chose December 11, 2013 at noon for the Christmas Luncheon date.

There was no other new business at this time.

The Board agreed to hold their next regularly scheduled meeting on December 18, 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 Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:10 pm.

A True Record:

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Paul Poulin, Clerk of the Board