

December 18, 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 and Michael Caron. Absent from this meeting was Commissioner Paul Poulin, and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland L. Viens, Craig Carrigan & Lynne C. Lessard

There were no Public or Board comments.

It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to accept and place on file the Minutes of November 27, 2013 and Work Session Minutes of December 4th, 2013.

Under the Berlin Water Works Monthly Status Report dated December 13, 2013, Superintendent Viens reviewed the following with the Board.

1. The 1993 Water Bond has been paid in full. The original Bond was in the amount of \$3m. Interest on that bond was \$1,728,325.63 for a total debt of \$4,782,325.63. The last payment for the 1994 Water Bond is August 2014 (possibly July) and August 2015 (possibly July) for the 1995 Bond.
2. Payments were made on SRL #01, #03 & #04, RUS's Godfrey Dam, Komatsu and Magnum Hammer and we will make payment on the Cat 420E later this month.
3. Superintendent Viens informed the Board that the NH Bond Bank has now requested payment one month prior to due date. He has been in contact with City Manager Wheeler and Patty Chase, Finance Director. This began with our last payment originally due in August, which payment was due in July. The City paid in July and we in turn, paid the City in August. The Finance Director agreed to allow us to make the payment in February.
4. Several small force account Reimbursement Requests equaling approximately \$33k will be mailed out this week.

At this time, the Board entered into a conference call with Attorney Michalik to review the status and possible paths forward for the BWW collective bargaining "group size" issue. Based on his legal advice, it was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to jointly petition, with the City of Berlin, the PELRB to clarify the certification of BWW Local 1444 employees as a separate bargaining unit.

5. We are waiting for the Public Utilities Commission to process our Solar Rebate in the amount of \$18k (After the board meeting, BWW received a letter from the PUC indicating the check would be sent before the end of t December) and also the State Filtration Grant for \$24k
6. A quote was received from Joe Monette for filter Media, AC Media & Service trip for approximately \$82k on each line at the Ammonoosuc Treatment

Facility. Superintendent Viens informed the Board that the staff is performing self cleaning at a much lower cost.

7. Superintendent Viens informed the Board that Andrew Sharpe, our Engineer from Provan & Lorber is resigning but their agreement was extended to December 31, 2013 rather than December 13, 2013. Andy will be establishing an LLC. Andy will then work as a contract engineer for P & L.
8. Insurance Issues: Temporary Employee Alain Lessard reported a knee injury July 31, 2013 and at that time he was denied Worker Comp. A letter dated December 4th, 2013, after further investigation, Primex will be rescinding their original denial. A claim filed by Rachel Montminy of 544 Hillsboro Street regarding their wall collapse was received and denied by Primex on October 28, 2013. Primex, after careful evaluation determined that BWW is not responsible for damages due to construction in that area. A letter dated November 7, 2013 from Ms. Montminy was sent to Primex with a rebuttal to their denial. Four of our temporary employees have filed for unemployment benefits. December 6, 2013, Primex settled a vehicle accident between one of our employees vehicles and William Desilets, Jr. in the amount of \$2,500. Our vehicle was backing out at the same time Mr. Desilets was backing out from the business across the street.
9. Superintendent Viens reviewed the cost of electrical energy for our Office & Garage facility. A reduction in energy cost of 45% has occurred from the installation of our solar panels.
10. Superintendent Viens dated a letter December 18th, 2013 to the Local 1444 Representatives, Mark Lapointe & Steve Paquette stating that at this time we can not fill a new position for a Grade III Mechanic.

It was moved by Commissioner Caron, seconded by Commissioner Bertrand, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated December 13, 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 November, 2013.

Under Old Business:

- a. Project Status – NHDOT Projects, Hydro, Water Main Work Planning. Raw Water Transmission Main Status: Superintendent combined both items as he spoke to the Board. He informed the Board that meetings were held last week with Dan Dudley, NHDES and Jonathan Harries from RUS. The objective of the meeting was to have RUS pay for the full scope of the Transmission Line work and Mr. Harries agreed. All the planned pipeline work scope, except for the slip-line section, was completed at below estimated cost. The strategy for the next two year will be to perform force account work over out-of-pocket work in order to provide cash flow to meet debt payments. As for the DOT project, the Superintendent is comparing our charge out rates to FEMA and

Davis Bacon to satisfy one of requirements for payment. Also the Bid Package is ready to go out for the Hydro Project. The Superintendent also reviewed plans for the new building and lower vault for the turbine.

- c. Purchased used Hyster 30 - \$2,800. – Purchase with Grant Funding Status: Superintendent Viens informed the Board that we purchased the Hyster fork lift truck and have it on site at the well facility. NHDES approved full reimbursement for the fork truck.
- d. Old Business Status: The Board reviewed a letter from Charles Grecco regarding questions regarding the Bio-Power water billing. Superintendent Viens will contact Mr. Grecco to schedule the requested meeting with the Board.

Under New Business:

- a. After review of the 2014 Chemical Bid Results, opened December 17, 2013, it was moved by Commissioner Caron, seconded by Commissioner Bertrand to contact the low bidder, JCI Jones Chemicals, Inc. to inform them that the Board awarded both Bid #01 – Sodium Hydroxide 25% and Bid #02 – Sodium Hypochlorite 15% to their company.
- b. It was moved by Commissioner Bertrand, seconded by Commissioner Caron, with all in favor, to pay the City \$21, 750 due for the 1994 & 1995 Water Bonds in February (requested payment in January).
- c. Retirement Planning Status: Superintendent Viens plans to retire on May 30, 2013. He handed out to the Board and briefly spoke about Transition Planning Options for 2014. The Board will revisit this next month. Superintendent Viens also informed the Board that employee Ralph Lapointe will retire February 28, 2013.
- d. After discussion, it was moved by Commissioner Bertrand, seconded by Commissioner Caron, to accept the Superintendents recommendation for the non-union employee reviews for Performance Award and Pay Increase for the following year. The Superintendent's also reviewed the BWW Retiree Health Insurance contribution schedule. This data is reviewed annually and is built into the budget.

The Board agreed to hold their next regularly scheduled meeting on January 8th, 2014 at noon at their 55 Willow Street Office.

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 Bertrand, seconded by Commissioner Caron, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:10pm.

A True Record:

Paul Poulin, Clerk of the Board

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