

March 26, 2014

A regular meeting of the Board of Water Commissioners was called to order by Acting Chairperson David Bertrand at 12:00 noon. Commissioners present were Paul Poulin; Lucien Langlois was present via telephone and Michael Caron. Absent from this meeting was ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre and Lynne C. Lessard.

There were no Public or Board comments.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept and place on file the Minutes of February 19, 2014.

Under the Berlin Water Works Monthly Status Report dated March 21, 2014, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens stated that in 2000, BWW winter running water program consisted of approximately 1,100 customers. Now due to the 2014 very severe winter, BWW is able to re-define our "Running Water" Program tracking as follows: As of February 2014, the total number of "Running Water" customers is equal to 109. Of this **109 Total RW -2014, 36 will be Severe RW-2014 and 73 will be Early RW-2014.**
2. There are three former temporary employees continuing on Worker's Compensation. They will be re-hired this construction season.
3. We are reducing the total number of summer temporary employee due to budget restrictions.
4. Ralph Lapointe retired on February 28, 2014. The Board sincerely thanks and acknowledges him for his 32+ years of faithful/reliable service.
5. Primex has paid out claims for one of our temporary employees, Alain Lessard and for alleged damage to the Morrisette's retaining wall on Mason Street.
6. Public Works Department, over the recent past has utilized our equipment more and more frequently to supplement their equipment. On occasion, they may use our equipment and we provide the Operator. We have not charged out straight time but we do invoice PWD for overtime.
7. The Federal Prison is fully funded for forecast maximum staff and inmate population.
8. Our monthly billing customers totaled \$91k, before Bio-Mass discount.
9. Foreman Craig Carrigan will attend a meeting regarding water and fire protection service to the Notre Dame School with the Fire Chief and Contractor.
10. Superintendent Viens, along with Andy Sharpe will be attending the annual New England Water Works Association Conference in Worchester, MA on April 2, 2014 to make a presentation with the topic of Berlin Water Works Transitional Management. Superintendent Viens will attend only one day of the conference and spend one night in Worchester. Geo-Insight will be at a NHWW a training session using the Brown Farm Well Project as the topic for CEU's .

11. We have started the budget process for FY15 and Craig Carrigan has been involved from the beginning of the process. The Superintendent's goal is to have the budget below \$3.8m. A works session will need to be scheduled prior to the May Public Hearing date. Superintendent Viens will not be available for several weeks because he is having knee surgery on April 7th.
12. Superintendent Viens spoke about the \$1m. Godfrey Transmission Line Project/Rus Funding and the BWW cash flow issues. As this project is not mandatory, but was on the priority list for BWW, the Board authorized the Superintendent to investigate different avenues regarding this project, whether it be continued, closed or refinanced.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated March 21, 2014.

It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to accept the Cashier's Report for the month of February, 2014. Superintendent Viens said that we are at an all time low on stopped meters and the focus has been on delinquent accounts.

Under Old Business:

a. Project Status:

1. NHDOT Projects – Agreements on Rates – Status: We have a new current contract of \$450k. Since last month, they have determined that they don't have the approved funds to pay our original Pay Request in the amount of \$20k, however they did authorize BWW to proceed to do the work. The Board agreed that we will notify NHDOT and will start charging interest on the past due effective 30 days from today. Superintendent Viens believes that we have our differences resolved the rate structure.
 2. Hydro-Bid Selection Status: We have received two bids and have created questions and issues to be discussed with the vendors. Once we receive additional and comparable information, we will move forward. The Hydro Bidders are Soar Technologies and Hope Group.
 3. Water Main Works Planning for 2014 & 2015 - Status: Superintendent Viens referred to his construction priority list. He said that we have added a tie-in line on Western Avenue and moved up Cedar Street in priority. Superintendent Viens will share this information with City Manager Wheeler and PWD's Mike Perreault.
 4. Raw Water Transmission Main – Status – Asset replacement Reserve \$200k/annual and Data Collection-Insert in Water Billing: Superintendent Viens discussed this issue previously during the monthly status report.
- b. AFSCME Local #1444 Contract Status: Information between Attorney Michalik and Vincent Wenners has been submitted to the PELRB (Public Employee Labor Relations Board) for consideration. There has been no update.

- c. Retirement Planning Status: Superintendent Viens informed the Board that his target date to finish as a full time employee will either be September or October. The severance package and cash flow are considerations effecting the Superintendent retirement plans.
- d. Sealed Bid Sale for City Properties – Water Amount due on the Properties – Status: Superintendent Viens, along with Craig Carrigan met with Housing Coordinator Linda White and City Manager Wheeler to discuss and request equal percentage of payment if funds are collected at the time of sale. Currently back sewer funds and tax funds are placed into the City’s General fund which we are not part of. As we are part of the City, BWW believes that some consideration (same as property and sewer) should be given to sharing collected at the sale of tax deeded properties. Superintendent Viens has asked City Manager to address and respond to this issue in writing.
- e. Burgess Biopower – Revised Rates Status: The company has been paying their monthly bill on time and taking advantage of the discount. The 15% discount on the December, 2013 billing remains outstanding in the amount of \$7,654.40. Superintendent will speak with Attorney Michalik as a follow-up to the path forward on the water billing issue.
- f. There was no other old business.

Under New Business:

- a. Review & Approve new Construction Charge Out Rates – Status: Superintendent Viens informed the Board that we are in the process of updating our charges and will be submitted next month to the Board.
- b. Approve & Sign Red Flag Policy for 2014 – Status: Acting Chair Bertrand and Commissioner Poulin signed the Policy. This policy is for Identity Theft Prevention Program. The Federal Trade Commission started this regulation on November 09, 2007.
- c. Reappoint Commissioner David Bertrand – Status: Commissioner Bertrand’s term expires on 05/01/14. It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor, and Commissioner Bertrand accepted. Commissioner Bertrand will send a letter of interest for reappointment to the Mayor.
- d. Drinking Water Week – Status: It was moved by Commissioner Caron, Seconded by Commissioner Poulin, with all in favor to have the staff participate in the National Drinking Water Week with an open house at the Treatment Plant during May 4th thru 10th. The office will prepare a Proclamation for the Mayor to sign.
- e. Approve Other & Communications – Status: Superintendent informed the Board that the Wind-farm will no longer be crossing our land or gates, as they found an alternate route. From the last meeting, a water customer had a complaint about his meter and high water usage bill. The Board abated \$1,629.00 for the November Qtr Billing. Since that last meeting, Mr. Sorrentino has been making payments on the remaining balance. Also, one customer has visited the office to dispute the thawing charge we billed, her plumber requested the water be turned on so that he could de-winterize the

property but was advised by the crew that he should wait until warmer weather so when we turned the water on, the plumber turned the water off on the inside and therefore, the meter froze. It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor, to pay the upcoming SRL #05 Debt Payment not to exceed \$118,738.00 as was shown on the Cashiers Report. At the time of this decision, the Board acted on the original amount due. Last year, BWW refinanced with the State and the amount due May 01, 2014 is \$119,049.18, an increase of \$311.18. The Board updated the checking signature card for Berlin Water Works at Northway Bank.

The Board agreed to hold their next regularly scheduled meeting on April 23, 2014.

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:

Paul Poulin, Clerk of the Board