

July 16, 2014

A regular meeting was called to order by Acting Chairperson Michael Caron at 12:04 pm. Commissioners present were Paul Poulin, and Paul Ingersoll. Absent from this meeting was Chairperson Lucien Langlois and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre & Debbie Baillargeon.

There were no Public or Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Minutes of June 25, 2014.

Under the Berlin Water Works Monthly Status Report dated July 11, 2014, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens informed the Board for the Record that BWW received notification that a hearing will be held for the workman's compensation claim for Norm Sevigny. Superintendent will inform the Board of the outcome of the hearing.
2. BWW submitted a pre-application for a \$2,000,000 loan from State Revolving Loan through NHDES. Superintendent Viens spoke to Dan Dudley at NHDES regarding the received 30 applications with a total request of \$35,000,000. NHDES has nearly that amount available for loans. The process for approval involves a hearing at the end of July and then on August 7, 2014 the NHDES will have a Public Hearing to finalize the decision for loan recipients for FY 2015. BWW has a good chance of being approved for the \$2,000,000 loan.
3. BWW has completed the change over of all propane tanks from Munce's to Irving. All the tanks were filled at the end of last year. Craig Carrigan has secured a contract for 14,000 gallons of propane at \$1.91 per gallon for this year.
4. The monthly billing for our six monthly customers has dropped from approximately \$90,000 to \$83,000 due to the Biomass being down for part of the month and the Federal Prison usage has not increased.
5. BWW priced out a replacement hydraulic motor for the Komatsu at \$12,500 for a rebuilt unit and \$27,000 for a new motor. BWW purchased the rebuilt motor and we have also been notified that if we return the old motor we will be reimbursed for up to \$4,000 that will make the rebuilt unit cost between \$8,500 and \$9,000. BWW staff is

also installing the motor here at BWW. It would have cost \$1,500 per day plus expenses for possibly a total of \$3,000 to have a mechanic from Anderson work on the motor here, BWW staff will be doing the work for under \$1,000 total, this is saving the expense of sending the motor out for repair or paying an outside mechanic to replace the motor. Commissioner Poulin questioned how the hydraulic system was damaged and Craig Carrigan explained that when BWW took the Komatsu into the river with the hammer attachment, the water seeped in through the hammer and entered the hydraulic system. We have since learned that when using the hammer near water it requires air being pumped in to disperse the water to prevent hydraulic damage.

6. Superintendent reviewed the notification that BWW received from the PUC regarding the damage to the Fairpoint line on Howard Street while we were working for Public Works. Last week BWW arranged to have a training session on Dig Safe and invited the Public Works Dept. Three members of the Public Works Department joined the staff at BWW to attend the training session. At the training session William Rouff, Underground Damage Prevention Specialist of the NHPUC Safety Division presented a letter to BWW clearing us of any claims of PUC violations for the damage to the line on Howard Street.
7. “Big Red” was sold this week. It was one of the first dump trucks BWW purchased for “Force Account” work. BWW kept the box for cold patch storage and sold the remainder of the truck.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Berlin Water Works monthly Status Report dated July 11, 2014.

During the review of the Cashier’s Report, Superintendent informed the Board that the Accounts Receivable amount is a bit high, the fact that our cash amount at present is \$321,000 and we still have \$161,000 remaining in reimbursement requests that were submitted this month so that leaves us with about \$480,000 cash flow. Loan closing for the Rural Development Loan in the amount of \$450,000 is presently scheduled for July 28, 2014. Online activity continues to increase in FY 2013 total was \$220,000 and FY 2014 \$265,000; an increase of about 22%. All loans have been paid for FY 2014 and in August BWW will start paying loans for FY 2015. In reviewing the preliminary highlights of the Budget and spending information, the Operations spending is down about 8% from the budgeted amount, part of the savings was the \$10,000 saved when BWW accepted the change in Health Insurance. The revenue figure

is less than Budget forecast due to lower water usage than anticipated by Biomass, the Federal Prison and the continuing erosion of usage by residential customers. The actual “Force Account” activity at \$4.6 million was higher than the budgeted \$4.1 “Force Account”. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Cashier’s Report for the month of June, 2014.

Under Old Business:

a. Project Status:

1. NHDOT Projects – Status: Superintendent Viens went over the map of the NHDOT project with the Board. We have completed Section A, Section B, Section C and Section D all the conflicts have been resolved. Section E is almost completed, BWW is working with the NHDOT Engineering Dept. on this section for a few conflicts that have not been resolved.

2. Hydro-Bid Selection – Status: We are working on finalizing piping drawings so we can prepare bid package for the piping and the building. We hope to schedule a pre bid meeting for the piping and the building soon and then for the electrical at a later date.

3. RUD Pipeline – Working to Close Loan Status: This was previously discussed. Closing proposed to take place July 28, 2014.

4. In other projects, BWW has completed the work on Third Avenue and will base coat the project area on Third Avenue from Hinchey to Madigan Street soon. Commissioner Ingersoll questioned who would be paving and Steve Lefebvre said that Central Asphalt Paving has the competitive bid for paving this construction season. BWW staff will be moving to Grafton Street to complete water line from Sullivan Street to Lancaster Street approximately 1,000 feet.

b. AFSCME Local 1444 Contract Status: There was nothing to report by the Superintendent. However, Commissioner Caron stated that Mayor Grenier had contacted him by email to let him know that he has a draft agreement to present to the Board.

c. Retirement Planning Status: Nothing to report.

d. Burgess Biopower – Revised Rates Status: Attorney Michalik responded to the Attorney for Burgess Biopower but he has not had a response to his communication.

- e. BWW Surplus Equipment Disposal – Status: As previously discussed BWW has sold “Big Red”.
- f. There was no other old business at this time.

Under New Business:

- a. BWW Mechanic Utility Person-in-Training Grade III Bid Status: Superintendent Viens informed the Board that two candidates have submitted applications for the position. The staff will interview both candidates tomorrow and then will make a decision within the week.
- b. Other and Communications:
  - 1. Superintendent Viens stated that the rate for Hydro Seeder was approved in 2011 in the amount of \$0.07 per square foot. Staff has determined that a better charge out rate is \$250.00 per batch of Hydro Seed that is prepared. This is a more accurate measure of the cost of material and equipment for Hydro Seeder as labor is charged separately. Commissioner Poulin asked for the amount of coverage in a batch of Hydro Seed and Superintendent Viens stated that it is approximately 3,000 sq. ft. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to approve the change in charge out rate for Hydro Seeder from \$.07 per square foot to \$250.00 per batch of Hydro seed.
  - 2. For the Record BWW has helped the School Department with work at the High School and at the Middle School. The entrance to the High School has been repaved and BWW will be installing the new service line for the Middle School from State Street into the school as well as work on the entrance to the school. The School Department pays BWW for the work and we have also been contacted about inspecting the School buses for the School Department.
  - 3. We have previously discussed removing the fuel tank, generator and boiler from the Androscoggin Treatment Plant and we did receive interest in the work. We have been offered \$5,000 payable to BWW to remove the fuel tank, generator and the boiler. The Board authorized BWW to contact the individual to see if he is still interested.
  - 4. The Board discussed the Kimball property in the Industrial Park, Commissioner Caron suggested that we contact the Realtor handling

the sale to issue an offer for the property, as it is in the well head protection area. Commissioners Caron's estimate of property value is between \$16,000 and \$20,000 for the land.

5. Charlie Fritz of Electrical Installations, Inc. has completed the work on the PLC's, he replaced four units out of seven and we have one spare unit on hand. On another note, Charlie Fritz has been contacted by Burgess Biomass to install the SCADA system modules at the Biomass, they have determined that it is to their benefit to know actual water usage on a daily basis for their own information as well as for BWW's benefit.

There was no other New Business at this time.

The Board agreed to hold their next regularly scheduled meeting on August 20, 2014 at 12:00 noon at their 55 Willow Street location.

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 Ingersoll, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:50 pm.

A True Record:

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Paul Poulin, Clerk of the Board