

September 24, 2014

A regular meeting was called to order by Chair Lucien Langlois at 12:00 noon. Members present for this meeting were Commissioner Paul Ingersoll, Commissioner Paul Poulin and Commissioner Michael Caron and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland Viens, Craig Carrigan, Steve Lefebvre and Lynne C. Lessard.

There was no Public or Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Caron, with all in favor to accept and place on file the Minutes of August 20, 2014.

Under the Berlin Water Works Monthly Status Report dated September 19th, 2014, Superintendent Viens reviewed the following with the Board:

1. Superintendent Viens received a letter dated August 9th, 2014 from Raymond Raposa from the NEWWA (New England Water Works Association) to congratulate Berlin Water Works as being selected to receive this year's Utility of the Year Award. Craig Carrigan was notified September 15th, 2014 to receive the congratulatory letter for BWW. Craig will attend the January meeting in Concord, NH to receive the award.
2. Superintendent Viens received a letter dated September 11, 2014 from the Department of Environmental Services – RE: Sanitary Survey 12/03/13. Superintendent Viens informed the Board that this survey is every three years to review the capacity of the system's source, treatment, distribution and management to produce safe drinking water. The sanitary survey did not identify any significant deficiencies and thanked Superintendent Viens and System Operator Steven Lefebvre for their assistance.
3. The RACO alarm system has been ordered in the amount of \$4,899.00 and should be replaced this week. This is used as protocol to keep the on-duty person updated if an alarm should sound off.
4. The growth of revenue from on-line customer payments has increase for another Fiscal Year from \$219k to \$265k as of June 30th, 2014.
5. Force account levels are slowing down as the students have left and several temps have come and left, however; we have a pool of qualified workers.
6. A letter dated September 16, 2014 from Primex was received regarding former temporary employee Alain Lessard. His date of injury was July 31,

2013 and Primex awarded a 2% Impairment award for his lower left leg in the amount of \$1,593.84.

7. BWW closed the RUD Loan in the amount of \$450k for the Godfrey Transmission Line. On September 9th, 2014, we were notified by Anne Getchell of RUD that the interest rate is 2.50% and not originally signed off on for 2.375%. They will issue revised paperwork.
8. Superintendent Viens spoke about the low water pressure customers. Thru the list of goals & mission statement, there were approximately 300 – 400 customers listed as low pressure. To-date 12 of 24 are remaining and we are hopeful to complete several more this year.
9. The six monthly billed water customers hit a new high for revenue for \$107,774.
10. The Androscoggin Facility roof repairs Phase II were completed in September.

It was moved by Commissioner Caron, seconded by Mayor Grenier, with all in favor, to accept and place on file, the Berlin Water Works monthly Status Report dated September 19th, 2014.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Cashier's Report for the month of August, 2014.

Under Old Business:

a. Project Status:

1. NHDOT Projects – Status: Superintendent Viens informed the Board that we are in the process of submitting Pay Request #11 for work performed in September. All identified water main and service line work on Green, First, Second & Third Avenues and Hinchey has been completed by BWW and has been paved by Coleman.
2. Hydro-Bidding & Project Status: Bids were reviewed and awarded to Cross Machine for the piping header and Ray's Electric Inc. for the foundation/building. The pre-bid for electrical & the Instrument/Controls was held on September 15th, 2014 and the bids are due on September 30th, 2014.
3. RUD Grant – Spend Down & Closure Status: We have had several streets funded by the RUD Grant and will need to close out the

loan in December. Superintendent Viens wrote a letter dated September 23, 2014 to Dan Dudley of NHDES to request that the remaining scope of RUD be applied to State Revolving Loan #08. Superintendent received the permission to include Grafton Street to SRL #08. Also SRL #08 & SRL #09 have been extended for the completion date from December 2013 to December 2015.

- b. AFSCME Local 1444 Contract Status: After the last Board meeting, Superintendent Viens sat down and interpolated what the Board sent and submitted to Attorney Michalik for his review and comments. Superintendent Viens received his e-mail this morning. Superintendent Viens reviewed the comments from last month. Mayor Grenier said that his concern is not to interfere with the day to day operations but if BWW defaults on their loans the City would be held accountable. Superintendent Viens said that one of the big issues that Attorney Michalik covered with the Superintendent is that the whole agreement needs to be contingent with the Laws of 1925, the City of Berlin and PERLB and reclassification of our bargaining unit #1444. The Superintendent suggested a work session. Mayor Grenier said that he would contact City Manager Wheeler to schedule.
- c. Retirement Planning Status: Superintendent Viens informed the Board that he proposing to retire early in January, 2015 and would still be available for consulting.
- d. Under Other Old Business: Commissioner Caron suggested meeting with the City Council once a year to update the Council with an overview and direction of Berlin Water Works regarding #1444. Mayor Grenier suggested the Council's meeting be held in March.

Under New Business:

- a. Insurance coverage for off-duty Supervisor with company vehicle: Superintendent stated that Primex covers any person riding in the Water Works vehicles; however, if BWW has a written policy stating differently, then that would take precedence. They do not recommend that the employee take anyone to a call-in site with them. Superintendent Viens talked with Commissioner Ingersoll the other day to discuss the various drivers that may use the same vehicle. Superintendent Viens handed out our list of BWW's vehicles/equipment and employees, including temporary/seasonal help. After a lengthy discussion with concerns of

liability, it was recommended that Berlin Water Works establish a written vehicle policy and to seek out other utilities policies that are similar in nature to BWW's on-duty/on-call using the company vehicle. Commissioner Ingersoll suggested that the on-duty person keep work clothing/safety boots in the vehicle in the event of a call-in.

- b. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to make the payment for the State Revolving Loan #07 in the amount of \$102,244.86 due October 1st, 2014.
- c. It was moved by Commissioner Ingersoll, seconded by Commissioner Caron, with all in favor to make the payment for the Rural Development Loan #03 in the amount of \$47,355.00 to be paid October 27th, 2014.
- d. It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor, to make the payment for State Revolving Loan #02 in the amount of \$107,800.20 due November 01, 2014.

At this time, Superintendent Viens asked the Board for permission to abate \$589.21 for 143 East Milan Road as Isaacson Steel filed for bankruptcy in 2011. However; the bills due at this property were after 2011 and therefore, we should have mailed the water bills to BIDPA. The present & past-due billing were sent to the new owner DWP Berlin Realty. At this time, Commissioner Caron recused himself from the discussion and for the vote. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to write off the debt.

- e. Sewer Back-up at 98 Cedar Street - July 1st, 2014 BWW had done an emergency service line repair at house #103 with dig safe #20142704362 and ended up hitting the 4" sewer service. The drains and sewers were not marked out for Dig Safe. Public Works Department was contacted and BWW repaired the service. On September 3rd, the PWD Supervisor contacted BWW for a blocked sewer at 98 Cedar Street. PWD had "jetted" the main sewer line and could only reach up to house #103. BWW re-dug at #103 and found that approximately 10' of 6" sewer had been damaged from the original repair. BWW's crew exposed both ends of the damaged line as the PWD was going to "jet" the line to make sure there was no other debris. Prior to the repair, PWD ran a camera down the line and decided not to jet the line that night. BWW did the repair and left the hole open to be buried the next morning. On 09/14/14 BWW, stoned and back-filled the repair to prepare for temp paving. PWD entered the jet into the manhole on Summer & Cedar Streets. During that time, the tenant at 98 Cedar Street came out and informed the BWW crew that sewage was flooding her apartment. BWW contacted PWD. Both the City and BWW's insurance is to pay \$3,500 each. After discussion, BWW believes that this incident occurred because proper sewer cleaning procedures were not followed. Mayor Grenier will contact City Manager Wheeler to discuss this issue.

- f. Review and comment on Sanitary Survey letter dated 09/11/14 from NHDES – Dan Dudley was discussed during the Monthly Report.
- g. Approve Other & Communications: Commissioner Langlois was contacted on August 29th, 2014 by Sally Manikian regarding a Mt. Forist Hiking Trail. Her proposal was to start from the Water Works property at the end of Haskell Street in theory to have Water Works property enhanced to support a parking lot. Commissioner Langlois did respond to her, but not on behalf of the Water Works. He listed his issues to her such as BWW does not own the road and also for security reasons with parking at the tank, at the same time he suggested an alternate route. He did inform her that he would bring this topic to the Board. At this time, the Board agreed with Commissioner Langlois.

There was no other New Business at this time.

The Board agreed to hold their next regularly scheduled meeting on October 22, 2014 at noon at their 55 Willow Street location and tentatively November 19th, 2014 for their following meeting.

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

The meeting did so adjourn at 1:25 pm.

A True Record:

Paul Poulin, Clerk of the Board