

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

There was 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 October 22, 2014.

Under the Berlin Water Works Monthly Status Report dated November 14, 2014, Craig Carrigan reviewed the following with the Board:

1. A letter dated October 14, 2014 was received from USDA's Jeffrey Williams, Assistant Forest Service Ranger. They completed their inspection of Payment Unit #01 of the Kilkenny Pipeline timber sale and consider all contractual obligations met. The timber sale will close after their financial audit is completed.
2. Grafton Street is all tied-in, paved and low pressures customers are now on the high pressure line.
3. Capital spending has been finished this season with \$1.4m left for this year. The application for a new \$2m State Revolving Loan is still pending.
4. Our monthly water billings hit a new record high of \$115k for revenue. It was mentioned that the Bio-Mass has not paid their last month's bill therefore forfeiting their 15% discount for approximately \$9k. For next months agenda, under new business, would be to revise our process for monthly billing notices and disconnects. We do have a procedure dealing with our quarterly customers.
5. A letter was received from Primex last December stating that office personnel Debra Page completed and met the requirement for the Primex Recognition of Risk Management Effort for Property & Liability Program. October 31, 2014, Primex sent the statement reflecting the 2.5% discount of \$446.
6. October 6th, 2014 Superintendent Viens and Craig Carrigan attended the City Councils' meeting regarding the proposed City & Kelley easements for the 16-inch river crossing and are waiting on the Review by the City Attorney.

7. Mayor Grenier asked about winterizing hydrants and Craig explained the process/procedure that Berlin Water Works uses so that the hydrants don't freeze.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept and place on file the Berlin Water Works monthly Status Report dated November 14, 2014.

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

Under Old Business:

a. Project Status:

1. NHDOT Projects – Paving – Gate Valves & Curb Stops Status: Craig Carrigan said that NHDOT raised the percentage allowable on the original amount of Provan & Lorber's services as an amendment was issued increasing the BWW Construction portion. Of the \$32,773.64 expended by BWW, NHDOT will only allow \$17,231.82 leaving \$15,559.82 unfunded. However; we may be able to regain those funds with the new SRL as this was included in that scope of work. The positive side of this project is that Berlin Water Works was able to work on resolving distribution problems throughout the project area. The NHDOT Project is completed for this season. Steve Lefebvre informed the Board that there was an issue with the gate and curb boxes. The valves were left down, to facilitate the box cut and fine grading. Notice to raise our valves prior to their based paving was not communicated.

We had to have a larger hole in the pavement. Bill Weatherbee of AJ Coleman contacted Michael Perreault Public Works Director and Mr. Perreault gave notice to BWW to shut the project down. A meeting was held with BWW Staff, City Manager Wheeler, PW Director Perreault, Coleman and NHDOT because Coleman's claim of lack of communication on Wight Street valve box raising and paving issues around the boxes. It was determined that, BWW had contacted all of the correct parties and Coleman was responsible for the paving.

2. Hydro-Bidding and Project – Status- Construction On-Going: The Hydro project is going well. All the blocks and steel beams are up and the roof is on. We are doing some drain work and the building should be closed in by the end of the week. October 31, 2014 a letter was received from Federal Energy Regulatory Commission (FERC) indicates that the Ammonoosuc Water Treatment Plant Hydroelectric Project meets Qualifying Conduit

Hydropower Facility Criteria. An e-mail letter dated November 18, 2014 was received from Michael D. Motta, Senior Engineer, PSNH Distributed Generation. Attached was a copy of the System Impact Study Agreement for our proposed 30kW, hydro electric project along with the required deposit of \$2,000.⁰⁰. Once signed, PSNH will commence work on the study/review upon receipt.

3. RUD Grant – Spend Down & Closure: Craig reported that the project has been completed and all necessary close out papers were processed.

- b. AFSCME Local 1444 Contract Status: A draft of Memorandum of Agreement was received from City Manager Wheeler. Craig would like to sit with Superintendent Viens and Chair Langlois to discuss the wording.
- c. Retirement Planning Status – January 2015: Superintendent Viens said that his last work day will be December 19th. He is also still working out his severance package with payroll clerk Debbie Page which is just over 26 weeks.
- d. 103 Cedar Street Issue – Status: We have not received any final billing or correspondence from the City as of today.
- e. Other Old Business: Mayor Grenier said that the City is moving forward to implement bill paying with the credit and debit card process.

Under New Business:

- a. Approve Chemical Bids opened November 18, 2014 – It was moved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to accept the bids from Harcross Chemicals for Bid #01 for Sodium Hydroxide 25% and Bid #02 for Sodium Hypochlorite 15%.
- b. 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 last payments) Also Magnum Hammer (2 of 3) \$22,146.73 – It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor to make the equipment payments.
- c. Approve Payment for Godfrey Dam Rural Development Loan in the amount of \$10,811.00 (4 of 30). – It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor to make the Rural Development payment.
- d. Dam Bureau Registration Fee – \$750.00. It was approved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to make the payment for the registration fee.

- e. John Russo – 183 Jericho Rd –Request: After the Board reviewed the request from Mr. Russo’s sister Irene Bailey dated November 10th, 2014 regarding Mr. Russo’s circumstances, to forgive the debt in the amount of \$955.59. After a lengthy discussion, Mayor Grenier suggested to contact Finance Director Patty Chase about the sewer & tax bills. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to table this topic until next month. (Note: after the meeting Craig Carrigan did contact Patty and she had received the same letter and are not adjusting the taxes as they are only one year behind. A letter was written to Ms. Bailey stating that the Board would be willing to write off the interest charges of \$377.64 if the balance for the billing charges is paid in the amount of \$577.95.
- f. Review and approve Homeland Security – Protective Measure Index – Ron Peimer, Protective Security Advisor came for a visit regarding the Homeland Security. The Protected Critical Infrastructure Information Program (PCII) is designed to encourage private industry to share sensitive and other information with the Federal Government. It also is about analyzing and securing critical infrastructure, identify vulnerabilities and develop risk assessments. Superintendent Viens said that several years ago we had to do a Vulnerability Study for Self Assessments and have gone thru a process to analyze our system and had submitted same.
- g. BWW sold Dump Truck - \$6,000.00 - The teal ford from Martin & Son originally purchased by BWW for \$7k was sold on October 30, 2014 and also we are looking to sell off two more dump trucks.
- h. Right of Way – Old Filter Plant Road – Paul Croteau: Mr. Croteau called about our gate that we locked at the bottom of the hill. He said our road is on his property and we only have a right of way thru the property. Craig took the lock off. A suggestion is to put a double lock on the gate so that Mr. Croteau & BWW has access.
- i. F. Nolan – 564 Sixth Avenue – City eliminating Carron Avenue Extension: Ms. Nolan wants to eliminate her driveway on 6th and Charron Av. She wants Charron Ave. to be her driveway but she still wants that to be maintained by the City. As this was considered a “Paper Street”, in the past the City would plow the snow as BWW had a pumping station in that area. Since BWW eliminated that station, the City will discontinue plowing. The City has agreed to pave that Street and prior to that BWW will be contacted regarding the pipes in the ground to see if any work needs to be done by BWW.
- j. A Christmas luncheon will be held at the Dairy bar on December 11th, 2014 for the Board and employees.
- k. Approve Other and Communications: Public Works Department would like to rent our loader and two dump trucks for the winter. After discussion, Chair Langlois wants to work with the City however his concerns was that the loader has one more payment and that the salt would damage the loader. The Board agreed. At this time, Commissioner Caron suggested that the City purchase the two dump trucks that BWW is planning on selling. Both of those need clutches. At this time Mayor Grenier said that he will contact City Manager Wheeler to purchase both as is in the amount of \$14k. Craig said

that our NDS business system computer hardware is aging and should be upgraded. Mayor Grenier suggested contacting Pam Laflamme as the City is beginning to do an upgrade on their computer system.

There was no other new business at this time.

The Board of Water Commissioners will hold their next regularly scheduled meeting on December 17th, 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.

It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:35 pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board