

March 25, 2015

A regular meeting of the Board of Water Commissioners was called to order by Acting Chair Michael Caron at 12:07 pm. Commissioners present were Paul Poulin. Lucien Langlois was also in attendance via telephone. Absent from this meeting was Commissioner Paul Ingersoll and ex-Officio Member Mayor Grenier. Also in attendance were Superintendent Craig Carrigan and Lynne C. Lessard and former Superintendent Roland Viens via “skype”.

There was neither Public nor Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor to accept the Minutes dated February 18th, 2015 with a minor change to the wording on page 4 from the draft minutes “replace bridge” to “replace bridge deck”.

Under the Berlin Water Works Monthly Status Report dated March 13, 2015, Craig reviewed the following with the Board:

1. The issues with the new computer system have been resolved with the installation of a new mother board for the USB.
2. The staff made changes in the polymer from Genfloc 1086n to Genfloc 60600. The reason for the change is because the current product would only be delivered in bulk and with no other water system to share a shipment, the shelf life would expire. The second product is available in smaller quantities. The new polymer has been working to date.
3. We have had three main line breaks; Jericho Road, 269 Denmark Street and 119 Rheims Street, as part of the Brookside Housing. The staff will research this area to see who is responsible for the ownership of this section.
4. We have 243 customers running their water and have had 215 thawing slips to date. Many have never frozen before. The frost is at least six feet deep. We had seven main lines also freeze. We were able to thaw the 6” pipe section near the National Guard Armory, the 6” pipe near the Public Works Garage on Wight Street and the 8” on Harrington Avenue leaving five frozen lines. Commissioner Caron said that he was approached by Pastor Hoyt on Jericho Road and was concerned that we have a trailer with water for their usage but still managed to freeze. Mr. Hoyt said that as a customer, he would need to pay to have his line fixed and why doesn’t the Water Works make the necessary repairs to resolve this issue. Mr. Hoyt was also without water on several occasions last year and needed to express his concerns. Commissioner Caron suggested that the Superintendent send a letter to Mr. Hoyt to let him know that, unfortunately is was a severe winter season, we did not anticipate the freeze-up in his area and to communicate with him about our future actions to resolve this issue. Also, as with last year, Berlin Water Works will not submit the quarterly water billing for the May Quarter in lieu that his additional electric bill

would be covered. Also Craig informed the Board that Gorham Water Works, AD Excavating and temporary help have been used in our efforts to keep up with the frozen water pipe customers. It was suggested by former Superintendent Viens, that when this winter season is over, to work on long-term goal and plan/punch list for future winters, such as purchasing other thawing equipment and looping dead end lines where possible.

5. We have replaced three BFP's units, two radio read & eight IPERL meters this past month. We are down to 29 stopped meters and are beginning to make appointments to repair or replace them.
6. As our internet contract is about to expire, we have signed into a three-year agreement with Time Warner for a faster service with a savings of about \$300/yr.
7. The staff is scheduling training seminars for employees to attend this spring to finish acquiring the mandatory 20 Continuing Education Units (CEU's) required by NHDES for licensing. EJ Prescott hosted a seminar yesterday here at the Berlin Water Works. The next meeting will by EJP will be held at the Gorham Water Works for an additional 6 units.

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 13, 2015.

After review, it was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor, to accept and place on file, the Cashier's Report for the month of February, 2015.

Under Old Business:

a. Project Status:

1. Hydro-Bidding and Project – Status – Construction On-going, Purchase Orders – Status: We had a project meeting on February 19th, 2015 with Provan & Lorber, Lee Carroll, Ray's Electric and Soar Technologies. We put the hydro in the building on the 17th. We have contacted Cross Machine to give us a price for mounting and aligning the turbine. The MCC panel is being fabricated with a mid-April delivery. The next progress meeting is set for Tuesday, April 7th.
2. Riverside Drive City Project – Tracing & Water Main Design – Status: The City has not yet determined if they are going to work on the project this summer, however; BWB is planning to do our section of work and are working with the City of Berlin to get the drainage worked on in the same area at the same time. BWB will get in writing that our scope of work will be included as part of the City road reconstruction.

3. Rte. 110 High Pressure Line – Status: We are still working with NHDOT to receive a permit. We also have sent them updated maps. Craig also re-emphasized how important that line is as this is a main line into the City. We are also keeping the Mayor informed as he has been in contact with Senator Woodburn to help in obtaining the permit if needed.
- b. AFSCME Local 1444 Contract – Status – Letter sent to Union Status: The Union Representative was talking to our Shop Steward and was supposed to contact him by March 5th with an answer but we have not heard back yet.
- c. 103 Cedar Street Issue – Status – Primex Additional Payment Status: Craig spoke to City Manager Wheeler and he said that the project is complete and he was going to consult with Primex on the avenue of payment.
- d. Barry Kelly Easement Status: Craig spoke with City Manager Wheeler and said that Mr. Kelly and the City Council were in agreement but the City can't find the Deed of Ownership. Our staff did some research regarding the deed and looking thru our past Minutes, it shows that the well was drilled in 1931 and it reads that it was drilled on Twitchell land owned by the City. The City Attorney will review and complete.
- e. Indemnity Agreements – Update – Status: We contacted the City as to what they have in place to cover the Superintendent and Board. The City and BWW both have this coverage thru Primex. We think that BWW had put this in place years ago when we were self-insured and had no coverage. We will Contact Attorney Michalik for his input and once we receive his opinion, we will remove this item from the agenda.
- f. Non-Union Employee Reviews – Status: Craig informed the Board that he has begun the process.

Other Old Business:

1. Craig spoke with City Manager Wheeler about BWW acquiring their old “vac” truck and the City would entertain that idea. BWW would supply a tractor to put it on one of our old dump trucks. BWW's mechanic and PWD mechanics will get together to discuss. Also regarding our dump trucks for sale, the City said that our trucks are too small to haul snow.
2. Craig showed the Board numerous “Thank-You” cards and newspaper articles regarding the crew's dedicated and hard work during the break on Jericho Road. We received a lot of positive feedback from the public.

Under New Business:

- a. Drinking Water Week: It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to hold an open house at the treatment plant located at 180 St. Laurent Lane, during Drinking Water Week, May 3rd thru May 9th, 2015 and we will send the Mayor and City Council a Proclamation for their approval.
- b. RUS #5 Loan: It was moved by Commissioner Poulin, seconded by Commissioner Langlois, to submit another additional payment of \$125k to Rural Development toward our Godfrey Transmission Loan.
- c. Jericho Road: Craig discussed the Jericho leak cost estimate for repairs. It cost the department approximately \$26k for labor and outside services and approximately \$172k for 5.5mm gallons of water using our quarterly rates.
- d. New General Release & Agreement for Thawing: The owner of 911 Main Street came to our office regarding the charge of \$150.00 to thaw the pipes a second time. BWW staff contacted Commissioner Caron to mediate and met on February 27, 2015 with Mr. Gallant and Mr. Chaloux. Commissioner Caron said that he would bring this issue up with the Board during their March Meeting. The situation was that first time crews went over to thaw, there was a miscommunication with the tenant on how to continuously run the water and he inadvertently shut the water off therefore refreezing the line. The Board agreed to disregard the fee and to send a letter to the owner. Since this isolated incident happened, along with the direction of Commissioner Caron, was to revise our form to have the owner/tenant sign and acknowledge that we provided a printout explaining that they need to keep the water running or they will be charged for the next thawing if it freezes again. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to update our thawing policy procedure.

Approve Other & Communications:

1. We are preparing and gathering information to work on the FY16 Budget.
2. The Construction Materials Bids were reviewed and awarded.
3. We received the State Permit to become BWW's Vehicle Inspection Station.
4. Lucien Langlois was appointed by Mayor & Council for another four (4) year term during their Council meeting held on March 16th. All in attendance congratulated Commissioner Langlois.

The Board agreed to hold their next regularly scheduled meeting on April 15, 2015 at their 55 Willow Street location.

Under Public/Board Comments: The board was informed that BWW was not invited to attend the Leadership Conference held in Jackson on March 5th. Those invited were the Berlin Fire Department, Police Department, Parks & Recreation, Public Works and Pollution Control, Library, Welfare, School and Airport Departments. Also present was the Planning Department's Pam Laflamme as she secured the Tilliston Grant for this conference and City Manager Wheeler was present. Those in attendance were broken into smaller groups to discuss leadership and to share resources. One in attendance asked why there was no representation from the Berlin Water Works. City Manager response was that he was unsure if BWW was considered a City Department or not. The Board discussed their displeasure and disappointment on not having the opportunity to attend and suggested that Craig write a letter to the Mayor and City Council with copy to the City Manager regarding their complaint.

The Board did not enter into a non-public meeting.

There being no further business to come before this meeting, it was moved by Commissioner Langlois, seconded by Commissioner Poulin, to adjourn this meeting.

The meeting did so adjourn at 1:15pm.

A True Record:

Attest: _____
Paul W. Poulin, Clerk of the Board