

March 16, 2016

A regular meeting of the Board of Water Commissioners' was called to order by Chairperson Michael Caron at 12:03 pm. Commissioners present were Paul Ingersoll, Paul Poulin and Lucien Langlois via telephone. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also present for this meeting was Superintendent Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of February 17, 2016.

Under the Berlin Water Works Monthly Status Report dated March 11, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Staff finished installing the door in the office area that leads to the AC building.
2. EII and the staff installed the new state of the art turbidity meters as the old meters were originally installed in 1995.
3. Staff cleaned and washed both waste basins.
4. There were no main or service line repairs in February.
5. The crew cut back the brush at Godfrey Dam as the lack of snow this year made for ideal conditions for this task.
6. As of this date, there has not been any frozen water service lines. We also have not started the Running Water Program. This will be the first time since we have been keeping records that not a single customer was put on the running water program to help our main lines from freezing.
7. Our mechanic has been servicing and repairing our equipment for the up-coming construction season. Also we performed some scheduled maintenance on the Berlin Public School's dump truck and they have been billed out accordingly.
8. The fencing slats have been received and will be installed by BWW Staff as part of the office/garage upgrade.
9. We are continuing to schedule appointments for stopped meters. We found it necessary to send shut off notices to some of those customers as we had had no response after a few requests for appointments.
10. We received 200 radio reads (MXU's) and have installed 150 to date. The remaining 50 meters will be installed to those customers with stopped meters.
11. The Bio-Mass paid their outstanding balance on March 3rd. Also, the monthly statements were mailed on March 3rd and due date is April 3rd.
12. We continue to schedule training classes for our employees who hold their Water & Distribution licenses, NHDES requires 20 CEU's (Continuing Education Units per employee by December 31, 2017).

13. BWW has not had a LTA (Lost Time Accident) in the last 537 days.
14. One of our employees will be out for several months due to knee surgery beginning next week.

It was moved by Commissioner Ingersoll and Commissioner Poulin, with all in favor, to accept and place on file, the Berlin Water Works Status Report dated March 11, 2016.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Cashier's Report for the month of February, 2016.

Under Old Business:

- a. Project Status: The bids for 2016 construction materials have been received and awarded.
 1. Hydro Project Status: Our application to the Public Utilities Commission to sell our carbon credits was denied due to RSA 362-F:4, IV(a). Class IV Hydroelectric facilities are required to have begun operation prior to January, 2006. Our facility began operation on August 27, 2015. Michael Behrmann from REA (Revolution Energy Aggregation, LLC, who assisted BWW with this application contacted Superintendent Carrigan stating that we will change the Class from IV to I on the application as a different approach, with no guarantees. Barbara Bernstein of NHPUC emailed BWW to explain that to qualify for Class I we must qualify for Class IV and we do not qualify for Class IV. We installed the 8" electric valve and the new flow meter for the turbine blow off. The rest of the piping has been fabricated and installed. The power and instrumentation has been installed and programed. The turbine is now running 24/7 and the benefits are more electrical generation, reduced water hammer and the process is running better.
 2. Route 110 – NH DOT Realignment – Letter to NHDOT Status: Steve Glines from NHDOT was in contact with Superintendent Carrigan and said that the State will cover Coleman's outstanding bill of \$1,100 but as for the \$3,100, he said that was a conflict between BWW & Coleman. Superintendent Carrigan will contact the City Manager to suggest that the City withhold \$3,100 from their final payment to Coleman.
 3. Brown Farm Back-Up Well Status: Two bids were received for the test well and D.L. Maher was awarded for \$16,064. The other, was Maher Services \$19,440. Geo-Insight Engineering had estimated a cost of \$30k per test. D.L. Maher should be here this week to drill.
- b. AFSCME Local 1444 Contract Status: The Union has decided not to approach the PELRB for a change in the bargaining unit and wants to continue with negotiating with the City and BWW like they have always done separately. The Superintendent have been in contact with Vincent Wenners and he is adamant that we can negotiate

with the union and is going to speak with the City and Union Attorney to find out what needs to be done to get this issues resolved. The City wants to get legislation to amend and separate our smaller group (less than 10) as a bargaining unit. We have been our own governing body and the Union recognizes the Board of Water Commissioners as a bargaining unit. The City hosted a presentation from New Hampshire Interlocal Trust (the current insurance carrier for most of Local 1444) on different plans and cost in which the Superintendent attended. Mr. Peter Chapel of Health Trust (our current policy holder) stopped by our office and said that by the end of the month, we should have the new set rate for 2016-2017 Policies. There is a tentative date to start negotiating on April 5th.

- c. Brown Farm Back-Up Well – Land Acquisition Status: The Superintendent spoke with the potential buyer who is going to close on the loan for the purchase of the Frito Lay building at the end of the month. He is willing to sell 10 acres of the property but until the actual purchase, cost per acre has not been discussed.
- d. Retirement Status: Office employee's official retirement date is May 1st, 2016. She wishes to continue working 32 hours or less at least until the end of the year. It was moved by Commissioner Langlois, seconded by Commission Ingersoll to hire Mrs. Page as a temporary employee.
- e. Other Old Business – There was nothing brought before the Board.

Under New Business:

- a. Review Governance Letter from the Auditors: It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the "Governance" Letter dated March 01, 2016.
- b. Review and Approve Single Audit & Letter: - It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Single Audit for period ending June 30, 2015 as prepared by our Auditors Melanson Heath.
- c. Approve SRL Payment: It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to make payment on SRL #05 in the amount of \$119,049.18 due May 1st, 2016.
- d. Provan & Lorber – Business Closing: Superintendent Carrigan received notification that Mr. Lorber will be retiring and closing the business within the next few weeks. They have been doing our contracts since early 2000's and BWW has been working with Andrew Shape directly during those years. Andy has been doing subcontract with Provan & Lorber. The Superintendent recommended to the Board that we continue to retain Andy Sharpe as Andrew J. Sharpe, PE LLC. It was moved by Commissioner Langlois, seconded by Commissioner Poulin to retain Mr. Sharpe. Superintendent Carrigan will pass this thru Rick Skarinka, NHDES to make sure that

we do not have to re-do an Engineering bid process as this may be our last year for force account work.

- e. Approve Other & Communications: Superintendent Carrigan informed the Board that we received and approved an “Application for Water Service” on March 16th. A new home is to be constructed on the East Milan Road near the Chalet.

The Board agreed to hold their next regularly scheduled meeting on April 20, 2016 at their 55 Willow Street location at noon.

There were no Public comments. As for Board comments, Commissioner Ingersoll informed the Board that he may run for State Legislature and that if the monthly meeting day could be moved to a Thursday instead of on a Wednesday. The Board had no objection. Commissioner Langlois stated that we should research our Ordinance to make sure that there would not be any conflict of interest for serving on the Board.

At this time, Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to enter into a Non-Public Session: RSA 91-A:3II(a) – Personnel – Wages-Grievance and RSA 91-A:2I(b-c) Collective bargaining and consultation with legal counsel. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:45 pm.

At 12:53 pm, by roll call vote, with all members voting in favor, the Board re-entered into the Public Session.

During the closed session meeting, the Board agreed that Commissioner Langlois will attend the Union Negotiations to commence on April 5th and decided to adjust non-union wages as recommended by the Superintendent.

There being no further business to come before this meeting at this time, it was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1pm.

A True Record:

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