

May 15, 2019

A regular meeting of the Board of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:10 pm. Commissioners present were Paul Ingersoll, Paul Poulin and Sean Brungot and ex-officio member Mayor Paul Grenier. Also in attendance for this meeting were Superintendent Craig Carrigan, General Foreman Steve Lefebvre & Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, except for Commissioner Brungot abstaining, to accept the Minutes of April 17, 2019. Commissioner Brungot is attending his first Board meeting today and is the replacement for former Commissioner Lucien Langlois whose term expired May 1st, 2019. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept the Work Session Minutes of May 01, 2019.

Under the Berlin Water Works Monthly Status Report dated May 10, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
 - a. The Eastern Depot is closing. As this is one of our bacteria sampling sites, we contacted NHDES to move the testing site to the BWW office and were approved. We submitted the paperwork for the change.
 - b. There was an issue with the level sensor on Clarifier #01 that would not allow a backwash to be initiated. It was found that the mounting bolts had come loose. The bolts were tightened, and the parameters reset.
 - c. The piping for the 605 LMI pumps started to leak in a tee above the pump. The piping was removed, and we did a complete change out of the piping.
 - d. We received a chemical delivery of 5000 gallons of PC-605 and 41,250 lbs. of sodium bicarbonate.
 - e. Brown Farm Well had a caustic leak in the piping to the LMI Pump. This has been re-piped and is now working properly.
 - f. We gave the Berlin Fire Department five gallons of chlorine which will be used to clean up accident scenes.
 - g. The 12" venturi meter at Brown Farm Well was leaking at one of the flanges and has since been repaired.
 - h. The turbidity meter failed and was sent to HF Scientific to see if it can be repaired and how much it would cost to repair.
 - i. The backup generator has been repaired. It was a larger project than anticipated and is back in operation with no issues.
 - j. A chlorine pump failed and was found that the fuse for the motor was blown. This was repaired using parts from our spare pump.
2. Distribution System Status for the month of March:

- a. Water supplied into the distribution system averaged 1.51 MGD.
- b. The Ammonoosuc Plant supplied 1.36 MGD and Brown Farm Well was 0.15 MGD (6 days). Sludge flow to the City Pollution Control Facility was 176,566 GPD.
- c. Burgess Bio daily average water usage was 726,716 GPD and was offline for 7 days for the month.
- d. There were no main line or service line repairs for the month.
- e. Two curb stops were repaired.
- f. The Komatsu 200 loader has been painted.
- g. We removed and serviced the sander, thawing machine and plows for the summer.
- h. The blow off for Jericho Road was turned off after running for 95 days for the winter program. It was calculated that 2,052,000 gallons of water was used during that period and will added to the unaccounted water report to the NHDES
- i. At the Lancaster tank the chlorine monitor was restarted and we checked the Pax Mixer to verify it is operating.
- j. We started hauling sand from the airport for the construction season.
3. Water Meter Replacement & Backflow Preventor Status:
 - a. 25 Backflow Preventer's, 26 Radio Read and 35 I-perl meters were replaced in April.
 - b. Donny completed the testing of 14 backflow devices.
 - c. To date, we have installed 206 new meters, 121 backflow devices and 178 MXU's so far in this fiscal year.
 - d. The problems we were having with the software on our handheld meter readers have been resolved.
 - e. We got the results from the five, twenty plus year old 5/8" water meters that were sent out to be flow tested. The results show that after 20 years they start losing up to 10% accuracy and need to be changed out. The average loss for revenue is approximately \$40 - \$55 per year per meter.
4. Office System/Building Upgrade & Personnel Training Status: Employee Craig Gilcris traveled to Concord and took his Distribution II and Treatment II NHDES certification exams.
5. Cost Reduction/New Income/Improvements/New Customer Status:
 - a. Water Bills were issued May 1st, 2019 and total commitments were \$325,279.89.
 - b. April water usage for the 48 monthly accounts was \$118,867. Of this amount Burgess Bio was \$63,769 and FBOP \$22,945.
6. Safety/Personnel/Other Status: BWB has not had a lost time accident in the last 1,672 days.

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It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Berlin Water Works Monthly Status Report dated May 10, 2019.

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 April.

Under Old Business:

a. Project Status:

1. **Brown Farm Well Status:** The Brown Farm Well electrical bids were sent to three local contractors. We did a walk-thru on May 8th. Two vendors showed and the third was unavailable. These bids are due on May 22, 2019 by 2pm.
 2. **2019 Construction Season Status:** Crews started May 6th and several of our temporary employees have returned. We finished paving from last year's open trenches and continue to take off running water customers. The next project will be High Street, from School to Pleasant Streets. Our first construction meeting will be held on Friday.
- b. BWV Office Building Settling Issues Status:** On May 7th, 2019 we had Geotechnical Services, Inc. at our property to do a soil analysis. Commissioner Ingersoll was also on site to observe. We received their May 14th, 2019 Investigation Foundation Settlement report. They performed three sieve analyzes on collected samples of the underlying soil. Their conclusion is "It is our belief that the main contributing factor to the foundation settlement is poor compaction of the bearing soil. This could be due to the fill soils having been placed in an uncontrolled manor or improper subgrade preparation procedures during construction. Both, or a combination of, could lead to prolonged settlement over time in which load changes and soil moisture conditions can alter the rate of movement. The amount in which the foundation will settle in the future is unknown. The owner should anticipate continued movement and seek alternative methods to support, and possibly re-establish the foundation to design elevation to prevent further damage to the structure". With evidence to move forward, the Superintendent has been in contact with our Attorney Oliver and on behalf of BWV. The Superintendent also states that the building has settled another two inches from last year.
- c. Solar System RFP Status:** The Superintendent said that the City had received 51 requests for information and did a three site walk through on April 30th, 2019 with the City Manager and that 6 interested solar companies did visit three potential sites.
- d. Contract Negotiations Status:** A meeting was held on May 7th, 2019. Commissioner Ingersoll also attended and will be sitting in on future meetings. The next meeting is scheduled for May 20th, 2019.
- e. Fed-Ex Oil Spill Status:** A letter was received on May 02, 2019 from GeoInsight with the groundwater sampling result collected on April 11, 2019. On April 1st, a

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- Fed-Ex Express truck leaked approximately 50 gallons of diesel fuel. The location was at the intersection of East Milan Road and the Industrial Park Drive, approximately 1,000 feet northeast of the two municipal water supply wells. GeoInsight collected a groundwater sample and volatile organic compounds (VOCs) and polycyclic aromatic hydrocarbons (PAHs) were not detected above laboratory detection limits in the sample. They suggest that "considering the distance between the well and the spill, resampling of this well in six months might be worth considering. Conversely, shallow groundwater samples could be collected from monitoring wells or perhaps shallow piezometers within or adjacent to the spill clean-up area to verify ground water quality relative to ambient groundwater quality criteria". BWW agrees with their recommendation.
- f. Hire Part-time office position Status: We met Diana Berthiaume from the employment office and reviewed nine applications that were received. We have selected five candidates to interview on May 21st.
 - g. Other Old Business: The State of NH Surplus Property is holding an auction on Saturday May 18, 2019. Steve Lefebvre and our mechanic will attend. We are looking for a newer Astro van as our current vehicle needs replacing. The Superintendent said that in the past, they accepted pre municipal buys and have changed that to be on-site to place bid at the auction. Commissioner Ingersoll inquired about replacing the skid steer and Steve Lefebvre will look while they are on site.

Under New Business:

- a. Review & Approve FY-2020 Budget & Public Hearing May 22, 2019 : The proposed budget work session was held on May 1st. The proposed budget reflects a 0.90% decrease as compared to the FY19 Budget. It was noted that a new line item is included for Capital Improvement for \$200k as our State Revolving Loan Funding is coming to a close and future improvements will be incurred by the Berlin Water Works instead of taking out any further loans. Also included is \$200k for Future Debt Repayment. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot to present the draft at the Public Hearing to be held on May 22, 2019 at 5:45 pm at the City Hall.
- b. FBOP Contract: The Superintendent received a letter dated May 6, 2019 from the US Department of Justice Federal Bureau of Prisons, Federal Correctional Institution in Berlin for the continuation of Utility Services. This is a formal contract that BWW will provide water services for another ten years. The Superintendent will sign the letter of agreement.
- c. Godfrey Dam Intake Issue: With high water, our screen was plugged solid with leaves and debris with no water coming into the pipeline on April 20th. A local person provided 4 snowmobiles and the Fire Department let us use their tracked UTV

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- that allowed crews to make their way to the site to investigate as there was still plenty of snow on the ground. We opened the gate that had not been in years and air pushed thru and eventually blew out the debris to unblock the screen. We will drain the dam this spring to do follow-up maintenance. By opening the bottom gate and with the right materials used for the filters, the process completed restored the water flow. The Superintendent thanked the individual and fire department for their assistance that helped to resolve this issue.
- d. Indemnity Agreement: With a new Water Commissioner's appointment, the Board signed the Indemnity Agreement by and Between the Board of Water Commissioners and Craig Carrigan, Superintendent.
 - e. Approve Other & Communications: Nothing new to report.

There was no other business to come before the Board at this time.

The Board agreed to hold their next regularly scheduled meeting on June 11th, 2019 at noon at their 55 Willow Street location instead of June 19th as the Superintendent will not be available. It was noted that since the timeframe between this meeting and the June 11th, 2019 would only be three weeks, if nothing of high importance that needs the Boards attention, the Superintendent will contact the members to find if they would like to cancel the June meeting and reschedule in July.

There were no public comments. As for Board comments, Mayor Grenier and Board welcomed and thanked Sean for taking the position as our new Commissioner.

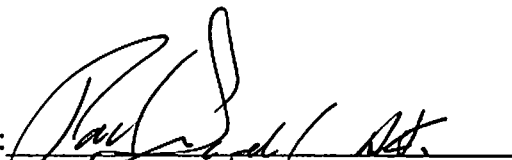
The Board did not enter into a non-public session.

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

The meeting did so adjourn at 12:50 pm.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board