

June 11, 2019

A regular meeting of the Board of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:02 pm. Commissioners present were Paul Ingersoll and Sean Brungot. Absent for this meeting was Commissioner Paul Poulin 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 Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file, the Minutes of May 15, 2019 with Commissioner Ingersoll signing as Acting Clerk.

Under the Berlin Water Works Monthly Status Report dated May 15, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. After the Burgess Bio shutdown last month, it was noticed that their flow readings were very erratic with high & low spikes in short intervals of time. It was found that they had installed a new level transmitter in their cooling tower causing the spikes. They have since resolved the issue.
- b. There were a few tours given at the Treatment Plant for Drinking Water Week.
- c. The staff completed closing in the Bi-Carb storage area.
- d. The master computer board on one of the turbidity meters failed. It was sent out for repair. We had a spare that we are using until the repair is complete.
- e. Staff re-tested 3 lead samples for the school department, one had failed and the other 2 were new testing sites.
- f. A 6'x6' insulated cover was made to go on top of the strainer vault doors which will save on heating during the winter months.
- g. The filter to waste valve on Filter #01 started leaking. It was noticed on the filter level trending chart and A&E Electric was able to adjust the valve which now closes tight and is working.

2. Distribution System Status for the month of May:

- a. Water supplied into the distribution system averaged 1.74 MGD.
- b. The Ammonoosuc Plant was 1.74 MGD and the Brown Farm Well was 0.00 MGD for zero days. Waste sludge flow to the City Pollution Control Facility was 134,030 GPD.
- c. Burgess Bio Mass daily average was 960,890 GPD and was off line for zero days in May.
- d. There were no main line or curb stop repairs during the month.
- e. Two service line repairs were made.
- f. Crews cleared the fallen trees from the road into Godfrey Reservoir. We cleaned the intake screens once we got to the dam.
- g. Staff attended the State Surplus Auction on Saturday May 18th. We purchased a 2005 Chevy Astro Van for \$2,700 which will replace the Astro Van that we now have in service.
- h. We met with the DES representative that oversees the Davis Bacon Laws for our SRL projects. We did some on-site interviews with our paving contractor.

June 11, 2019

- i. We received the FedEx oil spill incident report dated June 4, 2019. It states that "No evidence was found that suggests any significant environmental impact remains on the site following corrective action. The Emergency Response & Training Solutions recommends that the incident be closed and no further assessment is needed.
- 3. Water Meter Replacements & Backflow Preventers Project Status:
 - a. Donny completed the testing of 4 backflow devices.
 - b. We have installed 213 new meters, 124 backflows and 183 MXU's this fiscal year.
- 4. Office System & Building Upgrades & Personnel Training Status: The Berlin Public Works Department had a chainsaw training class on June 4th put on by Primex. As there was room for one more person, we had Craig Bartoli attend for BWW.
- 5. Cost Reduction/New Income/Improvement/New Customer Status: The May Monthly water billing usage for the 48 accounts was \$120,701. Of this amount Burgess Bio was \$67,236 and FBOP was \$21,937.
- 6. Safety/Personnel/Other Status: BWW has not had a Lost Time Accident (LTA) in the last 1,700 days.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated June 7th, 2019.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file the Cashier's Report for the month of May, 2019.

Under Old Business:

- a. Project Status: The May 2019 Progress Meeting was held on Friday May 17th, 2019 at our 55 Willow Street Office with Andy Sharpe.
- 1. Brown Farm Well – Second Generator – Bid Results Status: The Superintendent read from Andy's project notes: BWW completed plans for the provision of a second automatic transfer switch to allow the connection of a second emergency generator. It was noted that when Brown Farm Well #01 was reconfigured to allow it to pump directly into the distribution system, it was decided to size the emergency standby power generator to be able to run only Well #01. At the time, BWW was not willing to invest in a generator large enough to power two wells when it was not clear if and when the Brown Farm well field would be expanded. With the Completion of Brown Farm Well #02, BWW is making provisions to allow the connection of a second generator. Request for bids were sent out in April and a pre-bid meeting was conducted on May 08, 2019. Bids were opened on May 22, 2019. The apparent low bidder is Vaillancourt Electric in the base bid amount of \$18,600." Of the three bids received, Vaillancourt Electric was selected and parts have been ordered and delivery will take 6-8 weeks. BWW will rent a generator for testing.
- 2. Running Water Services Status: Crews have replaced 26 running water service lines this season and only 2 are left. When the remaining 2 are finished, the project will be

June 11, 2019

completed. It was noted that from prior years, BWV had approximately 1,100 customers on the program.

- b. **BWV Office Building Settling Issues Status:** The Superintendent handed the Board a draft letter from our Attorney Oliver dated June, 11, 2019 that he received this morning. The Board reviewed the letter and will have the Superintendent have the attorney make changes to his draft. One recommendation is to remove the demand payment amount and leave open to read included but not limited to. The Board agreed after revisions made to the draft, have the attorney send the letter with a date to respond by so that the contractor may have an opportunity to respond or repair. The Superintendent will be in contact with Attorney Oliver later this afternoon to incorporate changes in the letter.
- c. **Solar System RFP Status:** The Superintendent & City Manager Wheeler had a meeting and discussed options with a group that is funded by The Tillotson Fund called Clean Energy to look at the feasibility of buying into a solar field. One company they met with said that they can't compete with the power. The only feasible way would be to rent the Brown Farm Well field which would be a long term lease; the rent would be earned by the City of Berlin as BWV does not own the land. The Brown Farm area was attractive because we have a pump station and the company would not have to pay transmission fees. Currently the Berlin Water Works has an 18 month contract with Freedom Energy Logistics and it was suggested that possibly next year BWV would join with the City when they go out for electricity supplier bids.
- d. **Contract Negotiations Status:** We had a meeting on May 20th and talks are still on going. Commissioner Ingersoll has been attending the negotiations with the Superintendent.
- e. **Hire Part-time Office Position Status:** We received 9 applications thru the NH Employment Office. We were to interview 5 applicants however; one received a job offer elsewhere. We selected one of the remaining four. Cindy Valliere accepted the position and her first work day was on Monday.
- f. **Approve FY-2020 Budget Status:** It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to approve the FY-2020 BWV Budget as presented at the City Hall Public Hearing held on May 22, 2019.
- g. **Other Old Business:** We received a letter from York Risk Service Group, a third party administrator which has paid for damages to the Harvest Christian Fellowship. They referred to our letter dated March 21, 2019 saying that BWV agreed to help the Church by paying half of the remaining expense of the repairs and taking no responsibility in the amount of \$2,441.75 if the Church properly restrains the 4" end cap on their water line coming into the building and that once repair is made BWV will confirm the work and issue the check. As per York Risk's letter, the work has been done and to issue payment to the risk group. General Foreman Lefebvre has been in contact with the Church and repairs were made but not yet to our satisfaction. Once verified, we need to clarify who should receive the check, the Church or the Risk Company.

There was no other old business:

Under New Business:

- a. **Northway Bank:** The Board updated its signature card to include Commissioner Brungot and to remove former Commissioner Langlois.
- b. **Eversource:** We received a letter dated May 20, 2019 from Eversource with reference to the Net Metering Annual Payout Options. As part of the program we will be receiving a bill credit for surplus kilowatt-hrs. (kWh) in the amount of \$7,861.27. With the surplus credit, the plant will pretty much run for a year without any electrical payments.
- c. **Propane Bid Results:** Dated May 23, 2019, we sent out request for proposal for propane to four local vendors and only received one quote. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to accept the bid received from Irving Energy at a fixed price for \$1.14 for period covering July 01, 2019 to June 01, 2020.
- d. **Transfer Brown Farm Well funds:** It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll with all in favor to transfer the remainder of the FY19 Budget funds not to exceed \$50k as was budgeted to a newly established Accrual Fund beginning July 01, 2019 (FY20)
- e. **Approve Other & Communications:**
 1. Jay Poulin from HEB Engineers stopped in to talk about BWV running a fire line for the Berlin High School. As the fiscal year ends June 30, 2019 they would like to start prior to final design with remaining funds. They want to loop around the park to have a second egress. They would like to sit with BWV to discuss the remainder of funds as they do not have all of the funds yet to complete the project. The School has not approached us yet.
 2. The Superintendent talked about a greenhouse that will be built off Hutchins Street and will be connected to our system.

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

The Board agreed to hold their next regularly scheduled meeting on July 17, 2019 at noon at their 55 Willow Street location.

There was neither Public nor Board Comments.

The Board did not enter into a non-public session

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

The meeting did so adjourn at 12:52 pm.

June 11, 2019

A True Record:

Attest:

A handwritten signature in black ink, appearing to read "Paul Ingersoll", is written over a horizontal line.

Paul Ingersoll, Acting Clerk of the Board