

A regular meeting of the Board of Water Commissioners was called to order by Chair Michael Caron at 12:03 pm. Commissioners present were Lucien Langlois, Paul Ingersoll, Paul Poulin and ex-officio member Mayor Paul Grenier. Also present for this meeting was 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 Poulin, with all in favor, to accept and place on file, the Minutes of May 15, 2018.

Under the Berlin Water Works Monthly Status Report dated June 15th, 2018, Superintendent Carrigan discussed the following with the Board:

1. Treatment System Status:

- a. The Brown Farm Well #01 did not run in the month of May.
- b. The staff met with Randy Souzzo of NHDES, Joe Bachofer of the State Prison to conduct a sanitary survey at the facility. As Berlin Water Works is the licensed operator of the facility we do the bacteria sampling. They inspected their pump station and piping. When their survey was complete Randy had a tour of the Brown Farm Well Project.
- c. The 4x8 foot foam boards were removed from the tops of the filters used for insulation during the winter months. They will now be used for this summer's construction projects. Next fall we will purchase new insulation for filter insulating purposes.
- d. Staff has been working with the Berlin Public Schools and the State of NH Laboratory on the new lead & copper testing for school. We tested 57 samples in early June with staff from the School Department.
- e. We had an issue with the filter effluent valve #01. It was found to be that the open/closed valve had failed. We had replaced the failed part with a spare that we had on hand. We will be looking into different options as this part is 23 years old and is difficult to find parts.
- f. During Water Week, the staff conducted four tours at the Treatment Plant. We had grammar school students and only one person from the public for the tour.

2. Distribution System Status:

- a. Water supplied into the distribution system for May averaged 1.65 MGD. Sludge flow was 158,104 GPD.
- b. Burgess Bio May's average water usage was 844,987 GPD.
- c. Burgess Bio was off-line for only one day in May.
- d. A&B Logging is working to repair damages on the upper areas of the Eastside from last October's rain storm. Some of the repairs were by moving the sidewalk curbing further out which then positions our curb stop into the walkway. We contacted Jay Poulin from HEB as this involved our curb stops and told Jay that we no longer place the curb stops in the sidewalks as the snow plows break off the tops. It was agreed

- that any BWW infrastructure that is damaged and needs to be fixed, prior to their job being completed, BWW will go to the site for inspection and approval.
- e. Crews are cutting the trees next to the fence line at the Brown Farm Well. This will prevent trees from falling and damaging the fence, buildings and the well generator.
 - f. There were no main, service line or hydrant repairs in the month of May. Only two curb stops were repaired.
 - g. Hydrant painting went well and has been completed.
 - h. We informed the City that the Hillside & Willow Street has not been final paved from our Willow Street Project. We have funds set aside for final paving. We sent an e-mail to Jay Poulin from HEB and the City manager because their bridge project does not include the Willow Street Intersection. We informed Jay that we will pay for the intersection to make it a seamless pavement line as we are also part of their bridge project as the City's project ends at the sidewalk.
 - i. We held a construction meeting on May 22nd and the 2018 construction schedule and the Hydro and Brown Farm Well #2 were discussed.
3. NH State Revolving Loan #11 Status: The final pay request was processed and funds were received. SRL #11 is now closed and we will begin using SRL #12 funds.
 4. Water Meter Replacements & Backflow Preventor Project Status:
 - a. 18 Backflow devices were tested for May.
 - b. The Burgess Bio 8" RPZ at their Hutchins Street Meter Building Failed and contacted BWW. Steve and Donny assisted their maintenance person in the repair. It was found to have a broken spring so they used a rebuild kit; the RPZ was then re-tested and passed.
 5. Office System/Building & Training Status: Staff installed the hydrant fountain and placed mulch around the plants and trees at the office area.
 6. Cost Reduction/Income/Improvements Status:
 - a. We produced more KWH's from our solar system at the office than was used.
 - b. BWW received a check from Knollwood Energy in the amount of \$78.00 for energy recs from October-December 2017.
 - c. May monthly water accounts were billed out as \$120,214.
 7. Safety/Personnel/Other Status:
 - a. The zero turn lawnmower was purchased along with a utility trailer to haul the mower, push mover, trimmer and other items necessary for maintenance and reducing time.
 - b. Non-Union Staff yearly reviews are on-going.
 - c. BWW has not had a Lost Time Accident in the last 1,347 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated June 15, 2018.

It was moved by Commissioner Langlois, seconded by Mayor Grenier, with all in favor to accept and place on file the Cashier's Report for the month of May, 2018.

Under Old Business:

a. Project Status:

1. **Brown Farm Back-Up Well Status:** A letter dated May 30, 2018 from Randal Suozzo of the NH Drinking Water & Ground Water Bureau was received. The Brown Farm Well #02 is approved into operations under four conditions. The Superintendent responded to Mr. Suozzo in a letter dated June 12, 2018. BWB agrees with the first three conditions such as written operating procedure on how to collect samples, provide negative samples from raw water within 30 days prior to going on line and perform Investigative Monitoring. BWB did not agree with their fourth condition and are trying to have the state waive this condition. The fourth condition deals with the Lead & Copper Rule. BWB's response is that it is in the opinion of the Berlin Water Works that this requirement is intended to document the impact on lead and copper concentrations at the tap for new water supplies that are used for significant periods of time. If Brown Farm Well #02 was going to be used for significant periods of time, we would perform the required testing to protect the health of customers. However, Brown Farm Well #02 will be used as a back-up supply for the Ammonoosuc Water Treatment Plant and for meeting peak demands. Also in the response is that Well #02 technically represents a new source, the water quality from this well is almost identical to Brown Farm Well #01 and is located only 50 feet away from Well #01. To end the letter, BWB respectfully request that implementation of Condition #04 be delayed until such time as Brown Farm Well #02 is used as the primary water source and not as a back-up source. We have not yet heard back from the State.
2. **Twelfth Street Status:** The main line is complete and we started service lines today and hopefully we will be finished next week.
3. **Running Water Services – Eliminate from Program Status:** Currently we have 62 customers on our winter running water program. These customers are on streets where BWB has not yet replaced the water main or are not planning work in the area. In between the current start of construction project, we will be addressing six of these customers during the next few weeks. Our goal is to eliminate the program completely.
- b. **Radio Frequency Status:** Ossipee Mountain Electronics will be here on June 28 & 29 to reprogram the radios for the BWB, Public Works and Pollution Control.
- c. **FY19 Budget Status:** It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to accept and place on file the Berlin Water Works Fiscal Year Budget (FY19) in the amount of \$3,037,270.00 as presented to the public during the Public Hearing that was held on May 23, 2018 at 6:00 pm at City Hall.
- d. **Tax Deeded Properties Status:** On behalf of the Board from last month's meeting, a letter dated June 11, 2018 was sent to Patty Chase, Finance Director for the City of Berlin. We asked that when a property is going to be sold by the City of Berlin to a new owner, please contact BWB in order to do a final reading, and provide the total due for the property to the City and transfer the account to the new owner. This is the procedure used for all other property sales. She contacted our office and said that she

would forward this letter to the City Manager to give to the appropriate parties. Superintendent Carrigan informed the Board that in the past Linda White handled this procedure and is no longer at City Hall.

- e. Burgess Biopower – Letter to Governor Status: On behalf of the Board from last month's meeting, Superintendent Carrigan sent a letter dated May 17, 2018 to Governor Chris Sununu for the Board's support on Senate Bill 577.
- f. There was no other old business to discuss.

Under New Business:

- a. Berlin Public School Project: Superintendent Carrigan reviewed the plans and profile of the Berlin High School Access Road and said that the school may retain our services. Commissioner Langlois wants to make sure that we are fully covered by insurance. Superintendent Carrigan said that we would as we would be sub-contracted by the school and are going to follow the specifications provided by the engineering firm that they hire.
- b. Propane: Four Propane Bids for FY19 were sent and only two vendors responded. Bids were opened on 06/13/18 and Irving Energy was selected. A letter was mailed to the other vendor thanking them for their interest.
- c. Eversource-Hydro Power Credit: BWB received a letter dated June 1, 2018 regarding Net Metering Annual Payout Options. Option #01 is to keep the kWh as a surplus. The dollar of the Surplus is \$4,980. Option #02 is to receive a bill credit based on the current dollar value of the surplus kWh. We have until June 30th to provide notification for either option, if not then the surplus kWh will be treated as Option #01. After discussion, Option #01 was selected to keep as a surplus. The Superintendent will do a cost comparison/analysis for the electric heater in the winter vs gallons per propane.
- d. NH Investment Pool: Superintendent Carrigan informed the Board that after consulting our Auditor Vachon & Clukay, we transferred \$200k from our checking into the Investment Pool.
- e. Approve Other & Communications: First, Superintendent Carrigan informed the Board that during one of the annual reviews, Office Personnel, Debra Baillargeon said that she will be retiring next July. We would definitely want to hire one full time employee and possibly a second person for part time. We are thinking of replacing her position about six months prior to retirement and will be in contact with the Unemployment Office for assistance. Superintendent Carrigan said that part-time retired employee Debbie Page expressed to us that she may not stay much longer. Second, On June 15, 2018, we were notified of the NHDES's 2019 Local Source Water Protection Grant Applications are now available. The grants are available to water supplier and other agencies and applicants can receive up to \$20k for projects that protect drinking water sources. Superintendent Carrigan said that we will be applying as we were thinking about replacing the fence at the well. With the grant, this could include lighting and security cameras. Last, along with the office personnel & Superintendent, each Board member signed the Signature Card for the Northway Bank to update our file for authorized signers. Chair Caron also signed

their document stating that Berlin Water Works does not engage in Internet Gambling.

There was no other business at this time.

The Board agreed to hold their next regularly scheduled meeting on July 10th instead of July 18th, due to scheduling conflicts. It was suggested by the Mayor to research the City Charter to find if it is necessary for this Board to have a monthly meeting and if so, the July 10th meeting may be cancelled.

There were no Public Comments. As for Board comments, Commissioner Ingersoll would like to have all the employees gathered together and suggested that we have a catered dinner for Christmas and invite our temporary help to show appreciation for the work they do for our department. Superintendent Carrigan did inform the Board occasionally during the construction season; lunch is provided to thank the crew for a job well done. We will look into local catering as an option.

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

There was no further business to come before the Board. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:01 pm.

A True Record:

Attest:



Paul Poulin, Clerk of the Board