

August 17, 2016

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:06 pm. Commissioners present were Lucien Langlois, Paul Ingersoll and ex-officio member Mayor Paul Grenier. Absent from this meeting was Commissioner Paul Poulin. Also present for this meeting was Superintendent Craig 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 July 14, 2016.

Under the Berlin Water Works Monthly Status Report dated August 12th, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems:

- a. We have completed the Homeland Security Grant and received the \$15,000.00 payment for reimbursement in July.
- b. A&E Electric changed the open/closed contactors on Filter #2 influent valve. The original parts were approximately 20 years old.

2. Distribution System:

- a. Water Supplied into the system for July averaged 1.84 MGD. The Ammonoosuc Plant produced 1.60 MGD and Brown Farm Well was .24 MGD for 10 days.
- b. Bio-Mass July daily average water usage was 969,761 GPD.
- c. Staff has been monitoring the water level at Godfrey Reservoir due to the dry conditions. We are not losing any water and the water is now slowly flowing over the dam.
- d. Staff met with Jay Poulin of HEB Engineering and Mark Nicklin, the Superintendent for Sargent Corporation to discuss the Riverside Drive Project.
- e. There was one 3/4" service line repair on Hillsboro Street.
- f. Crews eliminated two severe running water and two regular running water customers on Western Avenue.

3. Funding/Spending disbursements for miscellaneous and SRL Projects: - .We have included the Brown Farm Back-up Well Funded by BWW Capital Improvements: The total appropriated for this project is \$200,000. To date we have a balance of \$138,759 available.

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4. Office & Garage Upgrade Project: The work for security should be completed within the next week or so.
 5. Water Meter Replacements & Backflow Preventors Project: Donny has completed the testing of 13 backflow devices for July.
 6. Office System & Building Upgrades & Personnel Training: We have divided the City into seven Zones to map for GIS for the NHDES Assessment Management Grant. We have completed 70% of the first zone.
 7. Cost Reduction/new Income/Improvements/New Customers:
 - a. The first Quarterly bills were issued August 1st and are due September 3rd, 2016. Collections are on-going. We have sent out past due notices to our monthly customers who are in arrears.
 - b. The Total Solar Generation for month was 3.33 KWH. This is the second month in a row that we have a net surplus of power at the Office.
 - c. The Hydro ran for 31 out of 31 days and generated 15.66 MWH of power. We now have a total net surplus in the amount of 11,933 KWH.
 8. Safety/Personnel/Other:
 - a. One of our temporary employees for six years has left us to work for Sargent Construction on the Riverside Drive Project. We have already replaced that temporary position.
 - b. After 39 years of dedicated service, Rick McKenzie retired on August 15th, 2016. At Rick's request, he did not want a celebration but instead to have BWW donate to one of the local food pantries.
 - c. BWW has not had a Lost Time Accident (LTA) in the last 686 days.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated August 12, 2016.

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

Under Old Business:

- a. Project Status: We had a progress meeting with Andy Sharpe our project engineer and Dave McLain from Geo-Insight. We discussed the remaining State Revolving Loans and Brown Farm Well Upgrade. Superintendent Carrigan informed the

Board that crews have installed 2130 feet of main line and 747 feet of service line this season. Cedar Street has been completed and will be paved this fall.

1. Hillside Avenue & Willow Street Project Status: Crews are going to be doing a "tie-in" at the intersection of Hillside Ave and Willow St. and next Tuesday. We are working to get this done prior to school starting. We are getting prepared for when the City replaces the bridge next year on Hillside Avenue. BWW Crews on Western Avenue will be on Hillside Avenue to assist with the intersection work on Tuesday. The Western Avenue Crew has layed approximately 1,000 feet of pipe with six more services to do. As our NHSRL #10 funding is coming to a close, we may even go somewhat further on Western Avenue to spend down the loan.
 2. Brown Farm Back Up Well Status: Prices came in at \$35,690.00 for the eight inch test well and the other \$38,190 for the twelve inch. They recommend the 12 inch well and test. This would be for five (5) days and would get a better reading and quality for water. Also during the five days, the Brown Farm Well would be monitored to see how much water is drawn down during testing. D.L. Maher will be here on Tuesday to start drilling the 12" test well.
 3. School Gym Project: We completed this project and they are very pleased with the results. BWW installed a perimeter drain, replaced the old drain system from the manhole in the yard to the street, installed new walkways, helped with the excavation of coal ash inside and replaced with gravel and graded the grounds away from the gym. This generated approximately \$30k for BWW revenues.
- b. Brown Farm Back Up-Well – Land Acquisition Status: After discussion, Superintendent Carrigan said that right now the well situation is moving south and probably would not need the land for this project. We will know more after the well testing next week; but BWW would like to purchase the land to protect the well head area so no others would build on the land. It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor, to tentatively authorize Superintendent Carrigan to offer to purchase five acres with a price of no higher than \$3k per acre.
 - c. Office Security: The Superintendent and Board discussed this topic during the Monthly Status Report. Work in progress should be finished soon.
 - d. St Laurent Drive: Craig & Steve met with City Manager Wheeler and Planner Pam Laflamme to discuss BWW's concerns about the access road. The Superintendent showed the Board the site map and the access road in question. Superintendent Carrigan will continue to work with this project and the City.

There are many variables to this project. BWW will insure that our access road will not be compromised.

- e. There was no Other Old Business to come before the Board.

Under New Business:

- a. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to approve payment of NHSRL #07 to the State in the amount of \$102,244.86.
- b. Superintendent Carrigan signed the FY17 State Filtration Grant Request for \$20,490.02 on August 4th, 2016.
- c. Forest Cutting Operation near Coulombe Pond: It was brought to Lucien Langlois attention that someone has been cutting trees near our access road. Mr. Langlois informed Superintendent Carrigan that the owner of the land said it was for conservation. Superintendent Carrigan did visit the site and said that they are not hauling down the road. It was suggest to video tape the access road on a periodic basis to insure that there is no damage to the road.
- d. Approve Other & Communications: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the FY16 Expenditures/Budget Report for Berlin Water Works year ending June 30, 2016.

The Board agreed to hold their next regularly scheduled meeting on September 21, 2016 at their 55 Willow Street location at noon.

There were not Public-Board Comments.

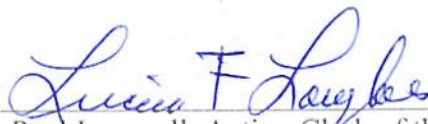
The Board did not enter into a non-public session.

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

The meeting did so adjourn at 1:47 pm.

A True Record:

Attest:


Paul Ingersoll, Acting Clerk of the Board
ACTING CLERK