

March 15, 2017

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 pm. Commissioner present were Paul Ingersoll, Paul Poulin, ex-officio member Mayor Grenier and via telephone, Lucien Langlois. Also in attendance were Superintendent Craig Carrigan, Steve Lefebvre and Debbie Baillargeon.

There was neither Public nor Board Comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor, to accept and place on file, the Minutes of February 8, 2017.

Under the Berlin Water Works Monthly Status Report dated March 10, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:

- a. BWW did not have to run the Brown Farm Well during the month of February
- b. The staff emptied the chlorine tank and the 5,000 gallon tank was repaired this week. It was found that we may need to replace the bottom of the tank in three to 5 years. Superintendent Carrigan asked if we should replace the full bottom now as it will cost \$3,500 for the patch that we need for the leak. Representative stated that we would still need to do the patch before the full bottom was replaced. He suggested that we do the patch now and in three years drain the tank and he will evaluate the tank at that time. If it is okay at that time it may go another five years or beyond before we need to check it again. The full bottom replacement would cost \$23,000 and it would repair the floor and seven feet up the sides of the tank. Commissioner Langlois questioned whether we should replace the tank and Superintendent Carrigan stated that it would have to be a smaller tank as the original was installed before the building was completed. Commissioner Langlois stated that it may be a better option to install an overhead door and a containment wall to install a new full size tank. Superintendent Carrigan stated that we would look at all options when there is a need to replace the floor of the tank. Commissioner Ingersoll asked about the condition of the structure of the tank and Superintendent Carrigan stated that the report showed the structure to be in good condition.

2. Distribution System Status:

- a. There were three service line breaks repaired in February. One of the service line breaks was on Kent Street in the area where Nelson Construction replaced the City Sewer back in 2012. We found that the brass line had broken in the threads and it was backfilled with crushed stone and covered with plastic so it would not surface as a leak. We contacted Lucien Couture of PWD and then repaired the break.

March 15, 2017

- b. There have been no outside freeze ups to date. We have not started the Running water program to date and it will be two years in a row if we do not start it this year. January was the 4<sup>th</sup> warmest on record and February was also in the top ten.
  - c. PWD requested the assistance of BWW for a sewer repair on Goebel Street, BWW charged them the overtime rate for our laborer and donated the backhoe and hammer. Lucien Couture of Public Works stated that they have a back hoe and hammer on order.
3. Water Meter Replacement Status:
- a. Staff has ramped up the meter repair and replacement program. Customers are sent two letters asking for them to set up an appointment, if they do not make an appointment after two letters we send out a third letter with a shut off date. The day before or two days before, BWW places a card on their door letting them know the water will be shut off if an appointment is not made. We presently have two crews working on meter repairs and we are also tackling the replacement of old ¾" water meters.
4. Cost Reduction/Income & Improvements Status:
- a. The staff has assisted Romik in the water service application for the campground on Jericho Road.
5. Safety/Personnel & Other Status:
- a. BWW is hosting a hydrant and valve training seminar put on by EJP on March 22, 2017, 6 CEU's will be given upon completion. Gorham Water Works has also been invited to attend the seminar. Chairperson Caron suggested that we invite someone from the Fire Department to attend; the Board agreed it was a good idea.
  - b. BWW assisted Jay Poulin of HEB Engineers and the Nansen Ski Club with a 2" HDPE water line from the river through a culvert under Route 16 to tie into the Canon Ski Area Snow Gun to cover the landing at the ski jump for the recent jump two weeks ago. PWD assisted the BWW with the sewer jet helping to push the 2" line through the culvert. The Nansen Ski Club is thinking about installing a permanent line underground if future events are to take place at the ski jump.
  - c. BWW has not had a lost time accident in the last 870 days.
  - d. Chairperson Caron asked what BWW plans to do about the yard of the maintenance garage; Superintendent Carrigan mentioned three options, ledge pack, grindings and pavement presently in discussion.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to place on file, the Berlin Water Works Monthly Status Report dated March 10, 2017.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashier's Report for the month of February, 2017.

March 15, 2017

## Under Old Business:

## a. Project Status:

1. Hydro Farm Back up Well – Status: Geo-Insight has requested information to help with the large ground level water permit. They have to cover seven square miles around the back up well location all part of the Androscoggin River Aquifer. The state requires a listing of all sewers, septic systems and wells in the seven square mile area. Superintendent Carrigan, David Maclean from Geo Insight and Andy Sharpe, Engineer has been reviewing the plans for the new well. It would cost between 10,000 and 50,000 dollars to set up the well for test draws. However, if we install all the electrical eliminating the need for a generator and install the pump that will be used in the well and tie into the SCADA system we could do the test needed and not have to set up the temporary items for testing saving the cost. There is very little chance that the well location will not be usable. The large ground level water permit packaged should be ready in about one and a half weeks.

- b. Hydro Bearing Issue Status: The hydro was removed by Cross Machine on Monday. They reinstalled the hydro on Tuesday after rebuilding it; they did find one bearing that had a flat spot. Last week the seal blew out on the hydro but Cross Machine assured us that we could run it until Monday, when they would repair the hydro. The hydro was back in operation today, but we found a seal still leaking we will contact Cross to see why it is leaking.

- c. Romik Booster Station Draft Agreement – Status: Superintendent Carrigan passed out a copy of the agreement after Attorney Olivier made changes. Mayor Grenier suggested that we need successor language in the agreement so that if it is ever sold the new owner would continue the responsibilities the Romik is agreeing to at this time.

- d. Errol, NH Water System – Status: Superintendent Carrigan stated that he received a letter from Pierre Rousseau and they have not had a bacteria hit. They will now discontinue the chlorine. At this time BWW has completed the work with Errol, NH.

## e. Other Old Business:

1. When BWW completed the water main project on Grafton Street we missed a house on 601 Lancaster Street, it was vacant at the time. They only have 20 psi. BWW still has money in the project for 100 services and we plan to tie in the house on Lancaster Street to Grafton Street's

high pressure line this construction season. Commissioner Langlois asked if the owner Bruce Bunnell was satisfied with waiting and Superintendent Carrigan stated that he was willing to wait.

2. Greenhouse facility: Superintendent Carrigan Received a copy of the letter from the NHDES that was sent to Jay Poulin of HEB Engineers dated March 10, 2017. The state has recommendations for BWB to provide written confirmation that there is sufficient water supply to meet the drinking water demands of the development. The state has also recommended that BWB provide written documentation that there is sufficient system pressure to meet regulations, which state that the minimum working pressure in the distribution system should be 35 psi and the normal working pressure should be approximately 60 to 80 psi. The state is also recommending that a water meter and backflow be located right off the main. Superintendent Carrigan stated that BWB usually installs the water meter and backflow at the place where the water line enters the building. The fourth item suggested by the State was a written agreement stating that the development owner is responsible to flushing and maintaining hydrants on their property. Superintendent Carrigan stated that BWB could do it for a fee if they would not rather do it by themselves. Commissioner Langlois stated that they should be aware that if in extreme conditions for example a drought, water restrictions would be posted and if conditions warrant it we would provide water to residents before businesses. The clause should be similar to the one in the agreement with Burgess Biopower, all Board members agreed. Mayor asked if they have requested a negotiated rate, Superintendent Carrigan stated that they have not; the rate structure will be the same for them as for all the other customers. Superintendent did state that he had sent correspondence to Pam Laflamme, City Planner stating that BWB has no concerns as long as the Development complies with well head protection practices.

**Under New Business:**

- a. Review and Approve Draft FY 16 Annual Financial Statement: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to approve the Draft FY 16 Annual Financial Statement.
- b. Approve charge out rates, mechanic, garage fee and boom mower: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to approve the charge out rate for mechanic at \$47.00, garage fee at \$10.00 and boom mower at 55.00 per hour.

March 15, 2017

- c. Primex Contribution Assurance Program: After a brief discussion it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to approve Chairperson Caron to sign the agreements for Property & Liability and Workmen's Compensation.
- d. Review and Approve Water Quality Report for Calendar Year 2016: It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to approve the Water Quality Report for Calendar Year 2016.
- e. Approve Other & Communications:
  - 1. Superintendent Carrigan mentioned that Debra Page is still working part time approximately 15 hours per week she plans to continue until April.
  - 2. Office Manager Lynne Lessard and Superintendent Carrigan have started working on the FY 18 Budget. Chairperson Caron asked about the Treatment Plant, and Superintendent Carrigan stated that the Treatment Plant will have a separate budget this year. The plant is getting older and in need of more repairs and it should have its own budget for better planning. The separate budget will also allow for accrual accounts for necessary repairs.
  - 3. The Material Bids are due today for Construction Charge out for the projects. The timing will give BWW two weeks to order materials either from the old prices valid until March 31, 2017 of last year or wait two weeks for the new prices to be effective on April 1, 2017.
  - 4. Superintendent Carrigan asked Mayor Grenier about the retirement bill presently before the state legislature. Mayor Grenier stated that it passed a voice count in the House but has not gone to committee. The Bill would ease the burden of Municipalities portion of retirement contributions. The bill asks the State to take back 15% of the cost the municipalities presently pay towards retirement.

The Board agreed to hold their next regularly scheduled meeting on April 19, 2017 at noon, at their 55 Willow Street location.

There were no Public Comments.

As for Board comments, Commissioner Ingersoll questioned the Superintendent about replacing some of the old equipment that BWW presently runs, for example a new dump truck that would be able to pull the BWW trailer. Superintendent Carrigan stated that once the loans are spent and force account work declines, BWW plans to sell the old equipment and then

March 15, 2017

purchase new equipment needed for the day to day activities of the BWW. Superintendent Carrigan stated that the equipment we have at present is paid for, we do not have any payments, in another year we will review the equipment.

At this time, Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to enter into a Non Public Session: RSA 91-A:311(a) Personnel – Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:50.

At 12:54 pm, it was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor, the Board re-entered into the Public Session.

During the closed session meeting, it was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to seal the discussion of wages until employees are informed.

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

The meeting did so adjourn at 12:55 pm.

A True Record:

Attest.

  
Paul W. Poulin, Clerk of the Board