

A regular meeting of the Board of Water Commissioners was called to order by Chair Michael Caron at 12:03 pm. Commissioners present were Paul Poulin, Paul Ingersoll and via telephone Lucien Langlois. Also present were ex-Officio Member Mayor Paul Grenier, 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 Mayor Grenier, with all in favor, to accept and place on file, the Minutes of January 17, 2018.

Under the Berlin Water Works Monthly Status Report dated February 16, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. We received 2,500 gallons of caustic.
- b. The raw water flow meter (DP cell) that was replaced last month has been re-calibrated.
- c. The waste basins were checked for sludge build-up. Both basins were cleaned.
- d. We had Law Calibration from Maine onsite to calibrate all of our monitoring equipment, which included turbidity, CL17, PH & handheld meters.
- e. We rented a floor grinder to remove the two part epoxy paint on the plant floor. In the past, it took about 2 weeks to complete. By using the grinder, this job was done in about 10 hours and the floors will be repainted with a longer lasting epoxy.
- f. Staff insulated the top of the filters using 4'x8' foam board sheets. The water entering the filters is approximately 34 degrees and the insulation helps keep the cold water from cooling down the Plant saving on energy cost. We will reuse the insulation for construction projects this coming season.

2. Distribution System Status:

- a. No main or service line breaks occurred in January.
- b. Water supplied into the distribution system for January averaged 1.80 millions of gallons per day (MGD). The Ammonoosuc Plant produced 1.59 MGD and the Brown Farm well for one day was 0.21 MGD.
- c. January daily wasted sludge flow to the Pollution Control plant was 137,883 GPD.
- d. The Burgess Bio-Mass daily average use was 855,858 GPD and had zero off line days for January.
- e. The 2017 Break Data showed one main line break, six service line breaks, thirteen curb stop repairs and six customers were removed from the running water program.
- f. Along with no main or service line breaks, there were no curb stop repairs in the month of January.
- g. The flat bottom boat that we use at the Godfrey Dam for maintenance was found to be leaking and was brought to a local machine shop for repairs.

-

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

Old Business:

- a. **Project Status:** No progress meetings were held.
 1. **Brown Farm Back-up Well Status:** The VFD is installed and the instrumentation is complete. The Water Conservation Plan was approved by the State. The Water Works offered an alternate method for testing the venture meter. Instead of removing the meter, which would be time consuming & expensive, BWB suggested to view the inside with a camera and the State is fine with this option and if it found to have built up sediment on the walls then it will be removed and cleaned. The Large Ground Water Permit has been completed and will be sent to NHDES. The new Brown Farm Well #02 requested for approval of 1,008,000 GPD when pumping alone and 1,584,000 GPD when pumping together with the existing Brown Farm Well #01. The Superintendent said that they were looking for a total of 1.9 MGD but we were not able to sustain that amount long term. The original #01 was re-permitted in 2013 from 1MGD to 1.5 MGD but never could obtain the volume long term. The project is in its final stages and waiting for State approval of the Large Ground Water Withdrawal Permit then the well will be ready to use.
 2. **Hillside Avenue – Wight Street to Willow Street Status:** We received a Wetlands Notice as we are abutting property to the City's Hillside Bridge Replacement project. The Superintendent previously met with HEB Engineering and said that their pre-bid meeting on Hillside was going to be held on March 22, 2018 for bridge replacement. The Superintendent discussed details of the construction work and how BWB will coordinate the bridge section with the contractor so that traffic disruption would be at a minimum because our crews will be working from Willow to the Railroad Tracks. We have only 350 feet total, but have about 40 feet over the bridge section.
- b. **Auditor RFP Status – Nothing to report.**
- c. **Hydro Mechanical Seal Status:** We had our Attorney Roland Oliver send a letter dated February 01, 2018 to Mr. Brett Bauer, VP Engineering of Canyon Hydro regarding our position on the hydro seal replacement. We have not yet had a response for the company. The letter states that the original seal was defective in material and design and to be replaced with a second seal that was also defective in material and design and that Canyon/SOAR should bear all of the \$2,485 cost quoted by Cross Machine to replace the second defective seal and contends that the new replacement seal should be warranted by the company for a 12 month period following receipt on December 19, 2017. To move forward about this situation, Superintendent said that BWB will contact Cross Machine to replace the seal and send the bill off to Canyon/SOAR for reimbursement. Hopefully, this should resolve the issue of the seal leaking and fix the problem.
- d. **There was no other old business to discuss.**

Under new Business:

- a. As required, the Water Conservation Plan was signed by Superintendent Carrigan on February 12, 2018 and the Board of Water Commissioners signed to acknowledge that they received a copy of the Water Conservation Plan along with a copy of Env-Wq 2101 Water Conservation Rules as part of the State process.
- b. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to adopt the following policies: Petty Cash with reimbursement worksheet, Fraud, On-line Banking, Banking Transfers with form for second approval, and Bank Reconciliation. These policies used the City of Berlin forms on Policy & Procedures as a guide.
- c. It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to amend Berlin Water Works Rules & Regulations Article 5 – Metered, Non-Metered Services & Backflow Prevention Devices to include the word “maintenance at the end of the sentence for “The customer shall provide a clean, dry and heated place, always free from debris, for the installation and maintenance. And to include “Failure by the customer to provide the requested access to his/her property shall result in the disconnection of the water service to that customer’s property, without further notice. Per Senate Bill 632, tenants in a multi-unit building will receive at least 7 days’ notice of water shut-off”. This is a result of customers not responding to three letter requests sent from our office. Now the office will do one mailing and if no result, we will use a “door tag” with the date of shut-off.
- d. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to sign the Red Flag Policy for the Berlin Water Works Identity Theft Prevention Program approved by the Board on February 28, 2009 and revised February 22, 2018.
- e. After discussion, it was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, to approve the 2018-2019 Berlin Water Works Hourly Charges & Special Services. The Superintendent informed the Board that the increase only pertains to the labor and not to the equipment and that these rates are also agreed to by the State for our construction projects.
- f. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept the draft Annual Financial Statements for the Year Ended June 30, 2017 as prepared by our Auditors Melanson Heath. When we receive the original Superintendent Carrigan will date and sign off and then the financials will be distributed to our funding agencies as part of their requirements.
- g. Approve Other & Communications: We received a 12”x18” picture of Sarah Hendrickson jumping off the Nansen Ski Jump on March 04, 2017 from the Red Bull Corporation who sponsored her as a thank you to BWW for donating time and helping with the water lines for snowmaking at the event.

The Board agreed to hold their next regularly scheduled meeting on Wednesday, March 21, 2018 at noon at their 55 Willow Street location.

There were no Public or Board comments.

At this time, Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to enter into a Non Public Session RSA 91-A:3II(a) – Personnel – Wages- Grievance. By roll call vote, with all members voting in favor, the Board entered into the nonpublic session at 12:50 pm.

At 1:00 pm, by roll call vote, with all members voting in favor, the Board re-entered into the Public Session.


During the closed session, the Board discussed and agreed to non-union wage adjustments for 2018 as recommended by the Superintendent.

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 1:05 pm.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board