

A regular meeting of the Board of Water Commissioners was called to order by Chair Michael Caron at noon. Commissioner Present were Paul Poulin, Paul Ingersoll and via telephone Lucien Langlois. Also present for this meeting was ex-Officio Member Mayor Grenier, Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of February 22, 2018.

Under the Berlin Water Works Monthly Status Report dated March 15, 2018, Superintendent Carrigan reviewed and discussed the following with the Board.

1. Treatment System Status:

- a. The employee we hired back in October took his first on call duty with Steve Lefebvre as back up. All went well.
- b. We rented a concrete grinder to remove the old paint on the plant floor and repainted with high wear epoxy paint.
- c. The staff finished both annual Unaccounted Water Report and the annual Consumer Confidence Report required by NHDES. Our unaccounted water for 2017 was 8.9%.
- d. We lost internet connection at the Plant. Don Dawson, the owner of Sky-wire checked and replaced both the receiver and the router and we are now back on line.

2. Distribution System Status:

- a. Water supplied into the distribution system for February averaged 1.73 MGD. The Ammonoosuc Plant produced 1.43 MGD and Brown Farm Well for 11 days at 0.30 MGD. Wasted sludge flow to the Pollution Facility was 108,322 GPD.
- b. Burgess Bio Mass' daily average was 859,622 GPD with zero off line days in February.
- c. City Planner Pam Laflamme contacted Superintendent Carrigan on March 05, 2018 asking if we were using the Barry Kelly lot on Trudel Street for parking equipment. He informed the Board that we have used that property for about 15 years. The previous Housing /Enforcement had no issue with BWW using that land for storage. However; Pam informed BWW that this is zoned for residential. Superintendent Carrigan spoke with Pam and said that we will remove the equipment and she agreed that our materials are okay to leave until summer when they will be moved to our construction sites.
- d. There were no main line, service line or curb stop repairs in the month of February.
- e. We had one hydrant repair due to a truck delivering a load to Presby Steel which backed in to the hydrant. Hydrant was repaired and an invoice was sent for the repair.

3. Water Meter Replacement & Backflow Preventor Project Status:

- a. 32 backflow's were installed in February for a total installed 2,104, 47 radio reads and 45 Iperl meters were installed.
 - b. 23 Backflow devices were tested for the month of February.
 - c. The revised policy that the Board accepted last month on meter accessibility has made the process of scheduling easier and shorter.
4. Cost Reduction/Income/new Customer Status:
- a. Shut off notices were sent for non-payment. Approximately \$30k was collected for overdue accounts.
 - b. We were hopeful to stop our running water program prior to the next meter reading so this would not run for two quarter billings; however there is still frost in the ground. Meters will be read the first part of April.
 - c. Total February water sales for our 47 accounts were \$116,093.
 - d. Berlin Public Schools contacted BWW to see if we could help with the NHDES lead and copper rules which now require schools to be tested every five years for internal lead and copper. BWW will do the testing and the school will pay for our services.
5. Safety/Personnel/Other Status:
- a. We have three classes scheduled for licensing recertification.
 - b. Staff is doing maintenance on our 3 low bed trailers and on our heavy equipment and also rebuilding our large hammer.
 - c. BWW has not had a Lost Time Accident in the last 1,261 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 March 16, 2018.

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

Old Business:

- a. Project Status: No progress meetings were held.
 1. Brown Farm Well Back Up Status: We are getting closer to receiving the Large Ground Water Permit. According to the new rules, each source needs to be metered separately. The State wants us to put a separate meter on the new well to know how much draw down is taking place. The Superintendent stated that one solution would be a possible meter pit but would also be in a confined space area that we would like to avoid. Cost would be about \$30k. We are looking into various methods. Superintendent read a portion of the email conversations with the State, Andy Sharpe & Geo Insight from March 13th thru March 20th, 2018. Steven Roy from NHDES cited the "Large Groundwater Withdrawal Permit Statute & Rule: This is the real issue, BFW2 must have a LGWP because it's post 1998 well with a withdrawal volume greater than 57,600 gpd. The LGWP statute states that the withdrawal volume is based on a 'per 24-hour' basis, indicating that a groundwater withdrawal from a source with a permit is individually tracked to ensure it's in compliance

with the permit. Since that “per 24-hour” criteria is in statute and not rule, I can’t necessarily waive it. What I can do is this... we won’t require a meter per source and we’ll accept the single meter that’s there to record combined water use from BFW1 and BFW2. In the permit we’ll establish a permitted withdrawal volume for BFW2 and a permitted withdrawal for the combined well field (BFW1 and BFW2). Berlin will have to report for each month. If the max day exceeds the well field PPV we issue in the permit, we’ll request the VFD runtime records for that month to access what percentage of time BFW2 operated to determine if there’s a likely permit violation.”

2. Hillside Avenue – Wight Street to Willow Status: The Superintendent & Foreman went to the pre-construction bid meeting and met with the Engineering Firm HEB. They discussed the approximate 40 feet of water pipe to be replaced in the bridge section. This project will be an 80/20 split with the state. We have an approximate cost of \$10,000 and with the split; the remainder of cost will come from force account work.
 3. List of 2018 Water Main Planning Status: Superintendent Carrigan informed the Board that our work list has been provided to City Manager Wheeler and the Public Works Director Mike Perreault as we do every year. We also asked for their list of summer projects from the City for review to see if BWB should or needs to work in those areas.
 4. 2018 Construction Bid Results Status: All bids were reviewed and approved by the Staff at BWB. Every year we send a bid for our construction materials, paving, asphalt, loam & gravel, etc. The bid results are also sent to our funding agencies to be in compliance.
- b. Auditor Status: The Superintendent handed the Board the list of vendors who are interested in providing services for the next three years. They are Roberts & Greene, PLLC, Graham & Graham, PC, Vachon-Clukay & Company, PC and Melanson Heath CPA. The Mayor in good conscience would like to see Vachon-Clukay receive the bid as they are the City Auditors and he is concerned with bonding and other financial aspects. It was recommended to the Board that we maintain the services of Melanson Heath, even though their bid was higher, as they have been with our department from FY 09 thru present FY 17, ever since Vachon-Clukay last completed an audit. It was brought to the Board’s attention that November 07, 2008; Robert Vachon from Vachon-Clukay informed the Board that they would not submit a proposal to continue as our independent auditors based on several factors during their audits from their past three years of service. BWB used their services from FY 99 to FY 08. It was recommended by Commissioner Ingersoll, to contact Vachon-Clukay to discuss past issues. The Board will revisit this matter next month.
 - c. Hydro Mechanical Seal Status: Canyon/SOAR agreed to send a Cornell representative to replace the seal. The representative was here on site yesterday. The new installation took about four hours and everything is looking good with no more leaks. The seal that was removed was cracked and shown to the Board.
 - d. Water Conservation Plan Status: A letter dated March 13, 2018 was received from Kelsey Vaughn, Drinking Water & Groundwater Bureau. Of the 17 items on the list,

Superintendent Carrigan believes that most will be waived except Item #9: "Upon source activation, all meters shall be tested and maintained based on the schedule proposed in the WCP."

- e. There was no other old business to come before the Board.

Under new Business:

- a. SRL #05: It was moved by Mayor Grenier and Commissioner Poulin, with all in favor, to approve the SRL Payment in the amount of \$119,049.18 due May 1st, 2018.
- b. Federal Prison Contract: Superintendent Carrigan received an e-mail from Kelvin Jackson, Supervisory Contract Specialist to see if BWB is interested in another multi-year contract for water or a yearly purchase order for each fiscal year. It was suggested by the Mayor to have a 10 year contract with a 5 year opening. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to have the Superintendent discuss those terms.
- c. Infra-Red Pavement Heater: The Superintendent received an e-mail dated February 23, 2018 from City Manager Wheeler that they have priced a 2 ton trailer at \$63k. City Manager said that the cost would be split with three departments which would be \$21,000 for BWB. Superintendent Carrigan said that the issue would be that we are not a paving crew and how would the department make our money back. After discussion, it was suggested that a possibility of exchange is services/labor would be feasible and if both agreed to have this in writing.
- d. Drinking Water Week: It was agreed by the Board to send a Proclamation for Drinking Water Week (May 6th, 2018 thru May 12th, 2018) to the City for the Mayor's signature during their April Council meeting.
- e. Other & Communications:
 - 1. Commissioner Ingersoll's term expires May 1st, 2018. The Board asked Commissioner Ingersoll if he would like to remain on the Board and responded that he would. A letter for reappointment will be sent to the City for the Mayor and Councils approval.
 - 2. Superintendent Carrigan said that he spoke to Mr. Richard from the Green House Growers and was asked about water consumption and billing. The Superintendent also recommended contacting the sewer department as they use our consumption for their billing.

There was no other new business to come before the Board.

It was agreed by the Board to hold their next regularly scheduled meeting on Wednesday, April 18, 2018 at noon at their 55 Willow Street location.

There were no Public Comments. As for Board Comments, Commissioner Ingersoll informed the Board that he was approached by the homeowner of 41 Whittemore Avenue complaining that there is a sag in the road and damage to his driveway. The owner has spoken with both Foreman Lefebvre & Superintendent Carrigan several times and is not satisfied. Superintendent Carrigan informed the Board that they he and Steve visited the site and that BWB worked on that street about 7 years ago but not on the property. It was suggested by the

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Board to have BWW take a few pictures and send to the Board so that they have a visual of the situation.

At this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor to enter into a Non Public Session RSA 91A:3II(a) – Personnel – Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 1pm.

At 1:08 pm, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

During the closed session based upon the Superintendent's recommendation, the Board discussed and agreed to non-union employees who have completed 25 years of service to receive 6 weeks of vacation time.

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 1:10 pm.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board