

June 17, 2020

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 noon. Commissioners present were Paul Ingersoll, Sean Brungot and ex-officio member Mayor Paul Grenier. Absent from this meeting was Commissioner Paul Poulin. Also in attendance was Superintendent Craig Carrigan, General Foreman Steve Lefebvre, office employees Cindy Valliere & Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept and place on file, the Minutes of May 20, 2020.

Under the Berlin Water Works Monthly Status Report dated June 17, 2020, Superintendent Carrigan reviewed and discussed the following with the Board for May's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We were getting inaccurate readings on the backwash flow rates. The header in the front of the backwash DP Cell was removed and it was found to be very dirty. This was cleaned and flow readings improved.
  - b. The level transmitter at Lancaster Street tank failed. It was found that a wire had broken underground in the conduit. Androscoggin Electric replaced the wire and reconnected back into the PLC to solve the issue.
  - c. The insulation boards used on the filter trains for the winter months have been removed and will be used for construction projects over the summer. Next fall we will purchase new insulation and repeat the cycle.
2. Distribution System & Compliance:
  - a. Water supplied into the distribution system for May averaged 1.78 MGD.
  - b. Ammonoosuc Plant was 1.78 MGD. All of the water from the Ammonoosuc and Brown Farm Well was zero MGD. May's daily wasted sludge flow to the City Pollution Control Facility was 95,108 GPD.
  - c. Burgess Bio-Mass daily average water usage was 957,032 GPD.
  - d. Burgess Bio-Mass was offline for zero days.
  - e. Because of the Covid-19 outbreak, we have stopped all meter upgrades and any non-essential tasks to limit any contact with the public. We have however opened our office on June 15<sup>th</sup>, 2020.
  - f. There was one curb stop repair, and no service line repairs.
  - g. There was one main line repair at 570 Sullivan Street on a new section of the 8" HDPE. A full circle repair clamp that had been installed because someone had drilled a hole thru the HDPE line was leaking. When the full circle was installed, there was no spring washers used which caused the leak. We installed the correct amount of washers and retightened the clamp.
3. Water Meter Replacements & Backflow Preventers Project:
  - a. Donny completed the testing of 8 backflow devices. Two of those were for the main feed lines into the Burgess Bio-Mass plant.
  - b. We installed one backflow preventer, two radio reads & four meters. With the Covid situation, we are limiting our exposure and only doing the basic work such as turning water on. Construction Season has started and we are not making any more appointments for our meter upgrade program.



4. Office System & Bldg Upgrades & Personnel Training:
  - a. The scheduled classes with EJP have been cancelled. We are unsure about Gorham that is scheduled for October 8<sup>th</sup>. We need to obtain 20 CEU's required by the NHDES for the years 2020 & 2021. Chair Caron suggested possibly on-line courses to obtain the credits.
5. Cost Reduction/New Income/Improvements/New Customers:
  - a. May water usage was up. The total accounts were \$113,493. Of this, Burgess was \$65,709 & the FBOP was \$17,867.
6. Safety/Personnel/Other:
  - a. BWV has not had a lost time accident in the last 278 days.
  - b. We interviewed five people for the union position job opening and have hired Douglas Pilcher. He started on June 15<sup>th</sup>.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to accept and place on file the Berlin Water Works Monthly Status Report for the month of May, 2020 dated June 17, 2020.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor, to accept and place on file the Cashier Report for the month of May, 2020.

Under Old Business:

- a. Project Status:
  1. Running Water Service Lines: We completed three services on Main Street. We were going to lower the service at the Supreme Pizza business but the building has been condemned so we will wait to see the outcome before we move forward. We have four more on that have we are not going to tackle and will hold off those for now. Three of those are on Hutchins Street where the City did their Road Reconstruct project. We do not want to dig those services.
  2. Willard Street Final Paving: We finished paving yesterday. We had the PWD go over to lift the manholes.
  3. Western Avenue: We have started this project and have about 400 feet left. We have been hammering as this section is on solid ledge.
- b. BWV Office Building Settling Issues: We received an email from our Attorney on June 7<sup>th</sup>, 2020. Attorney Oliver informed the Superintendent that he has been in contact with Ed Philpot, who is a construction litigator and mediator. Both attorneys spoke about the construction of the office expansion and the NH Statute of Repose which bars any claim against a contractor after 8 years unless the contractor intentionally failed to disclose material facts during construction. The Superintendent informed the Board that the Final Project Completion date was 02/06/2013 and we made HEB aware of the issue on October, 2018. Attorney Philpot is suggesting that BWV accept HEB's offer to settle and is willing to represent BWV as a litigator in Superior Court or to act as a mediator in helping both sides to reach an out-of-court settlement with AR Couture Construction. Attorney Oliver has spoken with Attorney Crisp who is representing Couture Construction. Crisp has not responded as of June 15<sup>th</sup> to schedule a settlement meeting. BWV is still hopeful to sit down and settle this issue out of court.
- c. Source Water Protection Grant: We got three bids for the fencing and the lowest was awarded to Superior Fence Company for \$15,400 and will be installed August 10<sup>th</sup>, 2020.
- d. 211-215 Glen Avenue - Michael Lefebvre/Glen Av. Auto As a follow-up to last months' suggestion to contact our Attorney, the office contacted the PUC instead of our Attorney and said that BWV could disconnect the water service at the shop as this had nothing to do with



the current guidelines for Covid-19. Water was terminated and we have not heard from Mr. Lefebvre. The Mayor suggested small claims court for the past due amount.

- e. 99 Pine Street – Wallace Cartwright – Follow up: The office sent Mr. Cartwright a letter stating that since there was a leak at his property, our rules & regulations allow us to make a one-time abatement on the assessment. We issued him a check in the amount of \$195 and this was cashed on June 02, 2020.
- f. Berlin Water Works Response to COVID-19: We opened our office to the public on June 15<sup>th</sup>, 2020. We are still practicing social distancing. We are in the construction season so we won't be replacing meters just yet.
- g. Other Old Business:
  - 1. We send our consumption information to the sewer department for their billing and were questioned on three accounts by the department. After further investigation, we find that these accounts were not updated in our billing system a few years ago and were not receiving the water usage on their quarterly bills. One account was flagged as being on a well, the next was that the property was turned off and the third, we do not have a paper trail as to why incorrect information was on the customer file. During the discussion as ways to rectify the situation, the Mayor suggested that we bill for the water & not the assessment fee. Each of the properties were receiving a partial billing but not for water consumption. The Chair said to send a letter that this is what happened along with our policy. The office plans to send individual letters as each case is different prior to our next meter reading. The accounts will be reactivated for our July readings.
  - 2. Milan Container had purchased the property at the Industrial Park. Craig & Steve saw a dumpster near the power line which falls into our well head protection area. They wanted to see what was in the open dumpster. Steve found that a five-gallon hydraulic pail was tipped over inside the dumpster. The owner, Dana Brouillette was irate that he was asked not to store open dumpsters on the property. They told him that this is a well head protection area and need to abide by the guidelines. The Superintendent said that last year Pam Laflamme from the Planning Department had informed him regarding inspections and the do's & don'ts. BWB did have emails suggesting meetings but he never responded. Steve did take pictures of the area. We did mention to him that this falls out of our jurisdiction and falls in the NHDES. Steve's idea is to have the State come up for Best Management Practices (BMP) so he will know what he can and cannot do. The Mayor suggested to start now before this advances and suggested that we contact NHDES and have DES set up a meeting. Steve said that this would be free training CEU's. The Superintendent said that everyone else in the wellhead protection follows the rules. Commissioner Brungot likes the training idea and educating the owner. Commissioner Brungot asked when we call DES how long would it take for a response. The Superintendent said we will contact the DES today about this situation. Commissioner Brungot said that we had this discussion about storage many months ago and feels that Mr. Brouillette has ignored the City and BWB. When we contact the NHDES we will also include City Manager Wheeler and Planner Laflamme.

There was no other Old Business to discuss with the Board.

Under New Business:

- a. Approve FY2021 Budget: It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to approve the Berlin Water Works FY21 Budget as presented to the Public via "Zoom" held on May 27, 2020 at 5:30pm.
- b. CCR Report: The Consumer Confidence Report for Calendar Year Ending 2019 was mailed to the States Drinking Water & Groundwater Bureau on May 27, 2020. This report was also enclosed with the May quarterly and monthly water bills.



There was no other New Business to discuss with the Board.

The Board agreed to hold their next regular scheduled meeting on July 22<sup>nd</sup>, 2020 at noon. The location is to be determined. Chair Caron said that he would not be able to attend.

There were no Public or Board comments.

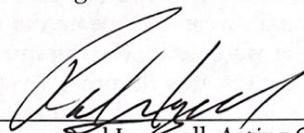
The Board did not enter into a non-public session.

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

The meeting did so adjourn at 12:45pm.

A True Record:

Attest:



Paul Ingersoll, Acting Clerk of the Board