

April 17, 2019

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 noon. Commissioner present were Paul Poulin and via telephone, Lucien Langlois. Absent from this meeting was Commissioner Paul Ingersoll. Also, in attendance for this meeting was ex-officio member Mayor Paul Grenier, Superintendent 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 Langlois, with all in favor, to accept and place on file the Minutes of March 20, 2019.

Under the Berlin Water Works Monthly Status Report dated April 12, 2019, Superintendent Carrigan reviewed and discussed the following with the Board.

1. Treatment System Status:

- a. Staff stripped the old wax from the conference room floor and re-coated it with a new layer of wax.
- b. 2,500 gallons of caustic was delivered to the plant.
- c. We did the lead sampling for the Berlin Public School. Our staff organized the paperwork with the state lab and prepared sampling bottles. It took three nights to collect samples from the four different locations. The courier picked up the samples the following day and it was delivered to the NH State Lab for processing.
- d. Burgess Bio had increasing flows from .8 MGD to 1.2 MGD. We contacted their office and they were aware of the increased flow and indicated that they were spraying water on some hot product in the north tower for five-six days as well a leak in their boiler system. The staff at Burgess Bio was going to investigate the situation.
- e. We had a problem with the back-up generator at the Brown Farm Well. When run in extremely low temperatures, the air filter ices up and causes the oil pressure to build in the motor and blows out the dipstick. We are in the looking for remedy for this issue and it may just need a bigger filter. Other than that issue, the generator works well.
- f. We changed the head gasket in the Ammonoosuc Treatment Plant's generator. This was a bigger job than anticipated. Two pistons had oil buildup on the top and the rings were lined up and not staggered as should be. We are putting the generator back together now.

2. Distribution System Status for the month of March:

- a. Water supplied into the distribution system for March averaged 1.67 MGD.
- b. Ammonoosuc Plant was 1.61 MGD and Brown Farm Well was 0.06 MGD (one day) Sludge flow to the Pollution Control Facility was 153,769 GPD.
- c. Burgess Bio averaged 794,132 GPD and was offline for two days.
- d. There was no main line, curb stop or service line repairs for the month.
- e. Staff has been working on the 315-excavator bucket that needed a new bottom and wear plates. The welding has been completed
- f. The Komatsu 200 loader is almost finished being painted.

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- g. We are updating our fire flow rates this year. This will be a summer long task as each hydrant will be tested for flow rates, static & residual pressures. They have not been flow tested since 2002 and has been significant improvement in the city flows since then. Information is being updated thru the People GIS System which will be sent to the Fire Department as a hydrant layer of People GIS.
 - h. Vehicle & equipment maintenance is on-going.
 - i. Our running water program did not officially start this year; however, we did have 13 customers run their water. We will contact them tomorrow to turn off their water. The blow-off valve on Jericho Road was shut down yesterday and was registering 22k gallons per day.
3. Water Meter Replacement & Backflow Status:
- a. 18 Backflow Preventers, 27 Radio Read and 34 Meters were installed in March.
 - b. Donny completed the testing of 10 backflow devices. We have completed the fiscal year 2018 backflow reports required by NHDES. We also compile the reports from private companies doing testing and submit to NHDES.
 - c. The installation of Backflow Preventers Radio Remotes & I-Perl meters is on-going. The goal is to replace 200 meters per year of the old-style rotating disc meters with the I-Perl mag meter which has no moving parts to fail and gives a more accurate low volume flow. To date we have approximately half the customers on radio reads and two thirds have backflow devices. We have installed 176 new meters, 94 backflows and 128 MXU's so far, this fiscal year. We have 24 left from our remaining 200 goal.
 - d. EJ Prescott installed the new software for the meter handheld readers. When tested, all went well however when it came time to do our quarterly reads, we had an issue where the unit was not connecting resulting in many re-reads. EJP will return to our office to resolve this problem.
4. Office System & Building Upgrades & Personnel Training Status:
- a. Two office computers and one laptop were up graded. Cost was \$3,833.
 - b. A class was held here on Leak Detection & HDPE Pipe Fusion on March 19th, 2019. Each participant was awarded 4.0 TCH for completion. Gorham Water & Stratford Water also attended.
 - c. The 8-year-old office billing printer was replaced for \$865.
5. Cost Reduction/New Income/Improvements/New Customer Status:
- a. The 4th quarter meter reading started April 1st and finished on the 4th, not including the additional re-reads caused by the hand held failure.
 - b. March water usage for the 48 monthly accounts was \$117,872. Of this amount, Burgess Bio was \$63,470 and FBOP was \$21,699.
6. Safety/Personnel/Other Status:
- a. Donny Labrecque did an operator spotlight article for Wade Pelham of NHDES. Mr. Pelham plans to publish this in the NHDES newsletter.
 - b. The 2019 Construction Material Bids were reviewed and awarded. Due to increase in some materials, we ordered some items from the 2018 bid and saved approximately \$3,400.

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- c. The quarterly JLMC meeting was held in March.
- d. BWW has not had a Lost Time Accident in the last 1,644 days.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated April 12th, 2019.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Cashier's Report for the month of March. It was noted that SRL #05 has been paid off.

Under Old Business:

- a. **Project Status:**
 - 1. **Brown Farm Well – Second Generator Status:** We received the EII SCADA Quote and will incorporate that in the Bid Package to send out possibly next week.
- b. **BWW Office Building Settling Issue Status:** The Superintendent handed to the Board a letter written by Attorney Roland Oliver dated April 16, 2019 to AR Couture Construction Corp. After reading the letter, it was found that the Attorney feels it is worth pursuing reimbursement from Couture Construction. The Superintendent recommends that based on the proposal from Engineered Foundation Technologies, LLC (EFT) in the amount of \$36,750 to have them proceed to do the necessary repairs sooner than later before further damage occurs and to have BWW pay the upfront cost and keep track of our time, then seek compensation from either or both HEB and Couture. Chair Caron said that we do not want to accuse any of the parties involved, we must be sure and be able to prove responsibility for the settlement issue before anyone would be held responsible for payment. We should have our Attorney hold the letter before further legal action is taken. The Superintendent said that Attorney Oliver has the original contracts for review. It was suggested to have a neutral party to oversee the work.
- c. **Water Conservation Waiver Status:** Nothing to report for this meeting.
- d. **Solar System RFP Status:** On April 30th, the Superintendent will be with the City Manager to have a walk-thru at the different proposed sites.
- e. **Harvest Christian Church Status:** Since the last Board meeting, we have heard from their Insurance Company wanting full payment. They were directed to our Primex Insurance Company. Also, the fellowship has not responded to our letter dated March 21, 2019.
- f. **FY20 Insurance Rate Status:** Our rate with Healthtrust has increased by 4.9% effective July.
- g. **Contract Negotiations Status:** The Superintendent met with Local Union #1444 on April 16th and scheduled several more dates to meet.
- h. **Other Old Business:**
 - 1. The Superintendent informed that Board that we are working on the FY20 Budget and will be ready for the May work session.
 - 2. During the City Council meeting held on April 15th, 2019, Mayor Grenier signed the Proclamation for the week of May 5th – May 11th as National Drinking Water

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Week. Citizens are invited to visit the Ammonoosuc Water Treatment Facility located off Jericho Road (Route 110) during open house Monday May 6th, thru Friday May 10th between 9am & 2pm.

Under New Business:

- a. **Mission Statement:** It was moved by Mayor Grenier, seconded by Commissioner Poulin to approve the revised March 2019 Berlin Water Works Mission Statement.
- b. **Rules & Regulations:** The Superintendent reviewed the changes to our Rules & Regulations. It was moved by Mayor Grenier, seconded by Paul Poulin to accept the changes as presented.
- c. **FedEx Oil Spill:** Last month we were notified by Dig Safe that a FedEx delivery truck had gone off the road near the southern entrance of our Brown Farm Well. We contacted NHDES and they had Geo-Insight take samples as our test wells are in the field. According to Geo-Insight, there was not much oil that had spilled, and containment area was approximately a 3'x8' area. We have not received the official results yet.
- d. **Perkins Place:** The Superintendent said that we received an e-mail from the City Manager's office regarding a lawsuit between two property owners on Perkins Place and that BWB was referenced in the suit. The neighbors are disputing the right of way as one of the neighbors had to replace their water service line. This information was provided to our Primex Insurance Company for information.
- e. **Hire Part-Time Office Position:** We met with Diana Berthiaume from the New Hampshire Employment Office on April 16th, 2019 for assistance for a new hire. The rate was established at \$18.00 depending on experience. The Board recommended that the range should be \$15.00 - \$18.00. She was contacted to make the change and the ad will be placed in the paper. Also, as a courtesy, we e-mailed the advertisement to the City Departments.
- f. **Approve Other & Communications:**
 1. Our part time employee Debra Page (who was an original full-time employee) will be leaving the water works on April 30th, 2019. She has offered to assist us on an "as needed" basis if necessary, with an increase to her current rate. The Board agreed.
 2. During the City Council meeting held on April 1st, 2019, the Council agreed to appoint Sean Brungot as a member of the Water Commission with a term to begin May 1, 2019 and to expire April 30, 2022. His appointment is to replace our outgoing Commissioner Lucien Langlois.

There was no other business to come before the Board at this time.

The Board agreed to hold their next regularly scheduled meeting on May 15th, 2019 at noon at their 55 Willow Street location.

There was neither Public nor Board Comments.

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

At 1:10 pm, it was moved by Commissioner Poulin, seconded by Mayor Grenier, 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, the Board discussed non- union employee reviews. Based upon the Superintendents recommendation, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept the information as presented. It was moved by Mayor Grenier, seconded by Commissioner Poulin with all in favor to seal the documentation provided for 30 days.

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 1:15 pm.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board