

August 21, 2019

A regular meeting was called to order by Chair Michael Caron at 12:00 noon at the Treatment Plant on St. Laurent Lane. Commissioners present were Paul Ingersoll, Sean Brungot and Paul Poulin. Absent for this meeting was ex-officio member Mayor Grenier. Also in attendance for this meeting were Superintendent Craig Carrigan and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Minutes of July 17, 2019.

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

1. Treatment System Status:
 - a. The NHDES conducted a Sanitary Survey of the BWW's operations yesterday. The survey was performed by Randy Suozzo and Abby Fopiano of the NHDES Water Bureau. This survey is done by the NHDES every three years. They inspected all the tanks, pumps/booster stations wells and the Ammonoosuc Treatment Plant. They indicated that they did not have any concerns and that a report will be issued in 4-6 weeks. Prior to the survey, Mr. Suozzo stated that in Q4 of 2019 and Q1 of 2020, all State wide systems will have to be tested for polyfluoroalkyl substances (PFAS); Perfluorohexane Sulfonic Acid (PFHxS); Perflorononanoic Acid (PFNA); Perfluorooctane Sulfonic Acid (PFOS) and Perfluorooctanoic Acid (PFOA). These tests can be expensive, but the exact amount has not yet been determined and there are not any labs in NH doing this type of testing. Chair Caron recommended that funds should be included in our next budget process for next year's expense.
 - b. There was some confusion at the NHDES on the Brown Farm Well #02 SOC and VOC waivers. They were denying the waivers since there was a City landfill in the well protection area. In Concord, after reviewing their prints of the area, it was determined that the waivers could be granted and that there was no landfill issues.
2. Distribution System Status for the month of July:
 - a. Water supplied into the distribution system for July averaged 1.83 MGD.
 - b. The Ammo plant supplied 1.49 MGD and Brown Farm Well was .34 MGD (18 days). July's daily wasted sludge flow to the City Pollution Control Facility was 172,689 GPD.
 - c. Burgess Bio-Mass daily average water usage was 993,700 GPD.
 - d. Burgess Bio-Mass was offline for 2.5 days during the month.
 - e. There was one main line repair in the month of July at 355 Goebel Street. It was on the 6" cast iron when the line let go while flushing hydrants in the area. The pipe had been buried in coal ash and had deteriorated the iron in the pipe. We cut and replaced a section of pipe. We plan to replace that section in the next year or so from our capital improvement plan.
 - f. Crews repaired three service lines and no curb stop repairs.
 - g. The US Geological Survey (USGS) asked permission to resample our public supply well as part of their regional aquifer assessment for the USGS National Water Quality Assessment Project. Samples were conducted yesterday and all cost associated from the sampling effort will be paid by the USGS.
 - h. As we are updating our fire flows rates, hydrants continue to be tested for flow rates, static & residual pressures. The low-pressure zone is complete which is about 75% of the system.
 - i. Crews cut and capped the 6" service line for the Family Dollar Store on Main Street (the former Woolworth Building) at the request and funding from BIDPA.

- j. Crews have been cutting brush along the filter plant fill pipeline on the high-pressure line located along the railroad tracks from the PRV vault on Jericho Road down to the Public Works Garage.
 - k. We had a construction meeting and the sanitary survey pre meeting on July 30th with Andy Sharpe from AJSPELLC Engineering and Randy Suozzo & Abby Fopiano from NHDES along with BWW's Superintendent Carrigan, Treatment Plant Operator and Commissioner Paul Ingersoll.
3. Water Meter Replacement & Backflow Preventers Project Status: Donny completed the testing of 7 backflows and also three meters were installed.
 4. Cost Reduction/New Income/Improvements & New Customer Status:
 - a. We received \$160.00 in solar credits from Knollwood Energy.
 - b. The July monthly water billing for the 48 accounts was \$122,286. Of this amount Burgess
Bio was \$68,787. And FBOP was \$22,925.00.
 - c. There was zero in electric cost due to the hydro credit for the Treatment Plant.
 5. Safety/Personnel/Other:
 - a. BWW has not had a Lost Time Accident (LTA) in the last 1,770 days.
 - b. One of our temporary employees had a minor vehicle accident while pulling our pipe trailer. We submitted the claim to Primex. Also, one of our temp student employees got debris in his eye when weed-whacking. He was wearing safety glasses.
 - c. NHDES Drinking Water & Groundwater Bureau newsletter "Supply Lines with The Source" did an Operator Profile on our Chief Treatment Plant Operator Donny Labrecque.
 - d. We received a thank you card from the Chamber of Commerce for our help with the land expansion at the Heritage Park.
 - e. While working on the School project road at the High School, we did some ledge removal for Couture Construction who is also doing work at the new Mini Mountie entrance at the school. We charged out the excavator with hammer, excavator & dump truck.
 - f. We rented a screen for sifting our loam pile at Brown Farm. We will be able to recoup the cost of the screen by selling loam back to the projects and will end up with a surplus of loam.
 - g. We had an employee appreciation lunch on August 8th at our maintenance garage as the college employees are starting to return to school.

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

It was moved by Commissioner Poulin, seconded by Commissioner Brungot with all in favor to accept and place on file the Cashier's Report for the month of July, 2019.

Under Old Business:

- a. Project Status:
 1. Brown Farm Well - Second Generator: We are still waiting for the control panel which is about 3-4 weeks out. The wiring is all set.
 2. Running Water Services: We have completed and paved the driveway on Second Avenue.
 3. Western Avenue: We have fused pipe and cut pavement. We estimate we have enough funding to do at least half of the work.
 4. School Project: We box cut the area in between the parking lot near the gym, out to Jasper Street and laid the 8" water main and installed a hydrant. The School is looking to finish soon. There is about two more weeks of work.
- b. BWW Office Building Settling Issues Status: The attempt to install the pilings hit ledge and did not work. The pilings kicked out. EFT Technologies still wants to be paid for part of the work.

they did. We gave a retainer to them of \$7,500.00 and said that another quote was needed. EFT came back with a second quote for \$82,875. The quote also included amounts from the first quote. The Superintendent said that the first quote was \$31,750.00 and wanted \$11,700 for work completed. We received a letter dated August 08, 2019 from EFT for the change order for additional work. First of all, they want the \$31,750k for the job that did not work. The Superintendent said that he spoke to EFT and that they would not be paid for something that they did not do. The Superintendent said that EFT would not give a guarantee and wants money upfront then the remainder once the building is lifted, about \$40k without a guarantee that it would not settle again. The Superintendent said no, that won't work. He also contacted HEB who recommended EFT. The Superintendent got Jay Poulin involved to look at the latest change order as they may be paying in the long run and let Jay know how frustrating this situation is. The Superintendent said that he is looking around for another company to complete this work. He received a list from HEB with four other Pile/Foundation Companies. The Superintendent has contacted Helical from Londonderry, NH for another opinion and is willing to look at the situation. Commissioner Brungot asked if there are any references for this company. The Superintendent will look into it. The Chair suggested that any further conversations between BWV & HEB be done through our Attorney as this will be documented with a paper trail.

- c. Other Old Business: Property owner at 39 Haskell Street contacted the Superintendent about maintaining the road to our water tank. Every time the road washes out, they would like BWV to help in fixing the road to a higher standard than is needed for our vehicular passage. The Superintendent said that this is a right-of-way and we only use that road once a month and should not be expected to fix the holes from the wash out. The Board agreed that since this is a right-of-way, no repairs are expected by BWV.

Under New business:

- a. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll with all in favor to approve the NHSRL #07 payment in the amount of \$102,244.86 due October 01, 2019.
- b. It was moved by Commissioner Ingersoll and Commissioner Brungot with all in favor to approve the NHSRL #10 payment in the amount of \$95,118.17 due October 01, 2019.
- c. The Superintendent reviewed the FY19 Budget Year End Expenditures Report. 94% was expended from the Operations Schedule and Debt Schedule was at 100% Total spending overall was 95%. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file the FY19 Budget Expenditures.
- d. August 12, 2019 we received notification from the NHDES regarding our Chemical Monitoring Waiver Application Review. This system is eligible for the waivers for Volatile Organic Compounds (VOCs) for 3 years with next sampling year date of 2021 and Synthetic Organic Compounds (SOCs) #0231010-1004,004 waiver granted for 6 years with next sampling year date of 2012 and waiver granted for SOCs #0231010-009 with next sampling year of 2024.
- e. Approve Other & Communications:
 - 1. The private owner at the Industrial Park is selling his land. He hopes to sell to a company that will use the land for storage of containers and garbage. BIDPA does not want to purchase the land. The owner contacted Pam Laflamme of the Planning Department and he asked what he needed to do to sell the property. She recommended a site plan and also was suggested to contact BWV. As the property is near the Brown Farm Well, the owner contacted Superintendent Carrigan and the Superintendent informed him that we work with the State of NH and that the State will decide what can be put there because of the wellhead protection.
 - 2. Another issue is that the City tax deeded a property on Third Avenue and was eventually sold. The new owner contacted our department to have the water turned on. He was informed that there was a balance due \$1,021.06 and needs to be paid prior to turn on. BWV's policy is that the balance follows the property and not a previous owner. The new owner informed us that the City said told him that he does not have to pay the past due water balance. Our office contacted the City's Finance Department and was referred to the City Manager's office. After to speaking to Sue

Tremblay, it was suggested that since BWW has new office staff that they weren't aware of this procedure where the Water Works abates the past due balance, which is incorrect. An example of this situation was asked for and was provided a property on Blais Street. After research, it was found that the Board of Water Commissioners did in fact approve abatement for that property, however on June 11, 2018; BWW addressed a letter per the Board of Water Commissioners to Patty Chase regarding the Sale of City of Berlin Properties. The Board was "asking that when a property is going to be sold by the City to a new owner, please call us so that we can do a final reading, provide the total amount due at the property to the City and transfer the account to the new owner. This is the procedure used for all other property sales". We forwarded this letter to Sue on August 19, 2019 along with a request that if the City could update their bid form to account for the outstanding water bills. After discussion, the Board agreed to help out the new owner of the Third Avenue property by abating the interest on the bill as well as the disconnect fee. Commissioner Ingersoll recommended that we get a copy of the City's updated form. The Board agreed to have the Superintendent draft amendment to our current Rules & Regulations by adding in that once the City takes over a property, BWW will stop charging interest. The draft will be included in the Board packet for next month for their approval. We will send a letter off to the new owner stating the Board's position and that a payment arrangement may be made for the past due. It was also recommended was that a formal letter be sent to the City to add BWW to their list of outstanding water on their bid form.

3. The Auditor's from Vachon Clukay & Co. PC have been here since Monday and are expected to finish performing our year ending June 30, 2019 financials. It was suggested that at least one Commissioner meet with them today to discuss BWW's operations. Commissioner Ingersoll said that he would stop by the office this afternoon.

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

The Board agreed to hold their next regularly scheduled meeting on September 18th, 2019 at noon at their 55 Willow Street location.

There was neither Public nor 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 12:53 PM.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board