

August 19, 2020

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:02pm. The meeting was held in our Willow Street garage. Commissioners present for this meeting was Paul Poulin and ex-officio member Paul Grenier. Absent from this meeting were Commissioners Sean Brungot and Commissioner Paul Ingersoll. Also in attendance were Superintendent Carrigan, General Foreman Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to accept and place on file, the Minutes of July 22, 2020.

Under the Berlin Water Works Monthly Status Report dated August 19, 2020, Superintendent Carrigan reviewed and discussed the following with the Board regarding July's activity.

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Clarifier #02 was not functioning properly. Upon inspection, the beads from the clarifier were found in the air laterals plugging them. We floated the beads to the filter side so we could inspect the clarifier and was found that two of the screens of the laterals had holes which allowed the beads to enter. We dismantled and cleaned the air head and air nozzles. The process took about a week to complete.
 - b. The PRV vault was struck by lightning. The surge protector and DP Cell were blown which caused the PRV to malfunction so it had to be bypassed. We had A/E electric look over the electrical in the vault to make sure there were no other issues. We ordered a new surge protector and it has since been installed and the PRV is now operating correctly.
 - c. Our chlorine transfer pump failed. We tried to rebuild the pump and was found beyond repair so we replaced it with a new one.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for July averaged 1.81 MGD.
 - b. Ammonoosuc Plant was 1.37 MGD, Brown Farm Well was .44 MGD and daily wasted sludge flow to the City Pollution Control Facility was 176,394 GPD.
 - c. Brown Farm Well ran for 15 days so we could clean the filters at the Treatment Plant.
 - d. Burgess Bio-Mass daily average water usage was 962,897 GPD. This was higher usage due to the warm weather.
 - e. Burgess Bio –Mass was offline for 2 days.
 - f. The Godfrey reservoir received heavy rains during a thunder storm event. The water rose high enough to breach the dam. The intake header was also plugged stopping the flow of water to the plant. We went up and opened the air intake that in turn back-flushed the header. We opened the blow offs downstream of the dam and flushed the transmission line, then put back on line.
 - g. When the transmission line was back on, we discovered that one of the Air/Vacuum release valves on the pipeline had failed. We sent the crew up and replaced with a new one.
 - h. No service lines, main lines or curb stops were repaired last month.
 - i. We eliminated 3 running water customers.
 - j. We have started the annual hydrant flushing program.
 - k. The Public Works Department garbage packer hit one of our hydrants at Horne Field & broke the main barrel. We have excavated it & replaced with a new hydrant.
 - l. The Berlin Public School has asked us for a quote to make the walkway from the lower parking lot to the upper parking at the High School wide enough so that they can clear the snow with

a plow truck. This was finished today. Also, the Superintendent told the Board that the school will be going "hands free" for their sinks and they asked us for a quote to install the piping and also to do some fence work. The Chair asked if we able to do both the school work and continue on Goebel Street with a small crew. The Superintendent doesn't think it will be a problem. He said that the crew has started cutting the pavement & fusing pipe on Goebel Street. If the project is not completed this year, we will be able to tie back in to finish next year.

3. Water Meter Replacements & Backflow Preventers Project:
 - a. We installed one backflow and three I-Pearl meters
 - b. Donny tested seven backflow devices.
 - c. 166 new meters have been installed this year.
4. Office System & Building Upgrades & Personnel Training: Our new employee has passed the written CDL-B exam and will doing the driving test next month. Superintendent Carrigan said the new hire is working out very well.
5. Cost Reduction/New Income/Improvements/New Customers:
 - a. We are working with our GPS unit and upgrading our mapping on the People GIS System.
 - b. We are looking into upgrading our GIS & CAD programs for mapping our infrastructure.
 - c. The July water usage for the 51 monthly accounts was \$115,340. Of this amount, Burgess was \$67,178 and FBOP was \$18,596. The Superintendent is seeing a decrease in FBOP usage as inmates are not being replaced.
6. Safety/Personnel/Other:
 - a. BWWW has not had a lost time accident in 343 days.
 - b. We have switched our propane supplier from Irving Energy to CN Brown. We had their technician go to our propane locations and he determined that our propane tanks would not pass inspection so we had CN Brown install their tanks. We are looking into why our tanks were not usable as those tanks were from Muncies. If we were to purchase the tanks outright from CN Brown, it would be approximately \$20k. The Board discussed the cost of owning & recertification of our tanks. Next season, we should be looking at not only the cost of propane but with the cost of change over from supplier to supplier.
 - c. We have been doing turn offs for non-payment of service and collected approximately \$17k.
 - d. The staff has submitted 7 cases to bring to small claims court for non-payment.

It was moved by Commissioner Poulin, seconded by Mayor Grenier with all in favor to accept and place on file the Berlin Water Works Monthly Status Report for the month of July dated August 19, 2020.

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 July, 2020.

Under Old Business:

- a. Project Status:
 1. Goebel Street Status: This was discussed during the Monthly Status Report.
 2. Western Avenue Status: We finished Western Avenue and ready to be base paved. Morency Paving said that they were about three weeks out. They were the low bidder for the SRL funding projects. Now that those funds have been depleted, we contacted Central Paving and they would honor their bid price which is higher. Public Works Department has some infiltration work to do on a section of Western where BWWW worked so once their work is done paving would be done all at once. Also PWD needs to do a section on

High Street from School to Pleasant so we will wait to finish the paving next year and split the cost with the City.

- b. BWV Office Building Settling Issue Status: August 7th, 2020, Attorney Oliver sent an e-mail to Attorney Jack Crisp who represents AR Couture Construction. Attorney Crisp responded on August 10th, with the apology that he had taken time off and was not in his office. He stated that he was to be in contact with Couture to discuss the letter 08/11/20. As of this date, there has been no response. The Board discussed and agreed that the Superintendent contact our Attorney to contact Crisp and give the dead-line of August 31st and if no response, proceed with court procedures on September 1st. The Superintendent stated that Attorney Oliver will put the Superintendent in contact with a construction lawyer. If this goes to court, BWV will be seeking reimbursement for the full amount of the slab settlement work. The Superintendent will contact our Attorney to proceed.
- c. Source Water Protection Grant:
 - 1. Brown Farm Well Fencing Status: The fencing is almost complete. The company is waiting for the gate to be delivered.
- d. Small Claims Notice Status: The Board reviewed the first round of the 7 customers that have been submitted to the small claims court.
- e. Other Old Business: There was nothing further for the Board.

Under New Business:

- a. Auditors: The Auditor from Vachon, Clukay & Company has started our FY20 audit.
- b. Clarifier Screen Replacement: The beads underneath the screen are aluminum with stainless steel and are beginning to disintegrate. We contacted the original company and they said that replacement would be about \$15k. Donny is getting three quotes and we have contacted the local fabric shops to see if they can duplicate those beads.
- c. Budget Expenditures: The Superintendent reviewed the FY20 Budget Year End Expenditures Report. Labor was at 95%, Fringe Benefits @ 95%, Utilities @ 85%, Materials & Services @ 85%, Insurance @ 94% and Minor Purchases/Replacement/Accrual was at 100%. The overall expended from the Operations Schedule was 93%, or 7% under budget. It was moved by Commissioner Poulin, seconded by Mayor Grenier with all in favor to place on file the FY20 Budget Expenditures.
- d. SRL #07: It was moved by Mayor Grenier, seconded by Commissioner Poulin with all in favor to make payment on our SRL #07 in the amount of \$102,244.86 due October 01, 2020.
- e. SRL #10: It was moved by Mayor Grenier, seconded by Commissioner Poulin with all in favor to make payment on our SRL #10 in the amount of \$95,118.17 due October 01, 2020.
- f. Approve Other & Communications: The Superintendent informed the Board that was an incident on the land near our well head protection area on Monday August 17th, 2020 at the Industrial Park. We found that Alan McLain still owns the property and not Milan Container. As Steve was passing by, he found that a boom mower had broken a hydraulic line and instead of staying in the road, it was driven into the field. This was about a 3 foot x 200 feet long oil spill. Steve contacted the Police, they contacted the Fire Department to investigate and NHDES was notified. Romik Construction was called in by the Fire Department to dig out the spilled material so the soil can be tested to make sure it isn't contaminated. They have to wait for permission from the State prior to disposing of the soil. The cost of clean-up will be at the owner's expense or to whomever he allowed to use the land for wooding. This is not a Berlin Water Works expense. We are grateful that the soil was removed prior to the heavy rains that happened as this would have pushed the hydraulic oil further into the soil. This happened about 100 feet away from the 400ft well-head protection area.

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

The Board agreed to hold their next regularly scheduled meeting on September 16, 2020 at noon.
The location is to be determined.

There was 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 Mayor Grenier, seconded by Commissioner Poulin with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:39pm.

A True Record:

Attest:



Paul Poulin, Clerk of the Board