

September 16, 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 were Sean Brungot, Paul Poulin, Paul Ingersoll, and ex-officio member Paul Grenier. Also in attendance were Superintendent Carrigan, General Foreman Lefebvre and Cindy Valliere.

There were no Board Comments, but there was a Public comment:

Mr. Adam Fontaine of 508 Hillside Avenue came before the board as he just purchased this property from the city at auction. There is an outstanding water bill to the property in the amount of \$1329.75. This includes water charges and an invoice for labor. He asked if we would be willing to work with him on this bill. He admits that he did not contact Water Works prior to submitting his bid to the city, but stated that he was told by the clerk at the city that there was approximately \$800 due in water charges that he would be responsible for. He did speak with our office assistant Cindy Valliere, and she explained to him that the city clerk would have no way of accessing the water billing information. Superintendent Carrigan explained to Mr. Fontaine that there is a spot on the bid form that specifically states to contact the Berlin Water Works before submitting their bid. There were many calls regarding the water charges to the properties that were up for auction, and it would not be fair to those other bidders for Berlin Water Works to adjust the bill, as that was the information available to all. Other bidders who were aware of the water charges may have bid significantly lower due to having all the facts about the property.

Mayor Grenier spoke with City Manager Jim Wheeler about this situation, and City Clerk Shelli Fortin denies ever having given water bill information out about any properties that were up for auction. A letter will be sent to Mr. Fontaine explaining that to be fair to other bidders who had all the billing information for the property, that Board of Water Commissioners would not be adjusting the amount due.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Minutes of August 19, 2020.

Under the Berlin Water Works Monthly Status Report dated September 16, 2020, Superintendent Carrigan reviewed and discussed the following with the Board regarding August's activity.

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Air Blower # 3 failed causing issues with flushes and backwashes. It was found that the power feed wire casings had heated up to a point that they melted and caused a short. A/E electric was called to rewire the motor and put back online. During this time, it was discovered we could not switch to the spare blower through the control panel. E/I was called to reprogram the control panel so we could switch to the alternate motor if this were to happen again. The blower that failed is drawing more amps when running than the other two so it may need replacing in the future.
 - b. Laviolette Controls out of Somersworth, NH was called to calibrate all our DP cells it was found that all of the cells were out of calibration to what the original plant design specs. called for. They had to contact the manufacturer of the DP cells to reprogram them. It took them a couple of days to complete.
 - c. There was a chemical delivery of 2,500 gallons Caustic and 1,300 gallons of Chlorine delivered. As the Chlorine was being off loaded a leak started in the bulk tank left spigot at the bottom of the tank, we stopped the unloading at 1300 gallons (the order was for 1600 gallons). We drained the bulk tank into our portable carboy tanks. When the bulk tank was empty it was found that the plastic flange that attaches to the fiberglass tank had cracked and when there

- was enough head pressure it caused the flange to start leaking. We had a spare flange set up from the Andro. Plant that was used for the repair.
- d. The Limitorque Valve for filter #1 failed, the reverse contactors (open/closed) stopped working, A/E electric was called to rewire it.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for July averaged 1.76 MGD.
 - b. Ammonoosuc Plant was 1.56 MGD, Brown Farm Well was .20 MGD and daily wasted sludge flow to the City Pollution Control Facility was 160,095 GPD.
 - c. Brown Farm Well ran for 13 days in August because we needed the extra water for Hydrant Flushing.
 - d. Burgess Bio-Mass daily average water usage was 1.06 MGD.
 - e. Burgess Bio -Mass was offline for 0 days during the month of August.
 - f. There were three curb stop repairs during the month of August.
 - g. We have finished the annual hydrant flushing program.
 - h. The staff has checked and our gate valves on the section of Hutchins Street to be ground and paved. We had two gate valve tops that had to be dug and repaired.
 - i. We have finished the walkway for Berlin Public Schools from the lower parking lot to the upper parking at the High School wide enough so they can clear the snow with a plow truck, the project cost \$8556. They have also rented one of our backhoes and have hired two of our employees to help them with some interior plumbing and a fencing project.
 3. Water Meter Replacements & Backflow Preventers Project:
 - a. We installed three backflows and six I-Pearl meters
 - b. Donny tested fourteen backflow devices.
 - c. 172 new meters have been installed so far for FY2020 and FY2021.
 4. Office System & Building Upgrades & Personnel Training:
 - a. Our new employee has passed the written CDL-B exam and will doing the driving test soon.
 5. Cost Reduction/New Income/Improvements/New Customers:
 - a. August 2020 Quarter Billing info:
 1. Number of Quarterly Customers Billed: 3,429
 2. Total usage: 4,771,501 cubic feet
 3. Total Amount Billed: \$352,032
 - b. The July water usage for the 52 monthly accounts was \$118,234. Of this amount, Burgess was \$69,269 and FBOP was \$18,922. The Superintendent mentioned that FBOP is beginning to replace inmates so we should see an increase in their usage.
 6. Safety/Personnel/Other:
 - a. BWV has not had a lost time accident in 371 days.
 - b. The propane tanks have been switched out has been completed, we did the pump stations and Treatment Plant.
 - c. We received a check for solar recs from Knollwood Energy for the amount of \$105.
 - d. The auditors have completed the first phase of the audit.
 - e. We have been monitoring the water conditions at Godfrey Reservoir due to the drought conditions. As of right now, the Godfrey Dam levels still look good. Superintendent Carrigan mentioned that as long as the Androscoggin River has water, the Brown Farm Well will always have water as it flows into the well through the riverbed.

It was moved by Mayor Grenier, seconded by Commissioner Poulin with all in favor to accept and place on file the Berlin Water Works Monthly Status Report for the month of August dated September 16, 2020.

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

Under Old Business:

- a. Project Status:
 1. Goebel Street Status: We have begun work on Goebel Street. The goal is for approximately 400' of 8" HDPE to be installed from Devens Street to Alpine Machine. We have started hammering ledge which looks to be 4' to 4' deep. The goal is to get down to 6'. This will be all paid for by our Capital Improvement Fund.
 2. Western Avenue Status: We have completed the Western Avenue project and it has been base paved.
- b. BWW Office Building Settling Issue Status: Superintendent Carrigan discussed the ongoing litigation with Couture Construction and the direction our attorney has advised us to take.
- c. Source Water Protection Grant:
 1. Brown Farm Well Fencing Status: The fence project has been completed and it came out great. The new gate is a nice addition. We have submitted all necessary documentation for the completion of the project to Bess Morrison of the NHDES and she has confirmed that all the deliverables were met and forms complete. She has moved forward with getting approval for our requested payment disbursement for project completion.
- d. Small Claims Notice Status: The Board reviewed the first round of the 7 customers that have been submitted to the small claims court. We have been awarded Default Judgement for five of the seven accounts that were submitted due to the Defendants failure to answer the claim. They are to have 30 days to make payment to Berlin Water Works. If after 30 days they have not made payment, BWWW may file a Motion with the Court to have them served by the Sherriff. The other two accounts were answered claims. One admitted he owes the balance, and is supposed to begin making payments, but as of this date, not payment has been made. The court will be scheduling a Payment Hearing in the near future. The final account was that of Gerald Winn. He is looking to settle for \$3000.00. The court will be scheduling a PreTrial Conference Hearing in the near future.
- e. 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 each to replace. We will need 2 sets. We have contacted the local machine shops and have begun receiving quotes. It looks as though we can replace both for 1/3 of the cost by having them fabricated locally. We are still waiting for one quote before we proceed.
- f. Other Old Business: There was nothing further for the Board.

Under New Business:

- a. HealthTrust FY2020 Surplus: We are receiving a Return of Surplus for FY2020. The anticipated amount of the return is \$10,611.96
- b. Lead and Copper Sampling: Bottles were distributed Monday and collected yesterday through social distancing protocols. This is part of our Chemical Monitoring Waiver. If we pass this round, we should receive a 3-year waiver.

Approve Other & Communications:

- 2020
- a. The Superintendent informed the Board that office Manager Lynne is hoping to cut her hours to part time in the near future. She has decided that she would like to stay employed more as part time. The goal is to train the current office staff on her daily duties. Cindy, our Part-Time Office Assistant would take on the full-time hours in her place.
 - b. Chair Caron brought up possibly looking into paying off SRL #06 and lowering our manageable debt. Although there is said to be 0% interest on these loans, there is still approximately \$20k additional in Admin Fees added on per year. The board has agreed to revisit this payment after construction season because we are now self-funded. The Superintendent will have Office Manager Lynne look into this.
 - c. Mayor Grenier expressed a concern about a hydrant near his home. General Foreman Lefebvre stated that it was an older, rebuilt hydrant and we can not turn it on as is. It needs be dug and replaced again. The idea was to dig after construction season because our crew is short. Mayor Grenier expressed that it is a bus stop, and the bus seems to be having a hard time to make the corner with the dirt and cones. General Foreman Lefebvre stated that he will make sure it is filled flush to pavement level and compacted ASAP, which should help the situation in the meantime until it can be fully repaired.

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

The Board agreed to hold their next regularly scheduled meeting on October 17, 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 Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:36pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board