

September 18, 2019

A regular meeting of the Board of Water Commissioners was called to order by Chair 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 for this meeting were Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file the Minutes of August 21, 2019 with Commissioner Ingersoll signing as Acting Clerk.

Under the Berlin Water Works Monthly Status Report dated September 18, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
  - a. A&E Electric replaced the level probe for clearwell #01 with a new one that was previously ordered. The used one that had been taken out of the Androscoggin Plant was giving false readings which would interfere with the backwashes.
  - b. The computer that runs the Treatment Plant crashed twice this past month. The IFIX program had question marks where data & levels should have been. We spoke with Charlie Fritz from EII about the problem and he feels the computers are becoming incompatible with the new technology. Our system is Windows 7 based which is no longer supported by Microsoft. He is going to give us a quote on an upgraded system.
  - c. We ran Well #01 for two days so that the USGA could take water samples. They take samples to be tested and compare to the data that they have for the well which is tested every three years.
2. Distribution System Status for the month of August:
  - a. Water Supplied into the distribution system for the month averaged 1.81 MGD.
  - b. The Ammonoosuc Plant was 1.77 MGD and Brown Farm Well was .04 MGD (1.5 days).
  - c. The daily wasted sludge flow to the City Pollution Control Facility was 149,705 GPD.
  - d. Burgess Bio's daily average water usage was 931,927 GPD, and was offline for 2.5 days for the month.
  - e. We brush hogged the raw water transmission line from the Treatment Plant to Godfrey Dam.
  - f. There were no service line, curb stop or main line repairs during August.
  - g. Donny Labrecque filled in for Steve Lefebvre for two weeks while he was on vacation.
  - h. We have finished the hydrant flow testing.
  - i. While flushing hydrants, we found that four need painting and several need repairs.
  - j. We did not hold a construction meeting because we were working on the school project and had done little on the SRL #12 projects. We will have a construction meeting on September 25<sup>th</sup>.
3. NHSRL #12 Update: Our remaining balance to spend is \$388,803.00. We will save some funds to do paving next year. Payback for this loan should begin with our FY-21 Budget. We did submit a pay request in August and funds should be available 09/19/19.
4. Water Meter Replacements & Backflow Preventers Project Update: Donny tested 14 backflow devices and of those tested, 7 were for the State Prison. Five new meters were installed this fiscal year and will pick up again in the winter.
5. Cost Reduction/New Income/Improvements/New Customer Update:
  - a. The August Quarterly Billing commitments were \$334,818.48.
  - b. Staff is working on disconnection notices for past due accounts, approximately \$70k.

- c. We are also working on getting our previous payment arrangements revised. In the past, customers were not paying the current bill as they became due and were continuously falling behind on their balance. Moving forward, customers with arrangements will need to keep current on the present quarter, as well as pay a minimum of \$50.00 per month on the outstanding balance to stay in compliance of their agreement. All agreements are required to be signed by the customer.
- d. The August water usage for the 48 Monthly Accounts was \$116,703. Burgess was \$66,206 and the Federal Prison \$20,802.
- 6. Safety/Personnel/Other Update:
  - a. BWW has not had a Lost Time Accident in the last 1,798 days. On September 12<sup>th</sup> one of our temp employees missed 2 days due to a twisted ankle.
  - b. The Superintendent had attended the workshop for the implementation of the Berlin Emergency Operations Plan for the City on August 14<sup>th</sup>. There will be a series of workshops until the program is completed with the next one scheduled for September 10<sup>th</sup>.

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 September 18<sup>th</sup>, 2019.

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

#### Under Old Business:

- a. Project Status:
  - 1. Brown Farm Well - Second Generator Status: The transfer switch that was ordered thru Rockingham Electric was not the correct size. They had ordered an upgraded version of the part but did not confirm the dimensions and our location was not designed for that fit. Another part was ordered and is expected in about 4 weeks.
  - 2. School Project Status: We just completed the project yesterday. Paving was done from Jasper Street down to the parking lot and we also hydro-seeded the area. We submitted a pay request for approximately \$139k.
  - 3. Western Avenue Status: We started this past Monday. Crews are heading north because there are issues with drains & sewers that need to be addressed by the City. Hopefully we can get south of Gerrish Street. The Mayor said that he was contacted by the school bus driver for that area about not having access. Steve Lefebvre said that Tom Sutton came to our office and that BWW will let them pass thru in the morning and in the afternoon for student pick-up and drop-off.
- b. BWW Office Building Settling Issue Status: The Superintendent handed the Board a proposal from Helical Drilling, Inc. from Braintree, MA dated September 13, 2019 in the amount of \$28,800 for Mobilization/Demobilization & Pile Scope of Work. This proposal stems from the fact that EFT, the company that was previously hired, failed to lift from the first attempt and came back with a second quote of \$82,875 with no guarantee and requested money upfront prior to lifting. The Superintendent highlighted a portion of Helical's proposal that "Many factors come into successfully lifting a building of which most are out of our control. We will make sure to attempt but cannot guarantee that we can fully lift the building correcting the observed settlement." The proposal shows that they would get the building back as close to normal as possible. The Superintendent has asked for and is waiting on references. We did not get a quote for the slab lifting but anticipates another \$5k. The Superintendent will continue to move forward.
- c. Industrial Park Land Sale Status: The Superintendent and Donny have been working with Pam Laflamme from the Planning Department about guidelines regarding the sale of the

property at the Industrial Park as this is in our wellhead protection area. Pam is working on covering everyone in this situation. We reached out to Randal Suozzo from NHDES and he suggested that BWV work with the Planning Board to make sure that there are protection measures against any spills, drains, runoff, etc. Currently we inspect the area once a year and during the conversation was suggested instead that we do a BMP (best management practices which is a visual inspection) quarterly. Randal has also sent along the e-mail to a few others at DES to they are aware of the possible sale. The Board suggested to the Superintendent to set up meeting with all parties to include the current owner, potential buyer, Planning Department, NHDES as this is a well head protection area and that all are aware of the rules & regulations that must be followed. Chair Caron suggested we could use the Fed-Ex incident as an example. The Fed-Ex accident tracked the timeline from the accident to follow-up actions.

- d. Tax Deeded Properties Status: The Superintendent met with City Manager Wheeler and Finance Director Chase on September 5<sup>th</sup>, 2019. The City will be including the phrase on their bid form "Bidders are advised to contact Berlin Water Works at 603-752-1677 to determine if any unpaid water fees which may be required to be paid before water service is returned to the property." The City Manager asked about if a property is to be sold then demolished as they would be collecting little to no money and how would BWV handle the situation. The Superintendent suggested that each property go before the Board and if torn down, BWV would abate past charges incurred. If the building is standing, then we would collect. The Board was agreed with the additional information to be added to the City property bids.
- e. Other Old Business: There was nothing to report to the Board.

Under New Business:

- a. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the October payment on the USDA Loan in the amount of \$47,255.00.
- b. Other & Communications: There was nothing to report to the Board.

The Board agreed to hold their next regularly scheduled meeting on October 16, 2019 at noon at their 55 Willow Street location.

There was no Public or Board Comments.

At this time, it was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to enter into a Non-Public Session under RSA 91-A:3III(d) – Land Matters. By roll call vote, with all members in favor, the Board entered into the non-public session at 12:37 pm. At this time the general foreman & office manager left the meeting.

At 12:43 pm, it was moved by Commissioner Ingersoll seconded by Commissioner Brungot, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

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

The meeting did so adjourn at 12:45 pm.

A True Record:

Attest:

  
Acting Clerk, Paul Ingersoll