

October 16, 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, Paul Poulin and ex-officio member Mayor Paul Grenier. Also, in attendance for this meeting were Superintendent Craig Carrigan, General Foreman Steven Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Ingersoll, seconded Commissioner Brungot, with all in favor to accept and place on file the Minutes of September 18, 2019.

Under the Berlin Water Works Monthly Status Report dated October 16, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
  - a. The staff changed out a solenoid valve and float switch that had failed on one of the Bi-Carb Tanks and ordered replacement parts.
  - b. We experienced head loss on filter #02 clarifier. There is large dead spot on the backside of the trough. We added 150 gallons of chlorine to try to break up any beads that may be stuck or break up any sludge that may be causing the dead spot. The cleaning helped but it still is not at 100%. We contacted the filter manufacturer and they suggested super chlorinating and letting stand for 36+ hours before air scouring. We also got a quote on 12 bags of Blue Earth dry acid cleaner which will cost about \$2,000. This could be used if the chlorine fails to clean it properly.
  - c. We received a chemical delivery of 2,500 gallons of chlorine.
  - d. We did lead and copper sampling this month. The 25 samples were dropped off to homeowners and picked up the following day, 20 of them were for compliance and the remaining 5 for our homeowner's information and data report. We had a great response from the homeowners wanting to participate in the testing process. The sample results were good with 13 of the 20 samples coming back with no detection for lead. One customer failed, and the office has mailed out letters with results.
  - e. We contacted Granite State Analytical (a sample testing lab) about the new PFA testing that we need to do the next four quarters. They sent us the three testing kits needed for the testing next month. The Brown Farm wells must be tested each quarter with a cost of \$225 each test per quarter. We will have to run each wells for Godfrey Dam maintenance this month. The cost for the testing for the next year will be \$2,700. If the samples come back below the MCL's we will be able to get waivers for reduced sampling next year.
  - f. The backwash inlet valve on filter #2 failed shut causing multiple backwashes due to head loss. Once the backwash was finished by the operator manually controlling the process, it was shut down. When troubleshooting it was found that a wire had broken in the actuator for the inlet valve. It was repaired and put back online.
  - g. We had to start the Brown Farm Well this past month because of heavy rains and the backwash valve malfunction.
2. Distribution System Status for the month of September:

- 2400
- a. Water supplied into the distribution averaged 1.72 MGD. The Ammonoosuc Plant was 1.52 MGD and Brown Farm Well was .20 MGD (9 days).
  - b. The daily wasted sludge flow to the City Pollution Control Facility was 159,464 GPD.
  - c. Burgess Bio's daily average water usage was 958,520 GPD, and was offline for zero days in September.
  - d. There were no service line or main line repairs and one curb stop repaired.
  - e. We finished updating our fire flow rates this year and painted several hydrants that were not done last year.
  - f. We are in the process of repairing the hydrants that were discovered to have problems while flushing and have winterized the hydrants that do not drain due to high ground water.
  - g. There was a construction meeting held on September 25<sup>th</sup>, the School Project, Brown Farm Well land issues & the SRL #12 projects were discussed.
  3. NHSRL #12: Funds remaining as of September is approximately \$297k.
  4. Water Meter & Backflow Project Status:
    - a. One radio read and one Iperl meter was installed.
    - b. Donny completed testing on 16 backflow devices.
    - c. We have approximately 27 stopped meters and once construction slows down, we will start repairing meters. For FY20, we have installed 6 new meters, 1 backflow and 2 MXU's.
  5. Office System, Building Upgrades & Training: Two employees attended a seminar on Ground Water and Wellhead Protection in Plymouth NH on October 3<sup>rd</sup>. We have completed all the ECU's required for the staff by the NHDES for the 2018-2019 period.
  6. Cost Reduction/New Income/Improvements/New Customer Update:
    - a. We have been collecting money & making payment options for unpaid water bills and doing turn-off's for non-payments. Approximately \$57k has been collected. Mayor Grenier informed the Board that 532 Burgess Street is coming up for bid and that their form states to contact the Berlin Water Works for balance due. During the discussion of unpaid accounts, Chair Caron suggested to use small claims court as an option and to find a common ground dollar figure. After different scenarios from the Board, the Superintendent said that we will work on a policy to set guidelines for taking those unpaid accounts to court.
    - b. Staff read meters for the second quarter on October 1<sup>st</sup> and ended on October 7<sup>th</sup>.
    - c. September water usage for the 48 accounts was \$117,251. Burgess was \$67,425 and the Federal Prison \$20,204.
  7. Safety/Personnel/Other:
    - a. BWW has not had a Lost Time Accident in the last 32 days.
    - b. The Superintendent is still attending workshops for the implementation of the Berlin Emergency Operations Plan for the City.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report dated October 10<sup>th</sup>, 2019.

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

**Under Old Business:**

**a. Project Status:**

1. **Brown Farm Well – Second Generator:** We are still waiting for the control panel.
  2. **School Project:** We completed the project for this year. We submitted our pay request in the amount of \$138,922.67. We received payment in the amount of \$87,563.06 and will pay the remainder off next month.
  3. **Western Avenue:** Crews found lots of ledge under the tar. We were going to try to follow our own line but there is a major drain in the way. We have laid 750' of 8" HDPE pipe and completed 4 services and passed the bacteria test. We have cut another 200' for this year and will leave about 400' left to do next season. We plan on finishing this section soon as the paving plant is to close November 1<sup>st</sup>.
- b. BWV Office Building Settling Issues:** The Superintendent met with the contractor from HELICAL. Equipment was dropped off and is planning to hammer into the ledge and if that does not work, they will drill into the ledge and anchor the columns into the ledge. They started working here today.
- c. Industrial Park Land Sale:** There was nothing new to report however Commissioner Ingersoll thought he saw someone cleaning containers on the property. The Superintendent will contact City Planner Pam Laflamme and inform her of the incident and will call Donny to inspect the area.
- d. Union Contract:** It was moved by Mayor Grenier, seconded by Commissioner Ingersoll with all in favor to accept the cost agreement as previously negotiated with the union. Today the Board signed the Working Agreement between the Berlin Water Works and Local Union #1444 of the American Federation of State, County & Municipal Employees, AFL-CIO for the period of August 1<sup>st</sup>, 2019 to July 31, 2022. For the record, the three-year agreement hourly wage increases are 1% the first year, 1% for year 2 and the third year is 1.5%. Total cost for the first year is \$3,922, second year \$7,436 and the third year is \$10,806 and retro pay from August 1<sup>st</sup> until contract signing. The Mayor thanked the Board for waiting.
- e. Other Old Business:** Nothing to report to the Board.

**Under New Business:**

- a. It was moved by Mayor Grenier, seconded by Commissioner Brungot with all in favor to approve the November SRL #08 payment in the amount of \$114,149.83 due December 1<sup>st</sup>.
- b. It was moved by Mayor Grenier, seconded by Commissioner Brungot with all in favor to approve the November SRL #09 payment in the amount of \$48,356.47 due December 1<sup>st</sup>.
- c. It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to submit the Local Source Water Protection Grant Application in the amount of \$20,000 to the NH Department of Environmental Services for security fencing and gate

at the Brown Farm Well Site. This is a matching contribution grant. We submitted for this grant last year and were not selected.

- d. Bank of NH: Kelly Guilmette, VP-Corporate Cash Management Officer reached out and met with us to discuss what her bank had to offer. We are working on providing her with some numbers so that they can do a comparison. One example Ms. Guilmette provided was that an account would be set up with a target balance in our operating account and sweeps the excess funds into a liquid account earning 2.50% and would eliminate us doing wire transfers to move funds back and forth. We will reach out to Northway Bank to see what they can offer.
- e. AJSPELLC Engineering Changes: Andrew Sharpe informed us that on September 25<sup>th</sup>, 2019 he is now working for Underwood Engineers, Inc. Underwood agreed to allow Andy to continue working for us for the same charge out rate for the remainder of SRL#12 and also if we need to have future engineering projects Andy would do them through Underwood Engineering . It was moved by Mayor Grenier, seconded by Commissioner Brungot, with all in favor to accept the engineering changes that will now be billed by Underwood Engineers.
- f. Other & Communications: There was nothing to discuss with the Board.

The Board agreed to hold their next regularly scheduled meeting on November 20, 2019 at 12:00 noon at their 55 Willow Street location.

There were no Public or Board comments.

The Board did not enter into a non-public session.

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

The meeting did so adjourn at 12:45 PM.

A True Record:

Attest   
Paul W. Poulin, Clerk of the Board