

November 20, 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 Sean Brungot, Paul Ingersoll, Paul Poulin and ex-officio member Mayor Paul Grenier. Also in attendance for this meeting were Superintendent Carrigan and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept and place on file the Minutes of October 16, 2019.

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

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well Status:

- a. We tested the Brown Farm Well #1 and #2 for PFA'S and Brown Farm Well #1 for Nitrates. The Nitrate test came back non-detected. We have received the results of the PFA'S, and no detection of the compounds was found.
- b. While the plant was down for the maintenance work at Godfrey Dam the staff cleaned the chemical feed lines to the injectors. They also cleaned the Bi-Carb and Poly day tanks.
- c. The tax assessor for the city went to the Androscoggin Treatment Plant to look around the buildings and take pictures and measurements of the building footprint.
- d. There was a chemical delivery of 2,400 gallons of NOAH.
- e. We started the heaters in the pump stations, checked the propane levels and confirmed that the intrusion and low temperature alarms were working correctly.
- f. There were some issues with the chlorine analyzers at the Brown Farm Well, Lancaster Tank and the PRV Vault. The issues were caused by built up feed lines and a plugged strainer.

2. Distribution System and Compliance Status:

- a. Water supplied into the distribution system for October averaged 1.38 MGD
- b. Ammo Plant = 1.01 MGD and Brown Farm Well = .37 MGD (6 days). The October daily wasted sludge flow to the City Pollution Control Facility was 136,231 GPD.
- c. Burgess Bio-Mass October daily average water usage was 861,478 GPD.
- d. Burgess Bio-Mass was offline for 7 days in the month of October.
- e. There were no service line or main line repairs in the month of October.
- f. There were two curb stop repairs last month.
- g. We have finished updating our fire flow rates this year; the data shows a significant increase in hydrant flows and residual pressures throughout the City. The data will be forwarded to the fire department and put into our People GIS system under the layer for hydrants.
- h. We had our excavations paved on 10/22/19 the pavement plant closed on November 1st.
- i. One of the full-time temps left for the season in October. All others left by November 8th, 2019.
- j. During the Burgess Bio weeklong shut down, we did our annual maintenance work at the Godfrey Dam. We lowered the pond level and drained the pipeline. The staff pressure washed the intake screen, exercised the outlet gate valves and fabricated a system to use an electric drive for this opening and closing the gates and torqued down the bladder bolts. When turning back on we charged the pipeline and flushed it for a day before we put the plant back online. When doing the pipeline inspections, we found an Air release/ Vacuum valve was leaking, we ordered a replacement and will repair it this month before winter sets in. As of this report, repairs were made.
- k. We paid our annual registration fee of \$750 to the NHDES Dam Bureau.

3. NHSRL -FY 2017- (#12) - BWW 18-1 (\$1,500,000) Water Mains (up to 20% forgiveness) Status: Once our next pay request is submitted, we should have approximately \$100k left for next spring for paving & additional work on Western Avenue.
4. Water Meter Replacements and Backflow Preventers Project
 - a. Donny L. has completed the testing of 11 backflow devices in the month October.
 - b. Three radio reads were installed.
 - c. Now that construction season has ended, we are scheduling meter repair appointments.
 - d. We have added 3 customers to our monthly meter reading schedule.
5. Cost Reduction / New Income / Improvements / New Customers Status:
 - a. The second quarter water bills were issued on November 8th, 2019. The mailing of the bills was delayed by a few days due to printing issues thru NDS (Northern Data Systems, our Utility & Business System).
 - b. The October water usage billed for the 51 monthly accounts was \$112,889. Of this amount, Burgess was \$61,228.00 and Federal Prison \$19,519.
6. Safety/ Personnel/Other Status:
 - a. BWW has not had a Lost Time Accident (LTA) in the last 67 days.
 - b. Craig Gilcrest took the test for Grade 2 Distribution in Concord NH.
 - c. We have received the 2020 GMR Insurance Rates. There will be an increase of no more than .09% in July 2020.
 - d. We held our quarterly JLMC (safety) meeting this month.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report dated November 16, 2019.

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

Under Old Business:

- a. **Project Status:** The total water main installed for 2019 was 1,681 feet and service line totals were 1,258 feet.
 1. **Brown Farm Well - Second Generator Status:** Vaillancourt installed the panel and we are waiting for Electrical Installations to do the instrumentation. We also have to start the wells in January to do testing for the State and will rent a generator instead of using the electricity which would set a high demand charge for the month.
 2. **Western Avenue Status:** We have completed the project for this season and tied back into the existing main for the year and the area base paved.
- b. **BWW Office Building Settling Issues Status:** Helical Drilling started on October 16th and finished two days later. The Superintendent explained the process they used. The building was lifted and the building is better than anticipated. The Superintendent referred to their letter dated November 13, 2019 "Pile Closeout Letter" which summarized their pile installation for the project. It is their opinion as both the pile design engineers and installers that the piles are suitable to support the design loads. The Superintendent answered questions that were asked by the Board. The Superintendent has been in contact with our attorney and we will provide him with a total project cost.
- c. **Industrial Park Land Sale Status:** There was nothing to report to the Board.
- d. **Union Contract Status:** The Board of Water Commissioners signed the Working Agreement between the Berlin Water Works & Local Union #1444 for the period August 01, 2019 to July 31, 2022 on October 16, 2019 and the Union Representatives signed off on October 31, 2019.

- e. Brown Farm Well Diesel Release Status: Geo Insight is doing monitoring for NHDES for the diesel spill by the Fed Ex truck and found a petroleum base compound (PHA) but was below the MCL. As requested by NHDES, they will be retesting on December 5th and if they get PAH hits, Dave Maclean from Geo Insite they may put in another test well closer to the spill area.
- f. Other Old Business: There was nothing to report to the Board.

Under new business:

- a. Chemical Bid Results: After review, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to approve the bid from Monson Companies for Sodium Hydroxide and the bid from Harcross for Sodium Hypochlorite.
- b. Bank of NH Proposal: After discussion, the Board requested additional information from our office and will discuss at next month's meeting.
- c. Annual Report: It was moved by Commissioner Brungot seconded by Mayor Grenier with all in favor to submit the Berlin Water Works Annual Report for FY19 to the City for publication.
- d. NHDES Sanitary Survey: We received the NHDES Sanitary Survey 2019 on November 5th, 2019. Their letter states that "The BWW is operated in a professional manner and staff is knowledgeable of the components and operation of the water system. The most recent water quality monitoring records show that the system is currently in compliance with all water quality standards including lead & copper". The letter also acknowledged positive features that were noted during the survey along with recommendations for improvements or operating adjustments. The Board discussed their recommendations and path forward. The Superintendent spoke about some of the duties we do already.
- e. Approve Other & Communications:
 - 1. The Superintendent informed the Board that our three-year audit proposal (FY18, FY19 & FY20) will end June 30, 2019. The Superintendent asked the Board if we could reach out to Vachon & Clukay for a two-year extension or send out RFP's for Auditing Services FY21, FY22, & FY23. It was moved by Mayor Grenier, seconded by Commissioner Brungot with all in favor to contact Vachon & Clukay to request an extension at the same price.
 - 2. The annual Christmas party will be held on December 13, 2019.
 - 3. Employee Dennis Arguin is retiring after 23 years and his last work day will be on December 13, 2019.

There was no other new business at this time.

The Board agreed to hold their next regularly scheduled meeting on December 18, 2019 at 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, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:50.

A True Record:

Attest:


Paul Poulin, Clerk of the Board