

January 15, 2020

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, Paul Poulin and Sean Brungot. Absent from this meeting was ex-officio member Mayor Paul Grenier. 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 December 18, 2019.

Under the Berlin Water Works Monthly Status Report dated January 10, 2020, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well Status:
  - a. We did the TTHM's and HA5's testing this month and results came back good with lower than normal readings.
  - b. Yearly cleaning of the waste basins was done. This consisted of washing out the settled sludge at the bottom of the basins and is a three-day process of washing down, cleaning & cleaning up.
  - c. We had a chemical delivery of 2,750 gallons of chlorine and two deliveries of the Sodium Bicarbonate for a total of 82,000 lbs. This should last the remainder of the winter. We had to unload both loads at the bottom of the hill due to road conditions.
  - d. We got the PFA results back from the lab for the Treatment Plant and there was none detected. For now, we won't have to test for PFA's next year as the NH court has issued an injunction against NH's newly adopted PFA's testing rules.
  - e. The thermostats for the heaters failed causing them to run at full heat or not at all. We installed two new timer thermostats and it has rectified the problem.
  - f. Sky-Wire had come to the plant to install a new module on our tower for a better signal. Our LogMeIn program (used to connect to the SCADA system) was extremely slow when trying to connect to the plant from an outside computer.
2. Distribution System & Compliance Status:
  - a. Water Supplied into the distribution system for December averaged 1.63 MGD.
  - b. The Ammonoosuc Plant supplied 1.63 MGD and Brown Farm Well - 0 MGD (zero days). The December daily wasted sludge flow to the City Pollution Control Facility was 110,496 GPD.
  - c. Burgess Bio-Mass December daily average water usage was 868,997 GPD.
  - d. Burgess Bio-Mass was offline for zero days in the month of December.
  - e. There were no service line or main line repairs and one curb stop repair in December.
  - f. Staff was busy plowing and sanding.
  - g. We cleared hydrants because of the early snows that had fallen in November and December.
  - h. The rain gutter had fallen off at the Cates Hill pump station and has been repaired.
  - i. There is ongoing maintenance to our vehicle fleet and small equipment during the non-construction season.
3. NHSRL – FY17 (#12) – BWV 18-1 (\$1.5m) Water Main Status: We have a remaining balance of \$96,511.08 for the next construction season.
4. Water Meter Replacements & Backflow Preventers Project Status:
  - a. Last month, we installed 6 backflow Preventer Devices, 11 radio read meters and 9 Iperl meters. We have 3 stopped meters as of January 06, 2020.

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- b. Donny completed the testing of 9 backflow devices. Seven of those were internal backflows for sub contracted for Burgess Bio.
  - c. The installation of backflow preventers, radio remotes and Iperl meters is ongoing. We have installed 23 new meters, 11 backflow and 22 MXU's so far for FY20.
  - d. We continue to make meter appointments for repairing the stopped meters and to change out 20+ year old meters. We also have had to put shut off notices out to gain access into some residents to change out the meters because they did not respond to the original letter for scheduling.
  5. Office System & Building Upgrades & Personnel Training Status: We purchased a leaf blower for light snow removal at the office area and will be able to use the blower for cleaning the work area during construction.
  6. Cost Reduction/New Income/Improvements/New Customer Status:
    - a. The third quarter meter reading on January 1<sup>st</sup> and was finished on January 9<sup>th</sup>, 2020.
    - b. Staff has been doing disconnects for broken payment agreements and approximately \$10k has been collected.
    - c. The December water usage for the 51 monthly accounts totaled \$112,699. Of this amount, Bio-Mass was \$64,359 and FBOP was \$18,107.
    - d. The energy report for the Hydro at the Ammonoosuc Treatment Plant came in late. The original bill sent did not have any readings. The revised second bill shows that we have 7,000 KWH carried forward for a cumulated KWH forward of 47,000. The delivery charge & tax was \$705.20, since we are working off the KWH credit, the bill was zero due.
  7. Safety/Personnel/Other Status:
    - a. BWV has not had a lost time accident in the last 129 days.
    - b. We received the Holiday Premium refund payment from Primex for unemployment compensation program in the amount of \$29,272.35.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept the Berlin Water Works Monthly Status Reported dated January 10<sup>th</sup>, 2020.

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

Under Old Business:

- a. Project Status:
  1. Brown Farm Well – Second Generator: We rented a large generator and ran our tests yesterday for the State. Both Vaillancourt & EII were there and ran both generators and the testing went well. We may need to install a switch-gear because if the onsite backup generator fails then we would lose power to the feed pumps and lights.
  - b. BWV Office Building Settling Issues: We have a meeting scheduled with HEB & Couture Construction tomorrow to be held at our office. The meeting is to discuss a path forward for payment resolution.
  - c. Brown Farm Well Diesel Release: We received an email from Dave Maclean from GeoInsight regarding the resampling of monitoring Well Geo-1 earlier in December. No PAHs or VOCs were detected above laboratory detection limits. They are preparing the data to be transmitted to NHDES in January and will send us a copy of that report.
  - d. Audit Extension: We contacted Vachon Clukay & Co. PC to say that their e-mail is sufficient instead of a more formal proposal for years FY21-FY23 at the same cost as being currently charged.
  - e. Transfer of Funds: We moved \$500k to the NHPID pool in December. The Superintendent informed the Board that on January 8, 2020 we received another proposal from Bank of NH, about three weeks after the Board agreed to maintain our relationship with Northway Bank.

The Board agreed that we could entertain the option with Bank of NH and re-evaluate in one year as we are committed to Northway. The Superintendent informed the Board that Northway was here this morning and installed the check scanner in the office.

- f. Early Debt Payment: After discussion, it was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor, to pay the remaining debt to Rural Development. The Board was presented with an approximate pay-off in the amount of \$818,413.63, subject to change depending on actual date paid. Note, after this meeting, we receive the actual pay-off amount for \$819,116.69 dated for January 24, 2020. This amount represents the 22 remaining yearly payments to RUS with an approximate savings of \$227k. The FY20 Budget included \$200k for future debt payment and the remaining funds to be used from other reserves.
- g. Other old business: There was nothing to present to the Board.

Under New Business:

- a. Material Deficiency Audit Report: After review of the Draft Audit Financial Statements for Year Ending June 30, 2019, as part of the Auditors observation of segregation of duties, they recommended that the Office Manager be removed as an authorized signor on the bank accounts. They believe that internal controls are weakened as the manager has overlapping responsibilities and is also responsible for maintaining the general ledger and reconciling the bank account. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to remove the Office Manager from signing checks. Please note that all checks and other banking require two signatures as in-house policy.
- b. Approve Other & Communications: There was nothing to present to the Board.

The Board agreed to hold their next regularly scheduled meeting on February 19, 2020 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 Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:30 pm.

A True Record:

Attest:   
Paul Poulin, Clerk of the Board