

February 19, 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, Sean Brungot and Paul Poulin. Also in attendance for this meeting was ex-officio member Mayor Paul Grenier, Superintendent Craig Carrigan, General Foreman Steve Lefebvre & Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Minutes of January 15, 2020.

Under the Berlin Water Works Monthly Status Report for the month of January dated February 19th, 2020, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. The staff cleaned both clarifiers and filters and used 400 gallons of NAOH and 350 gallons for Chlorine for the cleaning process.
 - b. Staff transferred 125 gallons of chlorine & 110 gallons of NAOH from the Treatment Plant to the Brown Farm Well holding tanks.
 - c. The SOP for the Brown Farm Well was rewritten for use under normal operating conditions, with one backup generator running and then with the two backup generators running. The SOP is posted in the well building in case of emergencies.
 - d. We did the annual calibration of the DP cells. This is done in part for the Large Ground Water Permit waivers received for the Brown Farm Well #02.
 - e. The batteries for the backup generator at the Treatment Plant failed and had to be replaced.
 - f. QualCal did the annual calibration to all of our process monitoring instruments (cl 17's, turbidity, PH meters, etc.)
 - g. NES Security inspected and changed out our fire extinguishers at the Treatment Plant and Brown Farm Well.
 - h. We performed flow testing on filters. Filter #01 was 6% off and Filter #02 was 11% off. We may have to pull the Venturi Meters for inspection. This meter is not part of the State Waiver requirement.
 - i. The staff is in the process of changing out the water lines in the bi-carb mixing area. We are changing over from white PVC lines to Pex Line.
2. Distribution System & Compliance:
 - a. Water supplied in to the distribution system for January average 1.59 MGD.
 - b. Ammo Plant = 1.40 MDG and Brown Farm Well was .19 MGD (9 days). The January daily wasted sludge flow to the City Pollution Control Facility was 108,043 GPD.
 - c. Burgess Bio-Mass January daily average water usage was 835,955 GPD.
 - d. Burgess Bio Mass was offline for zero days in January.
 - e. There were no service line or main line repairs.

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- f. There were two curb stop repairs in January.
 - g. We have submitted our 2019 Water Conservation Plan Compliance report to NHDES for approval. This is done yearly as part of the Large Ground Water Withdrawal Permit agreement for Brown Farm Well #02. Our letter was sent to Kelsey Vaughn NHDES-DWGB dated February 11, 2020. The DP cell for the Ammonoosuc raw water meter was calibrated on December 23, 2019 and was found to be with 1% accuracy. Ammonoosuc Distribution Meters: The 4 inch, while during inspection, the DP cell for this meter had an electronic malfunction and could not be calibrated. A new DP cell has been ordered and will be installed once received. The 12-inch diameter venturi meter was calibrated December 23, 2019 and was found to be within 1% accuracy. The DP cell for the Brown Farm Well venturi meter was calibrated on December 23, 2019 and found to be within 1% accuracy. The closing letter comment was that the Inspection of the four venturi meters cost BWW \$5,500 in material & labor and giving the results of the 2019 Meter Inspection Program, BWW does not see the benefit of spending this amount of money again for another 20 years. BWW will continue to run yearly calibrations of venturi DP cells. The Water Conservation Annual Water Balance Reporting Form submitted indicates that there is only 5.7% unaccounted water.
 - h. There were a few vacant houses that had frozen inside and when the weather warmed, pipes thawed & broke and started leaking out of the foundations. We turned the water off to those properties and sent letters to inform the owners.
 - i. The annual material bids have been sent out to the vendors.
3. Water Meter Replacements & Backflow Preventers Project Status:
- a. In January, 35 Backflow preventers were installed along with 26 radio read meters and 47 IPerl meters.
 - b. Donny completed the testing of 8 backflow devices in January.
 - c. We have installed 70 new meters, 46 backflow & 38 MXU's so far for FY2020.
 - d. Our 55 series handheld meter readers are obsolete and will not be serviced after 2020. We currently have three readers and costs to replace are \$11,244 per unit. We are working with our supplier on different options to reduce the cost of the readers. The Superintendent referred to a spread sheet with price quote to upgrade 5500 series to 6501 series handheld meter readers. Option 1 would be to purchase 2 new with a cost of \$22,487.66. Option 2 would be to trade the device along with the docking station would be \$15,040.68. In effort to further save cost, if 800 iperl meters or radio reads are purchased there would be a 10% savings in the amount of \$8,900. We already purchased 400 units and we would purchase an additional 400 units to continue our meter upgrade program in FY2021, for a combined savings of trade-in & purchase of either meter for \$6,140.68.
4. Cost Reduction/New Income/Improvements & New Customer Status:
- a. We started the third quarter meter reading on January 02, 2020 and finished on January 09, 2020.
 - b. The third quarter water bills were issued on February 01, 2020.

- c. We have sent out invoices to long overdue accounts and a letter stating we will seek legal action if not paid. Mayor Grenier asked how long these accounts were overdue and if we could provide dollar amounts for next months meeting.
- d. The January water usage for the total 51 accounts was \$114,707, of this amount Burgess Bio was \$65,069 and the Federal Prison was \$17,888.00.

5. Safety/Personnel/Other:

- a. BWV has not had a lost time accident in the last 164 days.
- b. Donated services for the year 2019 were \$5,500.50. This included a hydrant at Hutchins Street for PWD and work done at the Heritage Park.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to accept and place on file the Berlin Water Works Monthly Status Report for the month of January dated February 19th, 2020.

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 January, 2020.

Under Old Business:

- a. Project Status:
 - 1. 2020 Construction Season Status: We are planning on working on Goebel Street and also to finish Western Avenue work & paving. We sent out bids for construction materials. Our materials bid period overlaps our season so we can purchase off of the current bid or select from the new bids so we can choose the best cost. It was recommended by the Chair to change the wording from "Construction" to "Capital Improvement" under the project status.
- b. BWV Office Building Settling Issues: In December, we generated an invoice for Attorney Oliver in the amount of \$53,618.70 for the Willow Street Foundation & Slab work. The Superintendent held a meeting on January 16th, 2020 with a follow up meeting on February 4th, 2020 with our Attorney, Jay Poulin and Arthur Couture. The Attorney suggests that BWV absorb the cost for labor, Engineering Foundation Technologies, attorney and estimated inside and outside work to complete the project and the remainder to be funded by HEB & Couture Construction. The Superintendent will have a further update for the Boards next meeting.
- c. Approve Financial Statements: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept the Financial Statements for Year Ending June 30, 2019 as prepared by Vachon Clukay & Company PC. It was not necessary for our auditors to perform the Single Audit for FY19 as we did not meet the criteria.
- d. Large Groundwater Surface Protection Grant: The Superintendent informed the Board that on February 5th, 2020, we were approved for \$20k for the Brown Farm Well fencing and gate pending the completion of the grant award application. Donny had put in for this grant last year but we were declined. We have been approved this year.
- e. RUD Loan Payoff: BWV has paid off the Rural Development Loan in the amount of \$819,116.69. By doing so this saved \$222,664.60 in interest fees.

- f. Other Old Business: There is no running water at this time. We had just a few homes that have frozen inside. So far this has been a mild winter and all of the BWW efforts in lowering water mains have made a difference.

Under New Business:

- a. Emergency Response Plan: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept the City of Berlin Water Works Public Water System Emergency Response Plan dated March 2009 with revised date of January 10, 2020.
- b. Northway Bank: The Board signed the updated signature card for the Northway Bank.
- c. Water Balance Report: It was moved by Commissioner Poulin, seconded by Mayor Grenier with all in favor to approve the Water Conservation Annual Water Balance Reporting Form as required by the NHDES.
- d. Consumer Report: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll with all in favor to accept the Consumer Confidence 2020 Report (2019 data). This report will be included with our May quarter & monthly water bills.
- e. Approve Other & Communications: There was nothing to report.

The Board agreed to hold their next regularly scheduled meeting on Wednesday, March 18th, 2020 at noon at their 55 Willow Street location.

There was no Public or Board comment.

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 12:31 pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board