

July 14, 2016

A regular meeting of the Board of Water Commissioner was called to order by Chairperson Michael Caron at 12:03 pm. Commissioners present were Lucien Langlois, Paul Poulin and Paul Ingersoll. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also present for this meeting was Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Debbie Baillargeon.

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of June 15, 2016.

Under the Berlin Water Works Monthly Status Report dated July 8th, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems:
 - a. We received a delivery of 2060 gallons of Chlorine, 1021 gallons of caustic and 41,250 pounds of Sodium Bicarbonate.
 - b. Filter #1 was down due the failure of the level transmitter, staff replaced the transmitter with a used one we had at the plant and a new one was ordered as a spare. Commissioner Langlois questioned the condition of the plant as it is now twenty-one years old, what will be needed in the future to keep the facility operating. Superintendent Carrigan stated that we have been replacing parts as they fail with parts on hand as well as with used parts from the Androscoggin Treatment facility that is closed. The superintendent also stated that there will be a line item in the budget to help with replacement parts and to continue the maintenance of the treatment facility, there does not appear to be a need for a major overhaul of the facility.
2. Distribution System:
 - a. There were no main line, service line or curb stop repairs in June.
 - b. Water supplied into the distribution system for May averaged 1.88 MGD, 1.56 MGD from the Ammonoosuc and .32 MGD from the Brown Farm Well. Berlin Water Works runs the Brown Farm Well while we clean filters and other maintenance that requires us to lower the flows.. Also the water use at Burgess Bio power has increased as well as at the Federal Bureau of Prisons.
 - c. Staff has been clearing brush from around the water tanks, places where the boom mower cannot be used. At the Ramsey Hill tank staff had to clear some of the trees that were reaching towards the tank. Chairperson Caron asked how the boom mower has been working and Superintendent Carrigan stated that we have not used the mower yet, but we are scheduled to use the mower next week.
3. BWW Office & Garage Upgrade Project:
 - a. The fire hydrant fountain and lights have been installed in front of the office and we have received several compliments on the fountain.
4. Water Meter Replacements & Backflow Preventer Project:
 - a. Not as much work is completed on meters during the construction season, we have installed 2 backflow devices, 4 radio read remotes and 8 iperl water meters during the past month. Chairperson Caron questioned the larger than ¾" meter that needs to be replaced on Pleasant Street, Steve Lefebvre stated that the motel is not open and when they request the water to be turned on we will have to install the new meter at their cost less the price of a ¾" meter, the meter is on site at Berlin Water Works.
5. GIS Leica System:
 - a. Berlin Water Works divided the city into seven zones based on our breakdown of the city for Major Break location. NHDES suggested a plan to divide up the city to record all GIS location information in one zone at a time. Berlin Water Works started with zone seven that covers the period from the Community College to Brown School. Staff is about 50% complete in zone seven. One of the requirements for the NHDES Asset Management Grant is to provide an Asset Management Plan. Most of the communities that receive the Asset Management Grant hire an engineer to oversee the grant, but at an amount of \$15,000 matching grant the engineer fees would cost near the matching grant amount. Berlin Water Works staff is working on an Asset Management Plan in house.
6. Cost Reduction/New Income/Improvements/Customers:
 - a. Burgess Biopower has paid for the May water billing and the current bill is not due until August 6, 2016.
 - b. The Hydro ran for 30 days out of 30 and generated 16.75 MWH of power in June. The Treatment Plant had zero net KWH billed and carried forward 5200 KWH. We now have a new net amount of 11800 KWH.
 - c. Berlin Public Schools have asked Berlin Water Works to help them with the replacement of the gymnasium floor. They found the concrete under the existing wood floor to be in poor condition due to the coal ash that was used for fill under the concrete, it destroyed the drain lines causing damage to the concrete. Berlin Water Works staff has replaced the outside perimeter of drain line and will repair the roof drains that run into the courtyard as well as replace the drain line to the main line in the street. They have rented one of our dump trucks as theirs is broke down and being repaired by Berlin Water Works. Berlin Water Works still has a water main crew working on water line installation for the funding agencies projects; the crew working on the Public School is a separate crew.
7. Safety/Personnel/Other:
 - a. We have not had a Lost Time Accident in the last 651 days.

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 July 8th, 2016.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept the Cashier's Report for the month of June, 2016.

Under Old Business:

a. Project Status:

1. Cedar Street Project Status: We have installed 850 feet of 8 inch cast iron from Prospect Street to Hillside Avenue including the Hillside intersection and 190 feet in services. During the project we found a small section of 2" galvanized water main that was weeping, BWW staff moved the service of the two houses from the galvanized main to the 6" water main on Hillside Avenue, eliminating the galvanized water main.
2. Western Avenue Project: BWW staff started work on Western Avenue on July 7; we have installed 300 feet of main line the project will run from Mink Street north for about 1000 feet.
3. Brown Farm Back-Up Well Status: Superintendent Carrigan stated that he and Steve Lefebvre had met with Andy Sharpe, our engineer and Dave Maclean from Geo Insight yesterday for a progress meeting. The group reviewed the test results of two of the wells, one at location TW4 that provides 350 gpm and has met all water quality standards and TW7 that provides 900 gpm and met all the secondary standards for water quality. TW7 has the better flow and is located about 50 feet south of the existing well. TW4 could be considered in the future if we need another well. Commissioners were concerned that the TW7 well location would cause problems with the present well's aquifer; the engineers do not see a problem with the location. They do recommend that BWW has an 8" test well installed at TW7 to check for iron and manganese. The test well would be monitored for five days with multiple samples of water taken during the flow testing period. It was quoted at \$60,000 for the test well. Commissioners asked the cost of the final well and Superintendent Carrigan stated that it would be \$200,000 to \$300,000 and the \$60,000 would not be applied to the Final Cost. The test well would be removed before the permanent well was installed at the same location. Superintendent Carrigan did remind the Board that we had set aside \$50,000 for the test wells to determine the best locations for a backup well and the final cost was \$28,000 so the cost of the test well may come in under \$60,000, Dave Maclean is in the process of getting prices for the test well. The staff discussed the test well and determined that it is necessary to check for iron and manganese before the final well is installed. The Commissioners discussed the location of the test well to the current well and are concerned about damaging the present well, the Superintendent stated that the geologists do not see the test well causing any problems with the existing well. Steve Lefebvre added that the last day of the five day test run for the TW7 well will include tests at the existing well to check the aquifer changes due to both wells running at the same time. The location of the well at location TW7 will eliminate the need for the City to purchase any more land. The Back up well is an ongoing process and does not require any action by the Board at the present time it was included for information purposes.

b. Brown Farm Back up Well Land Acquisition Status: Previously discussed under Brown Farm Back up Well.

c. Office Security: Berlin Water Works has received two bids for security cameras one from Vaillancourt Electric for \$8,391 and Androscoggin Electric for \$7,500. The magnetic locks for the buildings were only bid on by Androscoggin Electric. The Board suggested that staff consult with the local locksmith for the lock changes. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to award the bid for security cameras to Androscoggin Electric in the amount of \$7,500 and to approve the door access system locks with a not to exceed cost to the low bidder.

d. AFSCME Local 1444 & City of Berlin – Sign Agreement approved at June 15, 2016 meeting: Board of Water Commissioners and Superintendent signed the Working Agreement. Once all the signatures are on the agreement the Superintendent will send a copy to the City Manager for City Council's review.

e. Other Old Business:

1. Berlin Water Works received an email from HE Bergeron Engineers asking when Birch Street will be paved, they want to use it as an alternate route for the City Main Street project. Superintendent Carrigan stated that BWW will be only 30 days short of the compaction period for paving, but trench patches will be completed and Berlin Water Works will overlay the pavement for Birch Street.
2. Mike Couch met with Superintendent Carrigan and Steve Lefebvre regarding the campground planned for Jericho Road. Superintendent Carrigan passed out copies of the plans to each of the commissioners, stating that the access road to the Ammonoosuc Treatment Facility runs through the middle of the planned campground. The access road is a right-of-way on the property. The maintenance of the road including winter plowing was addressed; Superintendent Carrigan told Mr. Couch that Berlin Water Works plows the road only on work days that we have personnel at the Ammonoosuc Facility. Steve Lefebvre is going to meet with Pam Laflamme, the City Planner to discuss the letter that the Planning Board is requesting from Berlin Water Works, to allow the project to move forward. Chairperson Caron stated that we may want to have an agreement stating that Mr. Couch's project would be responsible for maintaining the access road; also Berlin Water Works would like a double gate system to protect the Ammonoosuc Treatment Facility. Dave Bouchard, Horizons Engineer also spoke by phone at the meeting and stated that they will build a pump station to Berlin Water Works specifications and that once built it would be transferred to Berlin Water Works. Mr. Lefebvre stated that there would be one water meter located in the pump house for the whole park.
3. Planning Board sent a letter in reference to A & B taking more gravel for the Hutchins Street project and Superintendent Carrigan stated that he had no issues with the request.

Under New Business:

a. Propane Contract 2016-2017: Berlin Water Works signed a contract with Irving Energy for \$1.38 for the amount of 14,000 gallons; last year's price was \$1.47.

b. Approve payment of NHSRL #6 in the amount of \$82,046.25 (12 of 20): It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to approve the payment of \$82,046.25 for NHSRL #6 due on September 1, 2016.

c. Approve Other & Communications:

1. Andrew from Cates Street Capital called the office requesting that the date for the 15% discount be moved extended five days. He will send a letter in writing to the Board of Water Commissioners requesting the change. The Board will discuss once they receive the letter.

2. Berlin Water Works customer from Cedar Street called Steve Lefebvre to compliment the Berlin Water Works crew working on Cedar Street, she was very impressed with their politeness and the fact that they worked efficiently.

3. Sonny Couture called from Couture Construction to ask if he could rent the Berlin Water Works Excavator and hammer. The project he is working on has a lot of ledge and his excavator is not capable of breaking through the ledge. The Board was in agreement that the Superintendent could work out a schedule to rent out the excavator at our current charge out rates with an operator when it is not being used by Berlin Water Works staff.

The Board agreed to hold their next regularly scheduled meeting on August 17, 2016 at their 55 Willow Street location at noon.

There were no Public-Board comments.

There being no further business to come before this meeting 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 1:00 pm.

A True Record: Attest: _____

Paul W. Poulin, Clerk of the Board